Approve Faculty Position as Dean

1) Log into the Applicant Tracking System via the employee portal: my.untsystem.edu (see below)

![Applicant Tracking System](https://example.com)

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

![AMS Login](https://example.com)

3) 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.

![System View](https://example.com)

4) Please note that you will need to be logged in under the User Group of Dean.
5) Your position should show in your **Inbox**:

![Inbox Image]

6) Click on hyperlinked title:

![Hyperlinked Title]

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

![Take Action On Posting]

8) Position will move to next approver.