

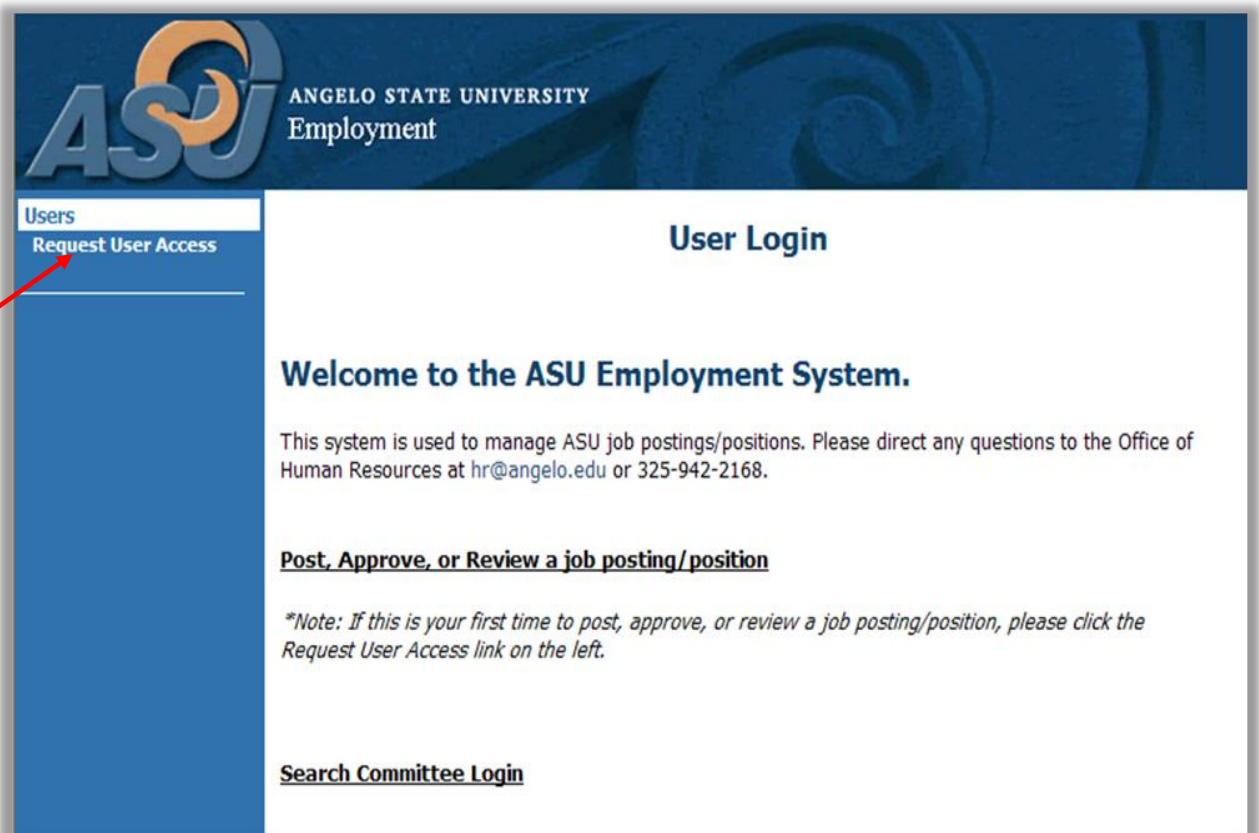
FAST-TRACK PROCEDURE GUIDE

CREATE YOUR USER ACCOUNT IN THE ONLINE EMPLOYMENT SYSTEM (OES)

PURPOSE: This guide describes the process for employees requesting access to the ASU online employment system.

Follow these steps to request access to the Online Employment System so that you may complete hiring actions such as requesting a job posting, posting a job, viewing applications, and closing a job posting.

1. Type <https://employment.angelo.edu/hr> in your web browser, or click on the link.
2. In the User Login page, click on “Request User Access” at the top left-hand menu bar.



3. Complete the text boxes with appropriate information.
 - a. Enter your first name.
 - b. Enter your last name.
 - c. Enter your Campus ID (8 digit number given to you upon hire).
 - d. Enter your job title (optional).
 - e. Enter your ASU telephone number & extension (optional).
 - f. Enter your ASU email address.
 - g. Under department, click on the down arrow to scroll down and click on your department to select. Then click on the top right arrow to move your selection over to the box on the right hand side titled "Selected". This will confirm your department selection.

ASU ANGELO STATE UNIVERSITY
Employment

Users
Request User Access

Request Access for User

Submit a request for access to the ASU Employment System. You will be notified by e-mail within one business day when your access has been set up. Contact the ASU Office of Human Resources at hr@angelo.edu or 325-942-2168 with any questions.

*Required information is denoted with an asterisk.

| Request Access for User | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|--|--------------|--|----------|------------------|---|--------------|------------|---|--|---------------------------|----|--|------------------|----|--|------------|--|--|-------------------|--|--|-------------|--|--|---------------|--|--|
| * First Name: | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Last Name: | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Campus ID: | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Title: | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone Number/Extension: | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Email: | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Department: | <table border="1"><thead><tr><th>Not Selected</th><th></th><th>Selected</th></tr></thead><tbody><tr><td>Academic Affairs</td><td>></td><td>Not Assigned</td></tr><tr><td>Accounting</td><td><</td><td></td></tr><tr><td>Accounting, Economics & F</td><td>>></td><td></td></tr><tr><td>Accounts Payable</td><td><<</td><td></td></tr><tr><td>Admissions</td><td></td><td></td></tr><tr><td>Aerospace Studies</td><td></td><td></td></tr><tr><td>Agriculture</td><td></td><td></td></tr><tr><td>Art and Music</td><td></td><td></td></tr></tbody></table> | Not Selected | | Selected | Academic Affairs | > | Not Assigned | Accounting | < | | Accounting, Economics & F | >> | | Accounts Payable | << | | Admissions | | | Aerospace Studies | | | Agriculture | | | Art and Music | | |
| Not Selected | | Selected | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Academic Affairs | > | Not Assigned | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accounting | < | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accounting, Economics & F | >> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accounts Payable | << | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Admissions | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aerospace Studies | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agriculture | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Art and Music | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

User Status

Submit for Approval

4. After you have completed filling in all the information, click on the “Continue” box located at the bottom of the page to submit your user request to the Human Resources department.

5. Upon approval of your request by the Human Resources Office, you will be notified by an email, after which you can then login to your account and perform tasks such as requesting a job posting, posting a job, viewing applications, and closing a job posting.