Applying for Taleo User Access Online

Using Administrative Systems Access On TUportal
Start in TuPortal with your SSO credentials, Click on Administrative Systems Access
On the right-hand side select “HR-Request access to applications”
Remove pop up by selecting the X
If you are completing the request for someone else, select “Request access for Different User” from the menu on the left-hand side.
Search for the user, then select the individual’s last name.
Check the **Supervisor** and ensure the **Department Steward** is correct by checking the tiny dropdown arrow on the far right of the field to select.

*Make sure you use this dropdown to select the correct Dept. Steward*
Select **Hiring Applications** under **Access Groups**
Select the checkbox to Grant/Modify or Remove for the Taleo Talent Management System
Select the **Complete Selections** button.
View the **Community Role Definitions** document, then select the appropriate responses.

![Taleo Talent Management System User Role Form](image-url)
Complete your selections for Role(s), Employee Types, and Coverage Areas of 3 or 5 digit org code(s), then select submit.
Receive confirmation and #.
Supervisors will receive an email and will go to their Banner Workflow.
Select **Taleo Talent Management System** to view request.
Approve or Deny request. If approved, request will automatically move on for Steward approval.
Track your request’s progress

HR Review: Access is reviewed and set up in Taleo

Security: Access is reviewed and set up by IT. Link is added to TUportal