

FAQs

How do I start a new request?

Login to the portal <https://facultyrequest.it.utsa.edu/Account/Login.aspx>

Click on the blue box to the right that says “Add New Request”

How do you save a hiring request?

The current version of the portal does not allow for an incomplete request to be saved. This is an enhancement planned for the future. One option to work around this is to enter a character in each cell which will then allow you to save the request as long as the priority is set to 0.

Can I delegate access to another user?

Yes, access can be delegate to a faculty or staff member as long as they have a UTSA login. When you delegate your access they have the ability to see the system just as you do. It is not possible to delegate a single hiring request.

When are the hiring requests due?

Hiring requests are due from the Dean to the Provost by May 28th. Dean’s will individually establish deadlines for Department Chairs to submit requests.

How do I prioritize the requests?

“0” is a placeholder for the request. Items not ranked or pending ranking should be categorized as “0”. Highest priority = 1

Can the requests be downloaded?

In the Submitted View, click on the blue export data to CSV button. This will download all requests to a CSV file that you can convert to Excel.