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

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.
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.
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.