Accessing Position Descriptions:

1. The **Inbox** shows Position Descriptions waiting for action by you.
2. The **Watch List** shows Position Descriptions you have saved there.
3. Select **Faculty or Staff** from the Position Descriptions tab at the top to locate other existing Position Descriptions or to create a new one.

Create a New Position Description

1. In the upper right, click **Create New Position Description**.
2. Click **New Position Description**.
3. Fill in:
   a. Operating Title (ALL CAPS)
   b. Campus
   c. Division
   d. Department
4. In the upper right, click **Start Position Request**.

Edit an Existing Position Description

1. Search for the Position Description using the search bar. Click More Search Options to search by position number.
2. Click the title of the Position Description in the list.
3. In the upper right, click **Modify Position Description**.
4. Click **Start**.

5. Navigate the Position Description using the tabs on the left, and/or the **Next >>** button.
6. Fill out appropriate fields, including all required fields, denoted with an asterisk.
7. Navigate to the Position Request Summary tab to review your changes and submit.

8. Hover over the **Take Action On Position Request** and select one of the following:

<table>
<thead>
<tr>
<th>Your User Role</th>
<th>Available Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department User</td>
<td>Submit for Approval to Department Authority or</td>
</tr>
<tr>
<td></td>
<td>Submit for Approval to Finance</td>
</tr>
<tr>
<td>Department Authority</td>
<td>Approve and Submit to Finance or</td>
</tr>
<tr>
<td></td>
<td>Return to Department User</td>
</tr>
<tr>
<td>Campus HR</td>
<td>Approve and Create Position or</td>
</tr>
<tr>
<td></td>
<td>Return to Finance or</td>
</tr>
<tr>
<td></td>
<td>Move Directly To... any previous user</td>
</tr>
</tbody>
</table>