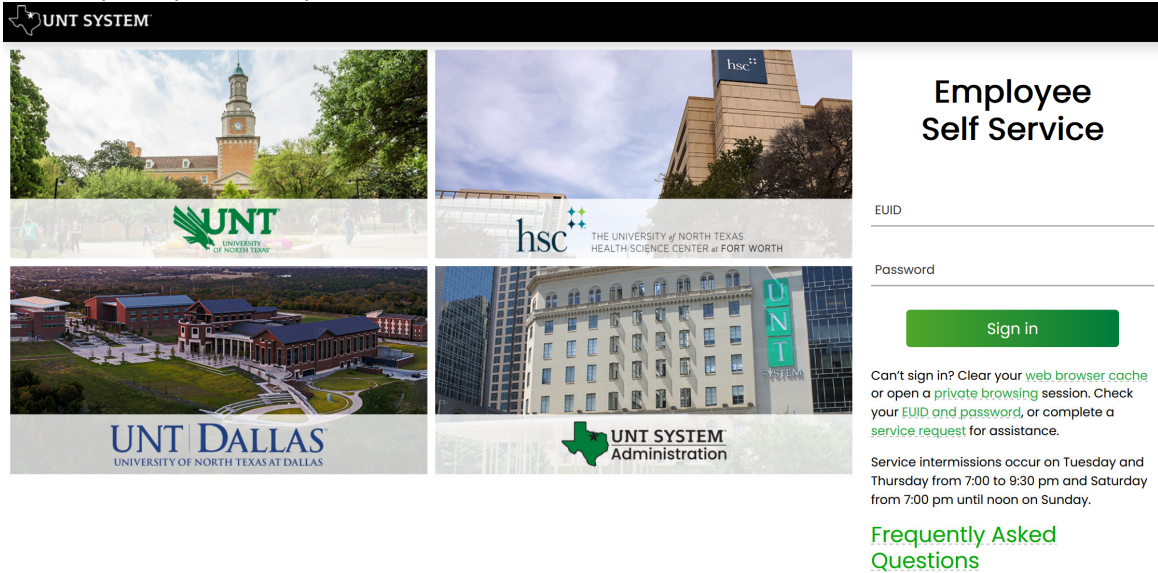


Approve Faculty Position as Dean

1. Go to my.untsystem.edu portal.



Employee Self Service

EUID _____

Password _____

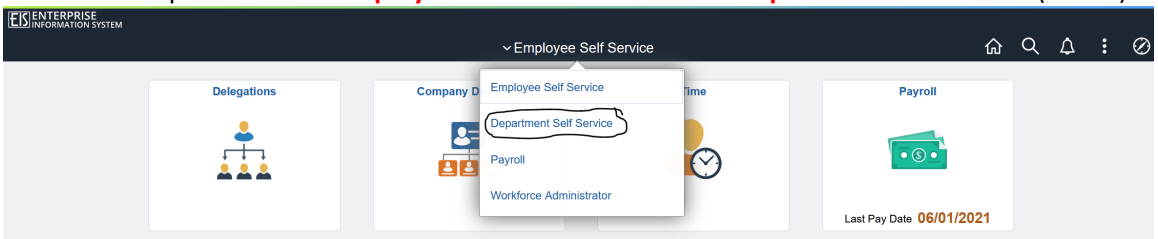
[Sign in](#)

Can't sign in? Clear your [web browser cache](#) or open a [private browsing session](#). Check your [EUID and password](#), or complete a [service request](#) for assistance.

Service intermissions occur on Tuesday and Thursday from 7:00 to 9:30 pm and Saturday from 7:00 pm until noon on Sunday.

[Frequently Asked Questions](#)

2. Log in with your EUID and password in the fields shown above.
3. Select the dropdown under **Employee Self Service** and select **Department Self Service** (below)



Employee Self Service

- Employee Self Service
- Department Self Service**
- Payroll
- Workforce Administrator

Delegations

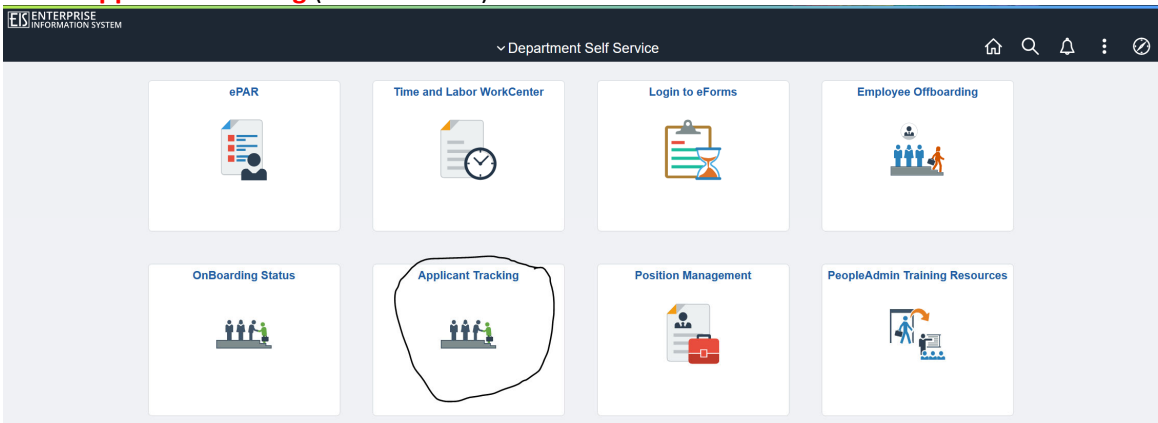
Company D

Time

Payroll

Last Pay Date 06/01/2021

4. Select **Applicant Tracking** (shown below)



Department Self Service

ePAR

Time and Labor WorkCenter

Login to eForms

Employee Offboarding

Onboarding Status

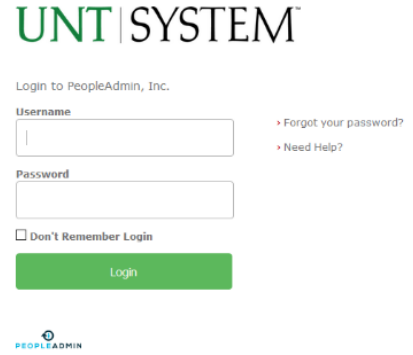
Applicant Tracking

Position Management

PeopleAdmin Training Resources

Please note your options above may look slightly different than mine, but you should still have the relevant options.

5. You will then need to log in using your Account Management System (AMS) credentials (EUID and password).



UNT SYSTEM

Login to PeopleAdmin, Inc.

Username

Password

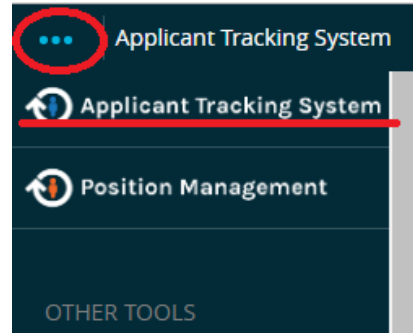
Don't Remember Login

Login

Forgot your password?
Need Help?

PEOPLEADMIN

6. You will need to check your system view in the top left hand corner, it should say **Applicant Tracking System**. If it says anything else, you can change this by clicking the three dots in the corner and then making a selection.

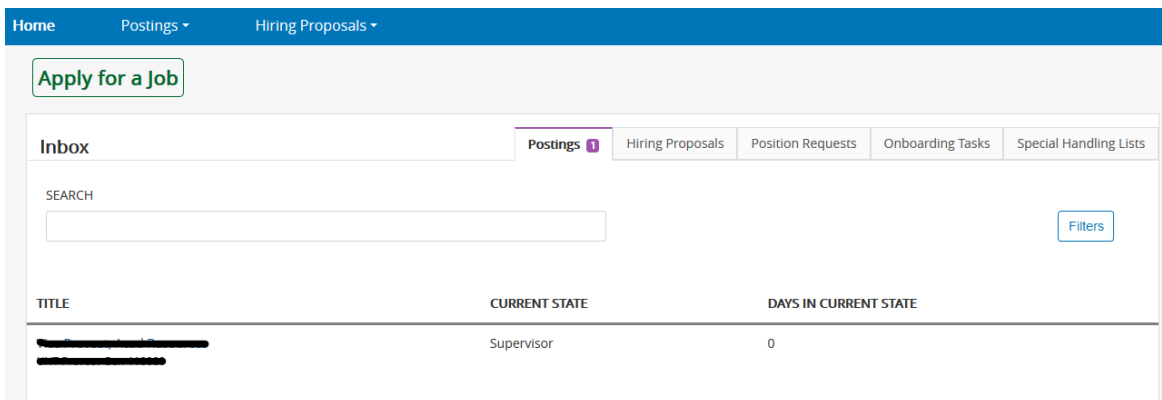


7. Please note that you will need to be logged in under the User Group of **Dean**.

User Group:

Dean

8. Your position should show in your **Inbox**:



Home Postings Hiring Proposals

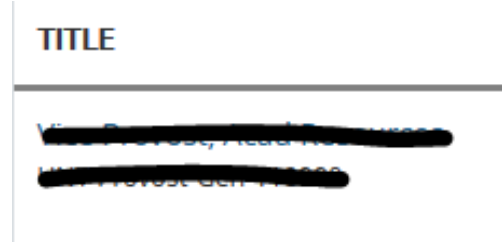
Apply for a Job

Inbox Postings Hiring Proposals Position Requests Onboarding Tasks Special Handling Lists

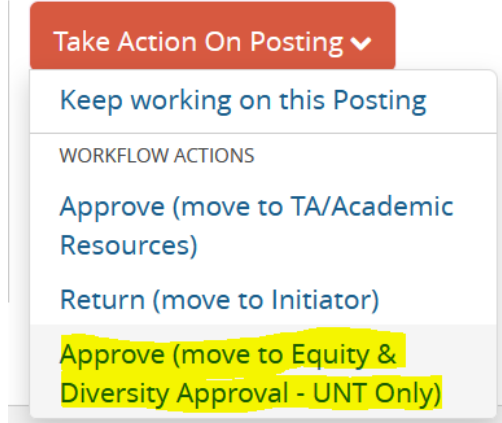
SEARCH Filters

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
████████████████████	Supervisor	0

9. Click on hyperlinked title:



10. Hover over **Take Action On Posting** and choose **Approve (move to Equity & Diversity Approval – UNT Only)**:



11. Position will move to next approver.