Quick Steps on How to Approve a Position

Step 1: Log in to your home page and you will find the position that needs your approval in your **Inbox** and click on the position title.
Step 2: Review the position

-If using you would like to make an edit. Click **Edit** next to **Posting Details**
- If using you would like to return the position back to the hiring manager

*Toggle over **Take Action on Posting** and click **Return to Hiring Manager**
- If using you would like to approve the position and move it forward. Click on the next workflow step.
Step 3: If you do not know what the next workflow step is, please go to the home page and click Approval Workflow under Useful Links. A new window or tab will open to the posting workflow for all academic and non-academic positions.