|  |  |
| --- | --- |
| **HireTouch – Access Process*****Complete SARF**** Access System Access Request Form (SARF) ITS page. <siue.edu/its/forms/index.shtml>
* 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
 | C:\Users\dojames\AppData\Local\Temp\SNAGHTML9142676b.PNG C:\Users\dojames\AppData\Local\Temp\SNAGHTMLf6c741c1.PNG |

**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/human-resources>
* ITS: <http://www.siue.edu/its>

***Email Addresses***

* ITS Help Desk: help@siue.edu
* Human Resources Systems Group: systemsHR@siue.edu