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| **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](mailto:help@siue.edu)
* Human Resources Systems Group: [systemsHR@siue.edu](mailto:systemsHR@siue.edu)