



## PATH User Group Designation Form for Department Head and College Dean/Vice President

**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>



A one-stop shop for:  
Postings. Positions. Performance.

**INSTRUCTIONS** This form is used to add, remove, or delegate Department Head and/or College Dean/Vice President (VP) user group access in the PATH System.

### Employee Information

Employee Name	Employee UIN
Employee Job Title	Phone and Email Address
Contact Person Name, Phone and Email	

### User Group Access, Designation and Division/Department(s) Requested

<p><b>Department Head User Group Access Requested:</b></p> <p><input type="checkbox"/> Add Access <input type="checkbox"/> Remove Access</p> <p>Is the user a designee for the Department Head? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>System Member Name (i.e. Texas A&amp;M University):</p> <p>For Department Name and ADLOC #:</p>	<p><b>College Dean/VP User Group Access Requested:</b></p> <p><input type="checkbox"/> Add Access <input type="checkbox"/> Remove Access</p> <p>Is the user a designee for the College Dean/VP? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>System Member Name (i.e. Texas A&amp;M University):</p> <p>For College or Division Name (i.e. College of Education or Division of Finance):</p>
---	---

### Statement of Responsibility:

I have read and understand that I will be violating System Policies and Regulations and State and Federal law if I gain or help others gain unauthorized access to any program/system to which I am granted access. I understand that the information I have access to view may be confidential in nature (e.g. salary information). I acknowledge that I will not use this information for non-System purposes or for purposes that are not within the responsibilities of my position description. I understand that if I reveal confidential information or use information in an inappropriate manner I may be subject to disciplinary action, up to and including termination and criminal prosecution to the full extent of the law (Texas Penal Code, Chapter 33).

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head OR College Dean/Vice President

\_\_\_\_\_  
Date

**SUBMIT FORM TO:**  
PATH System Administrator  
Mail Stop 1255  
Email [PATHAdmin@tamu.edu](mailto:PATHAdmin@tamu.edu)  
Fax (979) 847-8877

**NEED HELP?**  
Classification and Compensation  
Phone (979) 845-4170  
Email [HRcomp@tamu.edu](mailto:HRcomp@tamu.edu)