

How to Request System Access to CHRS Recruiting

Quick Reference Guide

1. From the Stan State homepage, click [myStanState](#) to get to the employee portal.



From the employee portal under Employee Links click the [Security Request Form icon](#) link to be directed to the security request form.



Security Request Form

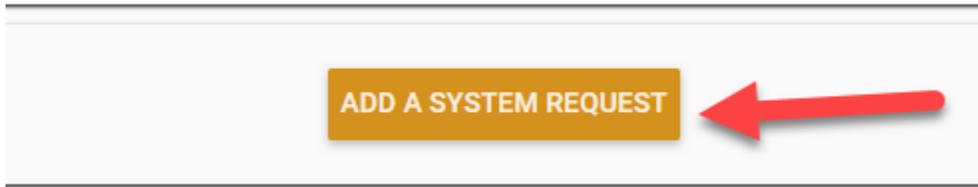
2. Use the magnifying glass to find the name of the employee requesting systems access.

A screenshot of the Security Request Form. The form has a light gray background. At the top, it says 'Please select the employee that this request is for:'. Below this, there is a section for 'Requester's Name'. Underneath, it says 'Click here to find an employee:' followed by a magnifying glass icon. A red arrow points to the magnifying glass icon.

3. Enter the employee name and click Select.

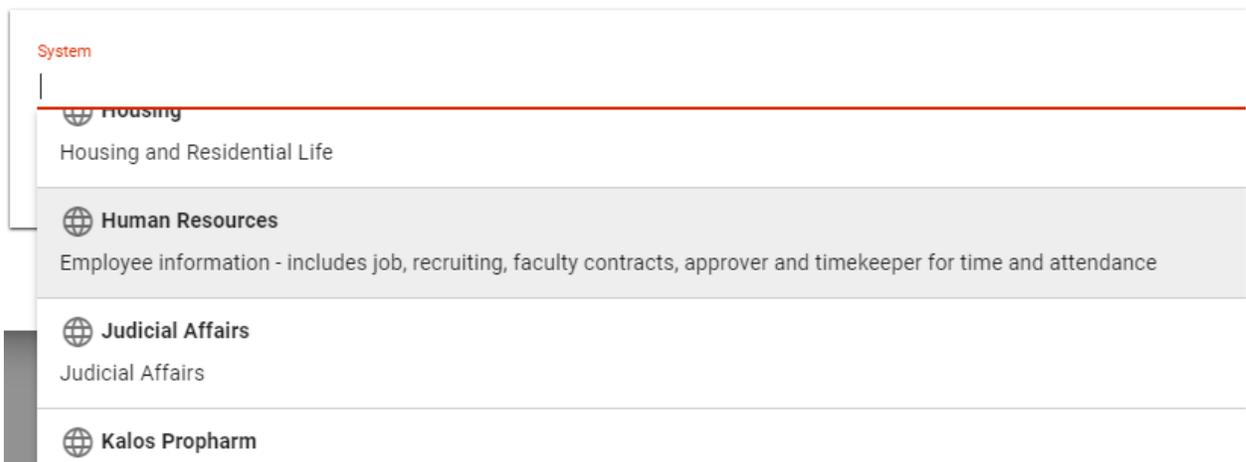
A screenshot of the 'Find An Employee' search box. The box has a dark orange header with the text 'Find An Employee' and a close button (X). Below the header, it says 'Search for an employee, click to select.' There is a text input field with the placeholder text 'Employee Name' and the value 'Test Employee'. Below the input field is a 'SELECT' button. A red arrow points to the 'SELECT' button.

4. Verify that the employee's information is correct. Select Add A System Request.



5. From the systems drop down menu, scroll down and select Human Resources.

Select A System and Role(s)



6. Select the appropriate type of access being requested for CHRS Recruiting based on the functions that will be performed in the system and the role of the individual requesting access. Two options are available, either Administrative Support or Dept Chair/MPP Hiring Manager. Choose Administrative Support if the employee is an executive support staff, college analyst, department support staff, grant PI, or staff that will be hiring students and special consultants. Choose Dept Chair/MPP Hiring Manager if the employee is a VP, MPP, Dean, or Department Chair.

7. Click Add Request

Questions about this system or what role(s) you should select? [Email Julie C. Marlow](#)

Role: CHRS Recruiting - Administrative Support

For executive support staff, college analysts, department support staff, grant PI's, and staff that will be hiring students and special consultants.

Required Training:

Training Name: CHRS Recruiting

Training Description: For video tutorials and user guides visit <https://www.csustan.edu/hr/chrs-recruiting/training>

Role: CHRS Recruiting - Dept Chair/MPP Hiring Manager

For VP's, All MPP's, Deans and Dept Chairs

Required Training:

Training Name: CHRS Recruiting

Training Description: For video tutorials and user guides visit <https://www.csustan.edu/hr/chrs-recruiting/training>

Role: Manager/Approver of Absences

CANCEL

+ ADD REQUEST

8. Provide information about why the requested permission to CHRS Recruiting is needed in the System Notes field. You can note the specific functions needed to be performed in the system or that the request is to replace someone who had the same permission in the past.

9. Click Continue.

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|--|---|
| System Name: Human Resources | System Notes: Please provide information about why you need access to this system. (Required) |
| Description: Employee information - includes job, recruiting, faculty contracts, approver and timekeeper for time and attendance | need role to hire students, staff, and faculty |
| Selected Roles: CHRS Recruiting - Administrative Support : For executive support staff, college analysts, department support staff, grant PI's, and staff that will be hiring students and special consultants. | |
| Required Training: CHRS Recruiting :For video tutorials and user guides visit https://www.csustan.edu/hr/chrs-recruiting/training | |

CONTINUE

10. Verify that the security access information is correct. Click Submit Requests.

System Name: Human Resources

Description: Employee information - includes job, recruiting, faculty contracts, approver and timekeeper for time and attendance

Selected Role(s):

Role Name: CHRS Recruiting - Administrative Support

Description: For executive support staff, college analysts, department support staff, grant PI's, and staff that will be hiring students and special consultants.

Required Training:

Training Name: CHRS Recruiting

Description: For video tutorials and user guides visit <https://www.csustan.edu/hr/chrs-recruiting/training>

Required System Notes:

need role to hire students, staff, and faculty



EDIT

SUBMIT REQUESTS

11. The approval workflow has now been initiated. The employee will receive the requested CHRS Recruiting permission once the request has gone through all the necessary levels of approval.

12. The employee will be notified via email when the security access request has been fully approved and the employee has been granted the requested CHRS Recruiting permission.