Screen Shot Guide

APPROVING AND EXECUTIVE AUTHORITY

► 1) LOG-IN

Enter http://jobs.cofc.edu/hr/sso in a browser address bar

- Or log into mycharleston (my.cofc.edu)
  - Select Employee Tab
  - Look for PeopleAdmin under Quick Links

Log-in with the same name and password that you use to log into your computer

► 2) HOW DO YOU KNOW WHEN YOU HAVE SOMETHING TO APPROVE?

1. You may get an email from jobs with a log-in link or
2. You can go to PeopleAdmin and quickly see your pending actions in your inbox (step 3)
3. If you do not want to get certain emails, you may go to My Profile and disable emails

► 3) HOME PAGE – INBOX AND WATCH LIST

Home Page Tab

Inbox
Items requiring an action from you

Watch List
Jobs that you took an action on and would like to watch as they progress through the workflow

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4) HOME PAGE – SELECT MODULE AND CHANGE YOUR ROLE

- **Module**
  - Position Mgmt. or Applicant Tracking

- **Role**
  - Approving or Executive Authority (refresh if changing roles)

Green Bar at the top indicates that you have successfully changed your role.

5) SELECT THE INBOX TAB TO VIEW ITEMS

- **Inbox Tabs**
  - Indicates how many actions require your attention

6) SELECT THE POSITION TO REVIEW

- **Positions**
  - Requiring actions
7) **VIEW OR EDIT POSITION**

- Edit entire position or edit by category.
- Scroll to view entire position.

8) **SEND IN WORKFLOW** (Workflows may be accessed on home page under useful links)

- Take Action to select where to send in workflow.

Note: Once you have taken action, a box will appear for you to record any notes, and there is a checkbox to request the action be placed in watch box.