



# University of Illinois Chicago Campus

Additional Instructions



June 2010

# Chicago Campus – HireTouch Elite

## Logging into your account

As a University of Illinois staff member, you'll need to use the EAS system to authenticate the Organizations that are associated to your username and password.

- Click on the blue box above the login, where it says “University of Illinois staff should click here to login in their Enterprise ID.”



- This will take you to the EAS system where you will need to login in. Once validated you will be brought into HireTouch.

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### Enterprise Application Login

(Important: DO NOT include "@uillinois.edu", "@uiuc.edu", "@uic.edu" or "@uis.edu" when entering your EnterpriseID)

EnterpriseID:

Password:

Login

**ATTENTION: FIRST-TIME USERS** of UI Enterprise applications! You must obtain your EnterpriseID and set up your Enterprise Password before you can use the applications.

First Time Users

**Change Your Password**

- [If you know your password, but would like to change it.](#)

**Forgot Your Password?**

- [Click here to reset your password](#)

For access problems, questions, or comments, contact the AITS Help Desk at (217) 333-3102 (Illinois/UIUC & UIS) or (312) 996-4806 (UIC).

You can also e-mail the AITS Help Desk at [helpdesk2@uillinois.edu](mailto:helpdesk2@uillinois.edu)

Enterprise Application Service, Version 2.0

## Security and User Profiles

You security access in HireTouch is based on two parts:

- The Organizations you are affiliated with in Banner
- The HireTouch Profile assigned to you

### Security

Once you log into using the EAS authentication, HireTouch will look at your Banner security and pull those Organization codes into HireTouch. You will then be able to view and perform tasks in HireTouch for those Organizations. However, the tasks you can perform are based on the HireTouch profile assigned to you.

### User Profiles

You are assigned a profile in HireTouch based on your role in the hiring process for your department. The following tables outline the profiles available and

#### *HireTouch Department Profiles*

| Dept - Search Coordinator |   |
|---------------------------|---|
| <b>System Access:</b>     | General access to views and document types. Full access to processes. |
| <b>Description:</b>       | Ultimately responsible for all searches within their College or Unit. |
| <b>Security:</b>          | Restricted Access – Needs HR/OAE approval.                            |
| <b>Example Users:</b>     | Academic search coordinator; backup to academic search coordinator.   |

| Dept – General User   |   |
|-----------------------|---|
| <b>System Access:</b> | General access to views and document types. Limited access to processes   |
| <b>Description:</b>   | Responsible for completing administrative forms such as Recommendation for Hiring Approval or Position Notice forms. May be responsible for reviewing and approving forms such as Recommendation for Hiring Approval or Position Notice forms |
| <b>Security:</b>      | Requested by Unit Security Contact  |
| <b>Example Users:</b> | Departmental administrative users; department approvers   |

| Dept - Search Committee |  |
|-------------------------|--|
| <b>System Access:</b>   | Temporary access to job search and applicants tied to job search   |
| <b>Description:</b>     | User typically needs access to view application and/or applicant documents for purposes of interview and selection process |
| <b>Security:</b>        | Requested by Unit Security Contact   |
| <b>Example Users:</b>   | A UIC employee who is a member of a search committee; a non-UIC employee who is a member of a search committee             |



## Adding a Casual User


On the Search Form you will assign anyone who needs the ability to view Candidate data in HireTouch. If you do not see the employee you wish to add in the Available list, follow the instructions below to add that user to HireTouch. No additional org security is required for this access.


Access to Candidate Material

Please select all committee members and support staff needing access to candidate information for this search.:

| Available:  | Selected: |
|-------------|-----------|
| 1, Trainee  |           |
| 10, trainee |           |
| 11, trainee |           |
| 12, trainee |           |
| 13, trainee |           |
| 14, trainee |           |
| 15, trainee |           |
| 16, trainee |           |
| 17, trainee |           |
| 18, trainee |           |
| 19, trainee |           |
| 2, Trainee  |           |

1. You will see that there is a  people icon next to the box. In addition to allowing you to look up users, you can now *Add a User*.
2. Click the  people icon. The below modal window will pop up.

Coordinator: - Coordinator - 

Recruiters: Available Selected 

john, aaron  
Mills, Heather  
Olson, Ann

Committee Members: Available

john, aaron  
Mills, Heather  
Olson, Ann

Form Packages: Available

Academy  
AP Ag  
Instru  
Onh

**USER LOOKUP: COMMITTEE MEMBERS** Close

[Search Existing Users](#) | [Add a User](#)

First Name:  Last Name:

Email:  User Name:

john, aaron (aharguth@magetrend.com)  
Mills, Heather (aharguth@magetrend.com)  
Olson, Ann (aharguth@magetrend.com)

Select User

3. In the modal window, Click *Add a User* from the gutter menu. A new modal window will pop up and you can enter the Casual User's information and the Security Group you've made them available to see (Search Committee).

Note: HireTouch will automatically list the user's email address as the username. To ensure the user can log in with their Enterprise ID and password, make sure to change the username to match their Enterprise ID.

USER LOOKUP: COMMITTEE MEMBERS Close

Search Existing Users | Add a User

First Name:

Last Name:

Email:

User Name:

Security Group:

\* All fields required

+ Add User

4. Click + *Add User*