1. Go to my.untsystem.edu portal.

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)

4. Select Applicant Tracking (shown below)

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).

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 Dept. Head.

8. Your position should show in your Inbox:
9. Click on hyperlinked title:

10. Hover over **Take Action On Posting** and choose **Approve (move to Dean)**:

11. Position will move to next approver.