



Quick Guide – Navigation

NOTICE: Human Resources launched a significant upgrade to the system used to manage online employment services, and position descriptions. The system, accessed via the Single Sign On (SSO) menu as “TAMU Jobs”, was renamed **PATH** (Portal Access for Total HR) in 2013.

Visit the PATH Help Page at: <http://employees.tamu.edu/PATHhelp.aspx>

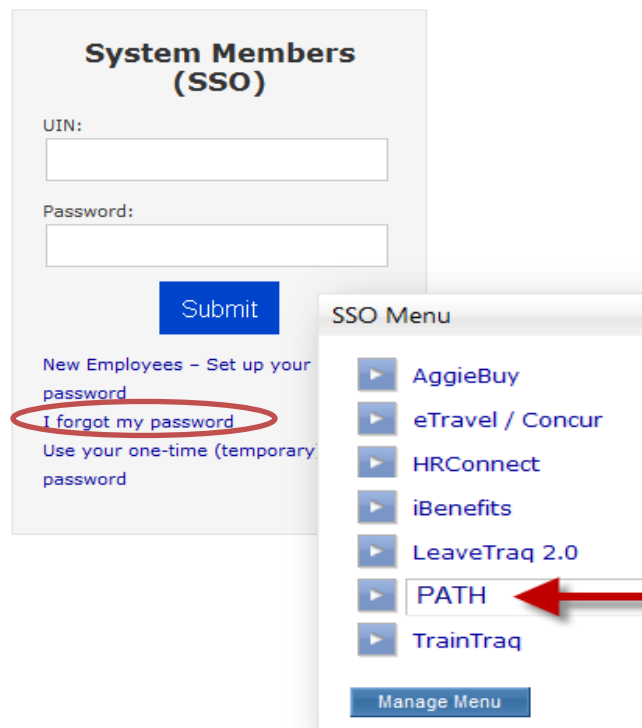


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The following are instructions on how to navigate the PATH system to login, switch modules, change user group, view inbox and watch list and position description.

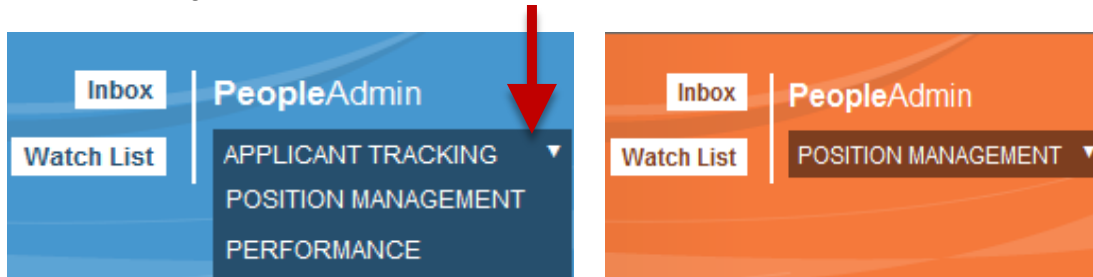
How to Login to PATH

Login into the PATH System using Single Sign On (SSO) at <https://sso.tamu.edu>. After you have logged into SSO, select PATH from the Single Sign On menu to access the PATH system. If you need help with your UIN or password, click on “I forgot my password” on the home page of SSO, or contact Human Resources at 845-4141 or [your department HR Liaison](#) to have your SSO password reset.



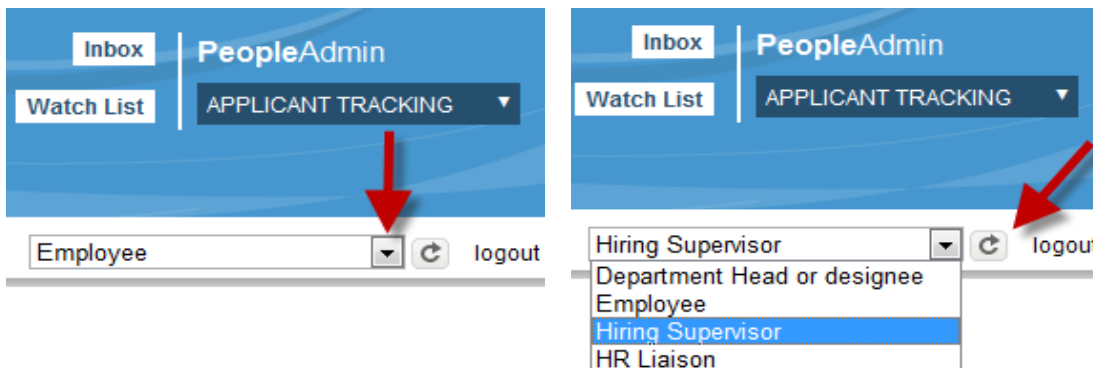
How to Switch Modules

By system default, you will appear in the Applicant Tracking module. Hover over the down arrow next to Applicant Tracking module, and select another module from the drop down list to change the module. For the snapshot below, the header bar changes to orange when you are in the Position Management module.



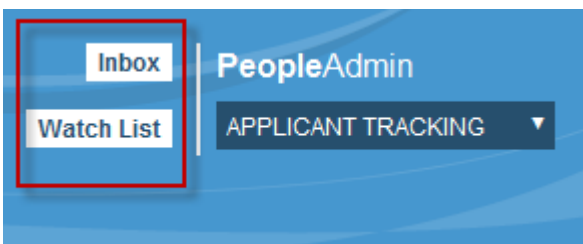
How to Change User Group

By system default, you will appear in the employee user group once logged in. You can change your user group in any module. To change your user group, click on the down arrow next to the user group and make your selection from the drop down list. Click on the **Refresh** button next to the user group to update the user. A green system message will appear at the top once the user group change has been made. To close the system message, click on the **Close** button on the far right corner of the system message.



How to View Inbox and Watch List

By system default, you will appear in the Home tab once logged in. Your Inbox and Watch List will appear in the Home tab. The Home tab can be accessed from any module in the system. You can also access the inbox and watch list by clicking on the **Inbox** or **Watch List** button near the module drop down list. Items that appear in the Inbox or Watch List can be accessed by clicking on that item in the inbox or watchlist.



Welcome to the PATH (Portal Access for Total HR) System.

 **Inbox** (1 items need your attention)

Displaying items for group "Hr Liaison".

Position Requests (1)

Title	Type	Current State	State Owner
Technician II	Reclassify Position	HR Liaison	HR Liaison

 **Watch List** (4 items)

Position Requests (4)

Title	Type	Current State	State Owner	Creator
Add/Change User Access: LEAD OFFICE ASSISTANT	Staff	Approved	Administrator	Evelyn Castaneda
Add/Change User Access: Human Resources Advisor I	Staff	Approved	Administrator	Evelyn Castaneda
Add/Change User Access: Human Resources Advisor I	Staff	Approved	Administrator	Evelyn Castaneda
Add/Change User Access: STOREKEEPER I	Staff	Approved	Administrator	Evelyn Castaneda

To unwatch an item, click on the **Watch List** button near the module drop down or the Watch List link at the top of the Watch List box on the Home Tab. This will take you to Home / Watch List page, where you can then click on Actions drop down and select unwatch from the options.

Postings

There are not any postings in your watch list.

Hiring Proposals

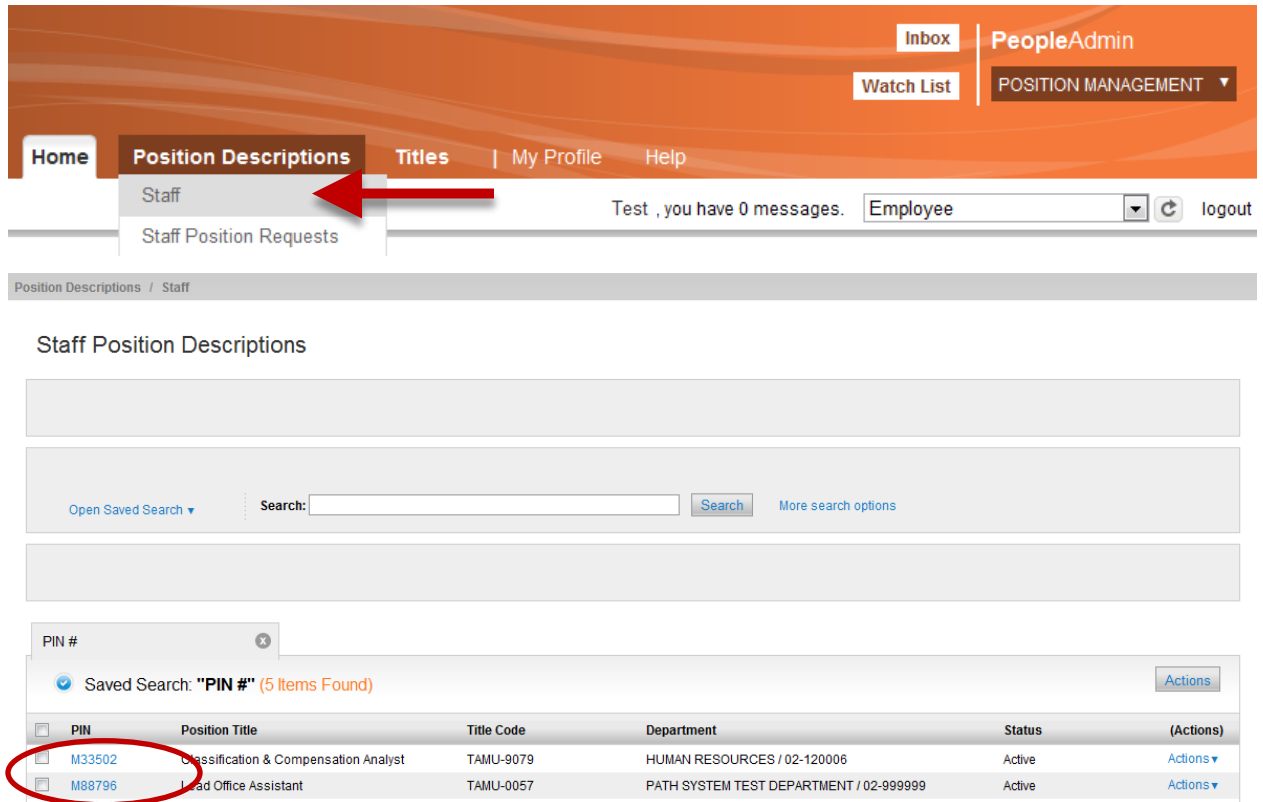
There are not any hiring proposals in your watch list.

Position Requests

Job Title	Type	Current State	State Owner	Creator	Actions
LEAD OFFICE ASSISTANT	Staff	Approved	Administrator	Evelyn Castaneda	Actions ▼
Human Resources Advisor I	Staff	Approved	Administrator	Evelyn Castaneda	Show Position Request
Human Resources Advisor I	Staff	Approved	Administrator	Evelyn Castaneda	Unwatch Position Request
STOREKEEPER I	Staff	Approved	Administrator	Evelyn Castaneda	Unwatch Position Request

How to View Position Description

To access position descriptions, make sure that you are in the Position Management module. Next, hover over the Position Descriptions tab at the top of the page, and select Staff from the drop down list to view position description(s). If you have access to another user group other than employee, you will be able to see those position description(s) in addition to your own position description. To view position description, click on the hyperlink PIN.



The screenshot shows the PeopleAdmin interface. At the top right, there are links for 'Inbox', 'Watch List', and 'PeopleAdmin'. Below these is a 'POSITION MANAGEMENT' dropdown menu. The main navigation bar includes 'Home', 'Position Descriptions', 'Titles', 'My Profile', and 'Help'. The 'Position Descriptions' dropdown menu is open, showing 'Staff' (highlighted with a red arrow) and 'Staff Position Requests'. Below the navigation bar, there is a message: 'Test , you have 0 messages.' and a user selection dropdown set to 'Employee' with a 'logout' button.

Position Descriptions / Staff

Staff Position Descriptions

Open Saved Search ▾ Search: Search More search options

PIN #

Saved Search: "PIN #" (5 Items Found) Actions

<input type="checkbox"/>	PIN	Position Title	Title Code	Department	Status	(Actions)
<input type="checkbox"/>	M33502	Classification & Compensation Analyst	TAMU-9079	HUMAN RESOURCES / 02-120006	Active	Actions ▾
<input type="checkbox"/>	M88796	Lead Office Assistant	TAMU-0057	PATH SYSTEM TEST DEPARTMENT / 02-999999	Active	Actions ▾