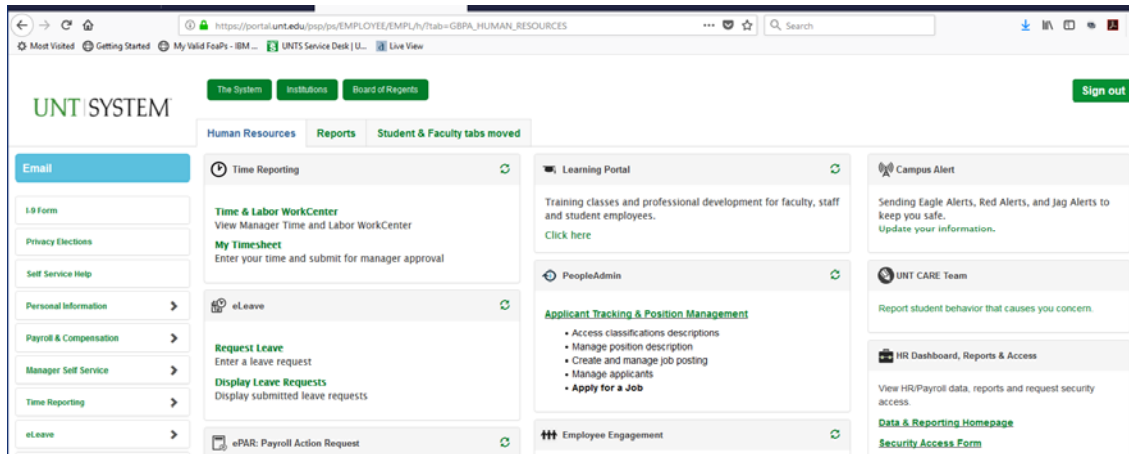
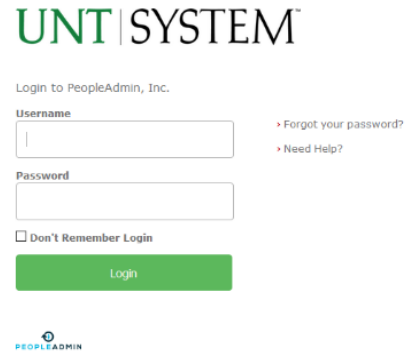


## Approve Staff Position as Supervisor

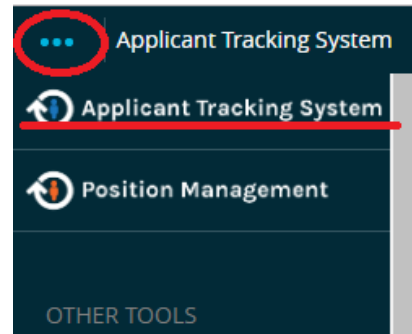
- 1) Log into the Applicant Tracking System via the employee portal: [my.untssystem.edu](https://my.untssystem.edu) (see below)



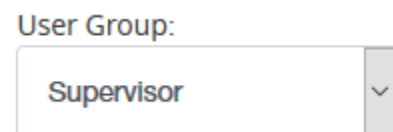
- 2) You will then need to log in using your Account Management System (AMS) credentials (EUID and password).



- 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 **Supervisor**.



5) 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
[REDACTED]	Supervisor	0

6) Click on hyperlinked title:

TITLE

[REDACTED]

7) Hover over **Take Action On Posting** and choose **Approve (Move to TA)**:

Take Action On Posting

Keep working on this Posting

WORKFLOW ACTIONS

Approve (move to TA)

Return (move to Initiator)

8) Position will move to next approver.