



## Quick Guide – Update Your User Profile

**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 are how to update your user profile so that you can change your default module at login and opt out of email notifications within the PATH system.

### How to Change the Default Login User Role

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. By system default, you will appear in the Applicant Tracking module and Employee user group. To access your setting, click on the My Profile tab. You can access the My Profile tab from any module. Next, hover over the **Take Action On User** button and select Edit Profile from the drop down list.

Click on the Preferred Group on Login drop down list in the Account Information section. Next, select the role you want to be logged in as and then click on the **Update User** button. [Note: you will have to log out and log back in for the changes to take effect.] You will now appear in the user group you selected as your preferred group every time you login to the PATH System.



Required fields are indicated with an asterisk (\*).

Account Information

\* External Authentication Key

\* Username

\* First Name

\* Last Name

\* Email

Org Unit Ids

Reporting Org Unit

Preferred Group On Login

- Employee
- Hiring Supervisor**

### How to Change the Default Login Module

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. By system default, you will appear in the Applicant Tracking module and Employee user group. To access your setting, click on the My Profile tab. You can access the My Profile tab from any module. Next, hover over the **Take Action On User** button and select Edit Profile from the drop down list.

The screenshot shows the PATH system interface. At the top left is the PATH logo (Portal Access for Total HR). The top right shows 'Inbox' and 'PeopleAdmin' with a 'Watch List' and 'APPLICANT TRACKING' dropdown. The main navigation bar includes 'Home', 'My Profile' (highlighted with a red box), and 'Help'. Below the navigation bar, it says 'Test, you have 0 messages.' and 'Employee' with a dropdown arrow and a 'logout' link. The main content area is titled 'Users / Test' and shows 'User: Test' with 'Current Status: Approved'. To the right of the user details is a 'Groups' section listing 'Employee' and 'Hiring Supervisor'. A 'Take Action On User' dropdown menu is open, showing 'ITEM ACTIONS' with 'Edit Profile' (highlighted with a red box), 'Request Group Change', 'Manage System Emails', and 'Manage User Documents'. Below this, there are tabs for 'Summary', 'Manage Emails', and 'Position Descriptions'. The 'User Details' tab is active, showing 'Account Information' with 'External Authentication Key' set to 'Test'.

Click on the Default Product Module drop down list in the Preferences section. Next, select the module you want to be logged in as and then click on the **Update User** button. [Note: you will have to log out and log back in for the changes to take effect.] You will now appear in the module you selected as your preferred module every time you login to the PATH System.

Editing: User **Update User** Cancel

Required fields are indicated with an asterisk (\*).

**Account Information**

- External Authentication Key:
- Username:
- First Name:
- Last Name:
- Email:
- Org Unit Ids:
- Reporting Org Unit:
- Preferred Group On Login:

**Preferences**

- Default Product Module:  (dropdown menu open showing: Applicant Tracking, **Position Management**, Performance, Admin)
- Time zone:  (dropdown menu)

### How to Change System Email Settings

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. By system default, you will appear in the Applicant Tracking module and Employee user group. To access your setting, click on the My Profile tab. You can access the My Profile tab from any module. Next, hover over the **Take Action On User** button and select Manage System Emails from the drop down list.

AM PATH Portal Access for Total HR

Inbox PeopleAdmin Watch List APPLICANT TRACKING

Home **My Profile** Help

Test, you have 0 messages. Employee log out

Users / Test

**User: Test**  
Current Status: Approved

Test  
Employee  
Username: Test  
Supervisor:  
Email:  
Phone:

Groups  
Employee  
Hiring Supervisor

Take Action On User  
ITEM ACTIONS  
Edit Profile  
Request Group Change  
**Manage System Emails**  
Manage User Documents

Summary Manage Emails Position Descriptions

User Details [Edit](#)

Account Information

External Authentication Key Test

The emails are separated by types of events. To opt out of an email, click on the Opt Out check box for that event. When finished selecting the email(s) that you want to opt out of, scroll to the bottom of the page and click on **Update System Email Options** button. You will now no longer receive emails for the events that you have chosen to opt out.

Summary **Manage Emails** Position Descriptions

**Site Trigger Events**

Event	Template	Position Type	Opt Out?
Email to Supervisor when Posted	Posting Opened Email	Staff	<input type="checkbox"/>
Email to Supervisor when Filled	Posting has been filled	Staff	<input type="checkbox"/>
Email to Dept Head when Posted	Posting Opened Email	Faculty	<input type="checkbox"/>
Email to Dept Head when Filled	Posting has been filled	Faculty	<input type="checkbox"/>
Email to Hiring Supervisor when Posted	Posting Opened Email	Wage	<input type="checkbox"/>
Email to Supervisor when Filled	Posting has been filled	Wage	<input type="checkbox"/>
<small>Employee Update/Completion when Deleted</small>	<small>Position Filled Email</small>	<small>Other</small>	<input type="checkbox"/>

**System Events**

Event	Template	Position Type	Opt Out?
User Pending Approval	User Account - Pending Approval: for HR Users	—	<input type="checkbox"/>
New User Approved	System User Account Approved	—	<input type="checkbox"/>
Standard Posting Transition	Posting Submitted for Review	—	<input type="checkbox"/>
Share Posting	Email to A Friend	—	<input type="checkbox"/>
Job Application Submitted	Applicant - Application Confirmation Email	—	<input type="checkbox"/>
Search Committee Member Assigned	Search Committee Member Assigned	—	<input type="checkbox"/>
Search Committee Chair Assigned	Search Committee Chair Assigned	—	<input type="checkbox"/>

**Position Type Events**

Event	Template	Position Type	Opt Out?
Employment Task Assigned	Employment Task Assigned	all	<input type="checkbox"/>
Employment Task Completed	Employment Task Completed	all	<input type="checkbox"/>
Employment Task Reminder	Employment Task Reminder	all	<input type="checkbox"/>
Reference Letter Reminder from Applicant	Reference Confirmation to Applicant	all	<input type="checkbox"/>
Reference Letter Confirmation to Reference Provider	Email to Reference Provider	all	<input type="checkbox"/>
Reference Letter Confirmation to Applicant	Reference Confirmation to Applicant	all	<input type="checkbox"/>
Standard Posting Transition	Posting Submitted for Review	all	<input type="checkbox"/>
Search Committee Member Assigned	Search Committee Member Assigned	all	<input type="checkbox"/>
Search Committee Chair Assigned	Search Committee Chair Assigned	all	<input type="checkbox"/>
Search Committee Member Account Created	Search Committee Member Account Created	all	<input type="checkbox"/>
Job Application Submitted	Applicant - Application Confirmation Email	all	<input type="checkbox"/>
Pool Closed	The pool is now closed	all	<input type="checkbox"/>
Pool Posted	The pool has been posted	all	<input type="checkbox"/>
Standard Action Transition	Action submitted for Review	all	<input type="checkbox"/>
Position Description Created	New position was created	all	<input type="checkbox"/>
Position Description Updated	Position Description has been updated	all	<input type="checkbox"/>
Hiring Proposal Transition	Hiring Proposal Status Update	all	<input type="checkbox"/>
Employee Seated In Position	Employee has been seated in the position description	all	<input type="checkbox"/>

Note: Opting out of Position Type emails will apply to all Position Type s, Staff, Faculty, Wage and Other.

**Update System Email Options**