HireTouch Admin User Access
**https://siue.hiretouch.com/admin**

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

HireTouch – Access Process

General instructions are also available at
http://www.siue.edu/human-resources/faculty-staff/hire-touch.shtml

Complete SARF

- Access System Access Request Form (SARF) from the Human Resources Employment page (URL above)
- Complete form requesting the addition of HireTouch access
- Supervisor and Fiscal Officer or Unit Head must sign the form
- Send to Information Technology Services, Attn: IAM Team, Campus Box 1068, or fax to 650-3055.
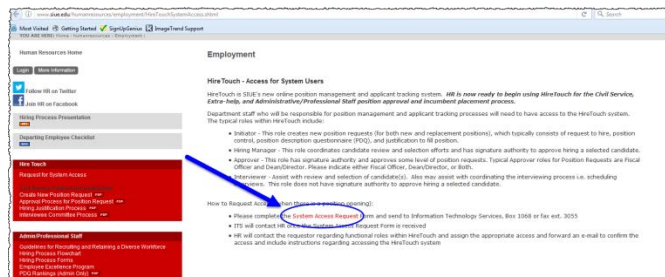

ITS Process

- ITS logs request
- ITS forwards request to the HireTouch System Admin

HireTouch System Admin Process

- The System Admin will contact the requestor's direct supervisor to confirm what role(s) are needed in the system
- The System Admin will arrange and conduct training
- The access is then completed
- Notification is sent to the Requestor and to ITS that the access has been granted and completed

New Admin User Accesses HireTouch

- The new Admin user can access HireTouch at https://siue.hiretouch.com/admin
- They are redirected to the Central Authentication Service (CAS) login page
- Login credentials are the Network login & password

HireTouch Admin User Access
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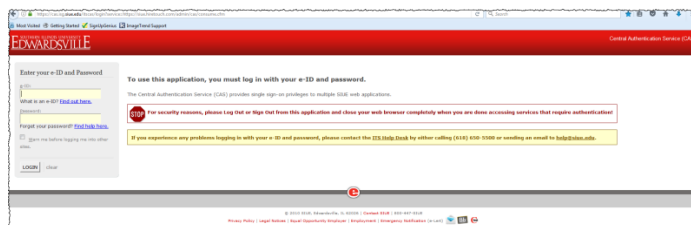
Additional Resources

Phone Numbers
- Human Resources: (618)650-2190
- ITS Help Desk: (618)650-5500

Web Sites
- Human Resources Employment: http://www.siue.edu/employment
- Human Resources: http://www.siue.edu/humanresources
- ITS: http://www.siue.edu/its

Email Addresses
- ITS Help Desk: help@siue.edu
- ITS Application User Support Group: ftc_help@siue.edu