1. Log into PeopleAdmin at [https://ecu.peopleadmin.com/hr/shibboleth](https://ecu.peopleadmin.com/hr/shibboleth) using your PirateID and password.

Note: If you are logging in by clicking the link provided in an automated PeopleAdmin email, you will have to first click “SSO Authentication” to access single sign-on.

2. Click the **three dots (...)** in the upper left-hand corner

3. Select **East Carolina University Employee Portal** located under other tools.
4. Once in the Employee Portal, click **My Employees’ Reviews**.

5. To the left you will see several drop down menus. Click the **Subject** drop down menu to view your supervisory structure. Your own name will be included denoted by (Me).

6. If there are any issues with the supervisory structure, please submit a Team Dynamix ticket to the “Banner HR – Functional Support” service. Tickets can be found here: [https://ecu.teamdynamix.com/TDClient/Requests/ServiceDet?ID=16116](https://ecu.teamdynamix.com/TDClient/Requests/ServiceDet?ID=16116).