HUMAN RESOURCES
TEXAS A&M UNIVERSITY

Step-by-Step Instructions – Add/Change User Access to a Position Description

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** (**P**ortal **A**ccess for **T**otal **H**R) in 2013. Visit the PATH Help Page at: http://employees.tamu.edu/PATHhelp.aspx	PATH Portal Access for Total HR A one-stop shop for: Postings. Positions. Performance.

The following are instructions on how to add/change user access to a position description in the PATH system without having to start a PD update or route for approval. This type of action is available only to HR Liaisons.

1. 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.

2. After you have logged in, you will be taken to the Applicant Tracking home page. Hover over the down arrow next to Applicant Tracking module, and select Position Management from the drop down list to change the module. The header bar will turn orange when this is completed.

3. By default, you will appear in the Employee-PD Action user group once logged in. Click on the down arrow next to the Employee-PD Action user group and select HR Liaison 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.

4. To access position descriptions, hover over the Position Descriptions tab at the top of the page, and select Staff from the drop down list to view the position descriptions that you supervise or have access to view in addition to your own position description.

5. Search for the position description that you want to add/change user access using the search box or browse through the table. To select the position description, click on the hyperlink PIN. To go back and select another position description, hit the **Back** button to go to the previous page with the list of position descriptions.

6. When the position description appears, you will see a list of position actions that may be taken on the position description. Click on Add/Changer User Access hyperlink and then click on the **Start** button to begin the request.

7. On the Action Justification tab, respond to the questions and complete all required fields. You will notice that there is an Action Type drop down field. Select "Add/Change User Access" from the drop down list. This field is necessary to generate emails. When finished, click on the orange **Next** button to go to the next tab.

8. The Position Description tab shows some position information that may be edited such as funding accounts, funding source, secondary costs, etc. The Direct Supervisor field is a user selection field that will need to be selected for each position request. Click on the orange **Next** button to go to the next tab.

9. On the Supervisor tab, you may add a hiring supervisor to a position description, if needed. Use the instructional text provided in that tab or leave blank if not known. This action will give a supervisor access to the position description of the employee(s) they supervise. When finished, click on the orange **Next** button to go to the next tab.

10. On the Employee tab, you may add an employee to a position description, if needed. Use the instructional text provided in that tab or leave blank if not known. This action gives an employee access to a position description as an employee. When finished, click on the orange **Next** button to go to the next tab.

11. On the Position Request Summary tab, review your changes made to the position. Click on the big Edit hyperlink near the position title at the top of the page to edit the position request or go directly to the summary section that you want to edit by clicking on the Edit hyperlink in that section. When finished, transition the workflow to approve by hovering over the down arrow next to Take Action on Position Request and select Add/Change User Access (move to Approved). When the Take Action box appears, click on the **Submit** button to approve the request.