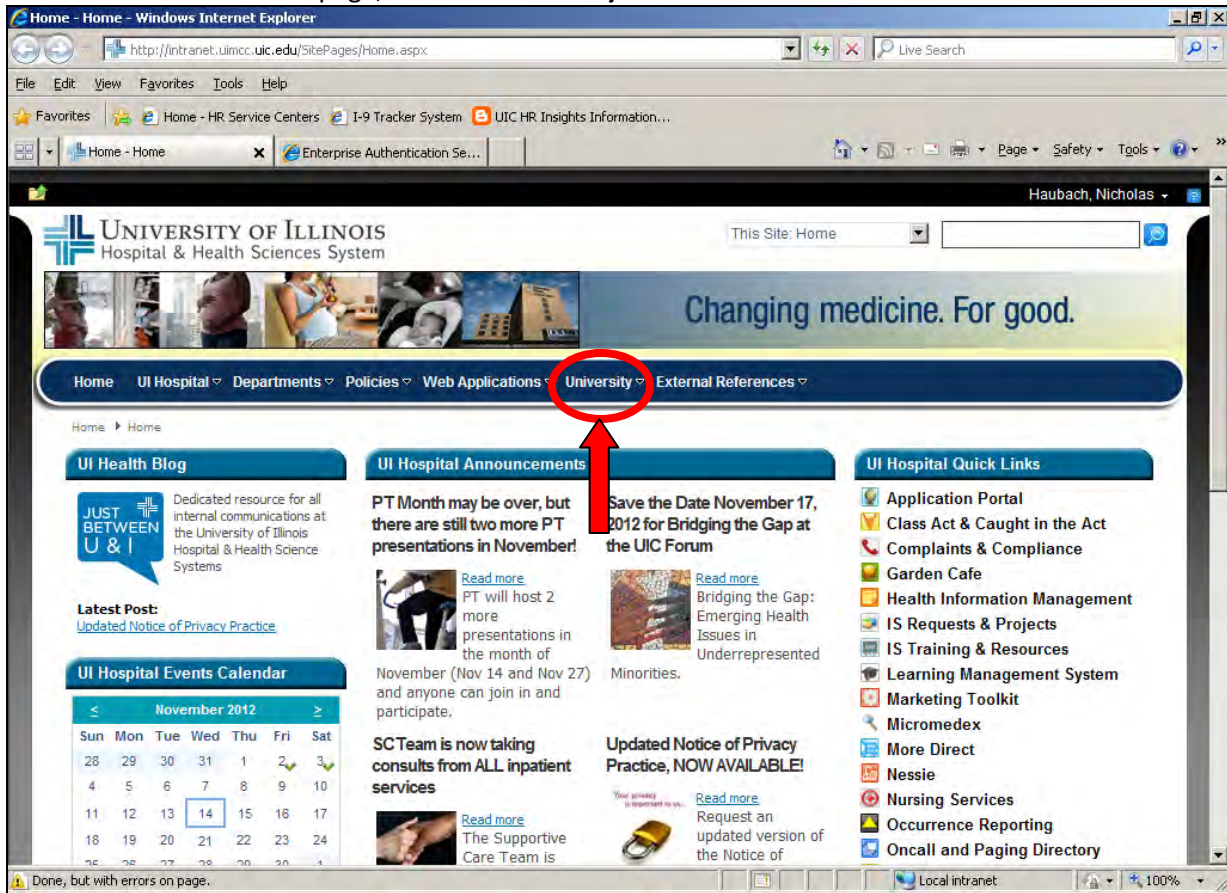


Logging into HireTouch

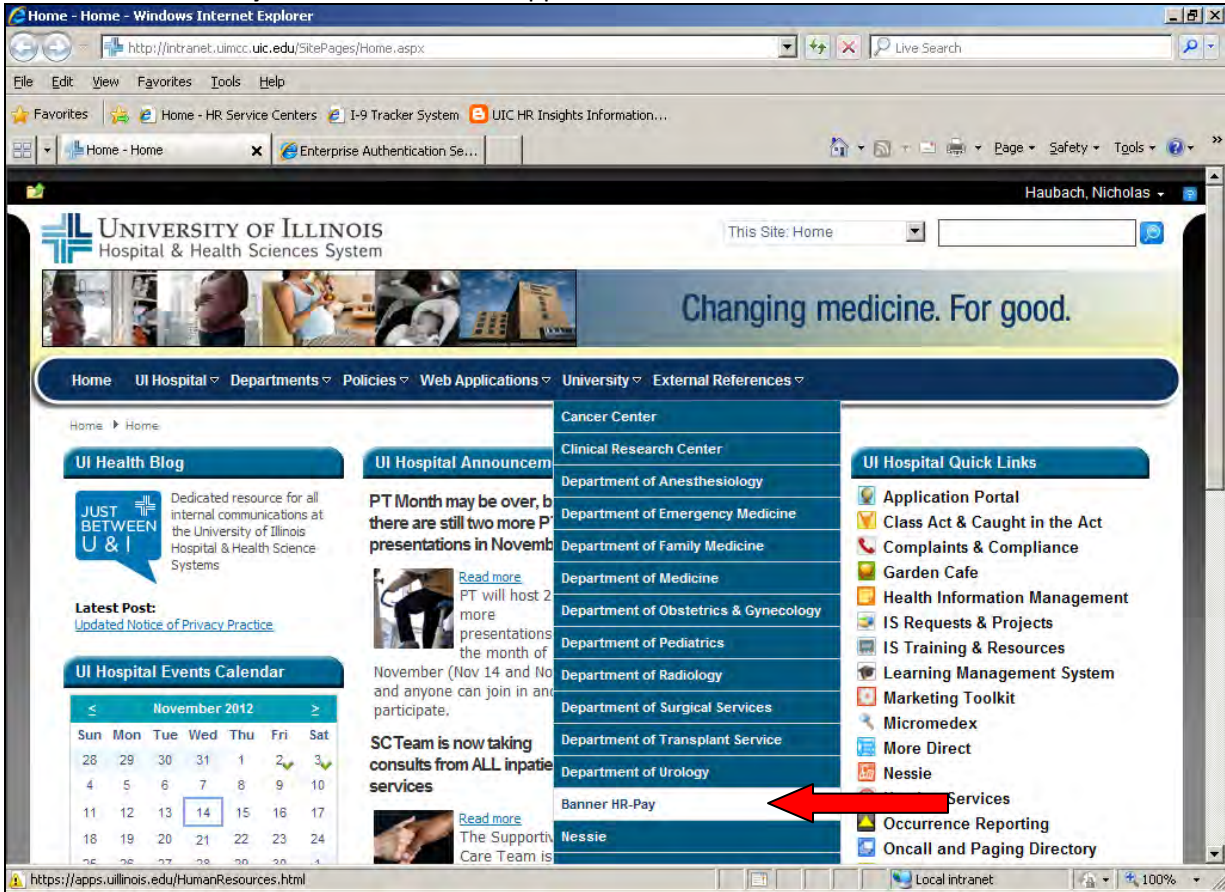
For UI Health users, follow these steps to log into HireTouch.

Logging In

1. From the UI Health Home page, click the **University** link.




2. Select **Banner HR-Pay** from the menu that appears.



3. Select **HireTouch Administrative Application** from the Human Resources section.



4. Enter your **Enterprise ID** and **Password** and click the **Login** button.



Enterprise Authentication Login

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

EnterpriseID:

Password:

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.

Change Your Password

If you know your password, but would like to change it, please check the box and login first.

Forgot Your Password?

Please enter your EnterpriseID at the top of the page and then click the button below

Establish / Update Your Security Questions

If you know your password, and would like to update your security questions, please check the box and login.

For access problems, questions, or comments, contact the AITS Service Desk at (217) 333-3102 (Urbana & UIS) or (312) 996-4806 (UIC).
You can also e-mail the AITS Service Desk at serviceskai@uillinois.edu
Enterprise Authentication Service, Version 4.1.2

The HireTouch *Dashboard* displays.

HireTouch

[Welcome, MC User!](#) [Logout](#)

Session expires in 3590 seconds
 University of Illinois - Chicago

HOME | APPLICANTS | JOBS | TASKS

You are logged in: Welcome, MC User!

My Dashboard

HIRETOUCH NOTIFICATIONS

No New Notifications


UNIVERSITY OF ILLINOIS - CHICAGO NOTIFICATIONS

No New Notifications

[Display Preferences](#)

LOCAL WEATHER

Conditions for Chicago, IL at 8:50 pm CST



Current Conditions:
Cloudy, 30 F

Forecast:
Fri - Partly Cloudy. High: 34 Low: 24
Sat - Mostly Sunny. High: 35 Low: 28

(provided by The Weather Channel) [Change Location](#)

VIEWED JOBS

Date	Time	Title
Nov 21	2:11 PM	Staff Nurse 1
Nov 21	1:45 PM	Staff Nurse I - Surgery
Nov 21	11:26 AM	Staff Nurse I - 6E Stepdwn
Nov 21	11:00 AM	ANI- Mother Baby
Nov 21	12:07 AM	Staff Nurse I - Surgery
Nov 20	4:44 PM	Administrative Nurse I (Extra Help)
Nov 20	10:41 AM	Staff Nurse II - UAT 1
Nov 20	10:26 AM	Staff Nurse I - UAT 1
Nov 19	11:53 AM	ANI- Labor & Delivery
Nov 18	8:44 PM	Staff Nurse II - Operating Room

VIEWED APPLICANTS

Filter by: This Month

Date	Time	Name
Nov 21	11:26 AM	Abigail Jeffrey
Nov 20	4:44 PM	Abigail Jeffrey

Friday

Customizing the Dashboard

You can customize the Dashboard, or Home Page, of HireTouch using the Display Preferences option.

1. From your **Dashboard**, click **Display Preferences**.

The screenshot shows the HireTouch Plus dashboard for a user named MC User1. The dashboard includes a navigation bar with 'HOME', 'APPLICANTS', 'JOBS', and 'TASKS'. Below the navigation bar, there are notification boxes for 'HIRETOUCH NOTIFICATIONS' and 'UNIVERSITY OF ILLINOIS - CHICAGO NOTIFICATIONS'. The main content area features three widgets: 'CLOCK' showing the date and time, 'LOCAL WEATHER' for Chicago, IL, and 'VIEWED JOBS' with a table of recent job views. A 'VIEWED APPLICANTS' widget is also present. A red circle highlights the 'Display Preferences' link in the top right corner of the dashboard area, with a red arrow pointing to it.

2. Once the **Preferences** are displayed, check off which options (widgets) you would like to appear.

The screenshot shows the same HireTouch Plus dashboard, but with the 'Display Preferences' dialog box open. The dialog box is located in the bottom right corner and contains a list of widgets with checkboxes next to them. The 'Clock', 'Local Weather', 'Viewed Applicants', and 'Viewed Jobs' checkboxes are checked. A red circle highlights the dialog box, and a red arrow points to it. The dashboard content is partially obscured by the dialog box.

- To change the weather location, click **Change Location** on the Weather widget, enter a new Zip Code, and click **Save**.

The screenshot shows the HireTouch PLUS dashboard for a user named MC Approver. The dashboard includes a navigation bar with 'HOME', 'APPLICANTS', 'JOBS', and 'TASKS'. Below the navigation bar, there are notification boxes for 'HIRETOUCH NOTIFICATIONS' and 'UNIVERSITY OF ILLINOIS - CHICAGO NOTIFICATIONS', both showing 'No New Notifications'. A 'Save Layout' button and 'Display Preferences' link are also visible. The main content area features three widgets: 'CLOCK' showing 'Monday November 19th, 2012 4:12:48 PM', 'VIEWED JOBS' with a table of job listings, and 'LOCAL WEATHER' for Lakeville, MN. The weather widget shows 'Current Conditions: Fair, 55 F' and a forecast for the next two days. A red circle highlights the 'Change Location' link at the bottom of the weather widget, with a red arrow pointing to it.

- To change the position of the widgets, move the cursor until the cursor changes into a 4-way arrow and drag the widget to wherever you choose.



The screenshot shows the same HireTouch PLUS dashboard, but the widgets have been rearranged. The 'CLOCK' widget is now positioned over the 'VIEWED JOBS' widget. The 'LOCAL WEATHER' widget is now positioned over the 'VIEWED APPLICANTS' widget. A 4-way arrow cursor is visible over the weather widget, indicating it is being dragged. The weather widget now shows conditions for Chicago: 'Current Conditions: Haze, 56 F' and a forecast for the next three days. A 'Change Location' link is visible at the bottom of the weather widget.

5. Click **Save Layout** to save your changes.

HireTouch PLUS

Welcome, MC User1 [Logout](#)
Session expires in 59 min
University of Illinois - Chicago

HOME **APPLICANTS** JOBS TASKS

You are logged in: Welcome, MC User1

My Dashboard

HIRETOUCH NOTIFICATIONS: No New Notifications
UNIVERSITY OF ILLINOIS - CHICAGO NOTIFICATIONS: No New Notifications

S Save Layout [Display Preferences](#)

CLOCK
Friday
November 23rd, 2012
9:40:28 PM

LOCAL WEATHER
Conditions for Chicago, IL at 8:50 pm CST
Current Conditions: Cloudy, 30 F
Forecast: Fri - Partly Cloudy, High: 34 Low: 24
Sat - Mostly Sunny, High: 35 Low: 28

VIEWED JOBS

Date	Time	Title
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VIEWED APPLICANTS
Filter by: This Month

Date	Time	Name
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Nov 20	4:44 PM	Abigail Jeffrey