Approve Faculty Position as Dept. Head/Supervisor

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

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

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.

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

![Inbox Image]

6) Click on hyperlinked title:

![Hyperlinked Title Image]

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

![Take Action On Posting Image]

8) Position will move to next approver.