1. Click on the following link:
   UTSA Faculty Hiring Request Portal

2. Use network ID and passphrase to login to the portal.

3. Upon logging in you will arrive at the dashboard page:

   ![Dashboard Image]

   Your log-in ID, abc123, has been programmed with your role, and the underline will show the role associated within the portal. The dashboard will provide you with a summary of actions related to your posting(s) and their current status. In this screen shot, there are 2 requests pending action taken by the Dean.

4. Every position will need to have an email assigned to the position. To assign an email, login to the portal. From the dashboard, select your name at the
top right of the screen and then select ‘Notification Manager’ tab and put in the desired email address.

5. Once updated, return to the dashboard to begin taking action.

6. To view a request, click on Fiscal year/Position.
5. After reviewing the request, you have the option of looking at the ‘Request History’ tab, the ‘Comments’ tab which enables you to add comments, or ‘Actions’ tab.

6. If the action is to ‘Approve’ the request, then you must assign a number value priority to the request and adding your justification comments before selecting ‘Approve Request’. If however, you wish to ‘Defer Request’, ‘Return to Department’ or ‘Edit Request’ you do not need to assign a priority.

7. If the position is lacking something, the Dean may select ‘Return to Department’ from the actions lists which will then provide a text box to enter an explanation as to why the request is being returned.

8. If a change in the request is minor, the Dean is able to edit the request themselves by selecting ‘Edit Request’ from the actions list, input which field(s) needs to be edited and then the request will be unlocked and is shown to be able to edit. Once the edit(s) have been completed, the Dean will select ‘Save’ at the bottom and then is able to set a priority and ‘Approve Request’.
9. The option of ‘Defer Request’ indicates that the position request form is complete, however no further action will be taken at this time. The Dean must indicate why the position is being deferred and then it will be returned to the Department.

10. And the Dean also has the option of creating the job position request themselves by returning to the dashboard and selecting the ‘Add New Request’ button.

11. At this point the Dean/delegate would complete the request with the following items.
The first section contains information on the:

- Recruitment year
- Department priority-(Department has up to 5 options to prioritize postings, ‘0’ allows you the option of submitting the form even if not complete, and returning at a later time to complete. Saved requests will have their own section on the dashboard. Saved requests will remain on the dashboard indefinitely and cannot be deleted.)
- Appointment Connection-refers to the type of appointment
- Institutional Alignment
The next section contains the following information:

- College/department/program alignment
- Position information
12. Once complete, select the Submit Request button.
13. Upon submission, you will be brought back to the dashboard. Select the Submitted button. This request is now ready for the Dean to take further action as described above.
To Delegate a User:

1. Login to the portal. From the dashboard, select your name at the top right of the screen and then select ‘Settings’.
2. Insert the network ID of the Delegate into the textbox and click ‘Add delegate’.
3. The Delegate will be able to submit/edit/withdraw on your behalf. Delegates cannot hold multiple delegations. It is your responsibility to remove the delegate if they no longer serve in this capacity.
4. To Remove a Delegate, from you dashboard, once again, select your name at the top right of the screen and then select ‘Settings’. Find the person(s) row and click ‘Remove Delegate’.