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.

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

3. Enter the employee name and click Select.
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.csustain.edu/hr/chrs-recruiting/training

- Role: CHRS Recruiting - Dept Chair/MPP Recruiting 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.csustain.edu/hr/chrs-recruiting/training

- Role: Manager/Approver of Absences

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

<table>
<thead>
<tr>
<th>System Name:</th>
<th>Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>Employee information - includes job, recruiting, faculty contracts, approver and timekeeper for time and attendance</td>
</tr>
</tbody>
</table>
| Selected Role(s): | Role Name: CHRS Recruiting - Administrative Support  
Description: For executive support staff, college analysts, department support staff, grant PIs, and staff that will be hiring students and special consultants. |

**Required Training:**

<table>
<thead>
<tr>
<th>Training Name:</th>
<th>CHRS Recruiting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>For video tutorials and user guides visit <a href="https://www.csumb.edu/hr/chrs-recruiting/training">https://www.csumb.edu/hr/chrs-recruiting/training</a></td>
</tr>
</tbody>
</table>

**Required System Notes:**

- Need role to hire students, staff, and faculty

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.