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 Page]

   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.

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 complete the position request.

6. Click the **Add New Request** button in the upper right corner and the following will be displayed. The following are required position request information that you will want to have available and ready prior to beginning the form:
   a. Recruitment Cycle-Recruitment Year and Department Priority
   b. Position Appointment (Single department, joint etc.)
   c. Institutional Alignment (Cyber, Health, Social-Economic, Other)
   d. Narratives describing how the position advances UTSA’s strategic priorities including research, student success, and diversity inclusion.
   e. Narratives describing how the position aligns with the College, Department/Program’s strategic priorities
   f. Position information (Type, reason, rank, research area, estimated salary, anticipated workload, and estimated start-up costs and equipment, Additional funding, Endowment, Office and Lab space)
   g. Extra-any additional relevant comments

7. All fields are required to be completed prior to submission. The system will tell you if there is an error in the completion process, or if a field has not
been completed.

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
8. Once complete, select the **Submit Request** button.

9. Upon submission, you will be brought back to the dashboard. Select the **Submitted** button.
10. You will be able to see your submitted positions and their priority at a glance.

To Withdraw a Request:
1. From the dashboard, select the request to view by clicking on the Fiscal year request.

2. To withdraw the request, select **Actions** in the box displayed in the upper left hand corner.

Then select **Withdraw Request** and provide the reason.
And select the **Withdraw Request** button.

**To Edit a Request:**

1. You must **Withdraw Request** before you are able to edit a request.
2. From the dashboard, select the request to view by clicking on the Fiscal year.
3. Once again, select the **Actions** button, and on the drop down box, select **Edit Request and answer which fields do you intend to update.** Then click
4. Make the necessary changes to the request. And then select the ‘Save Changes’ button at the bottom.

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’.