

Approving Requisitions in NEOED

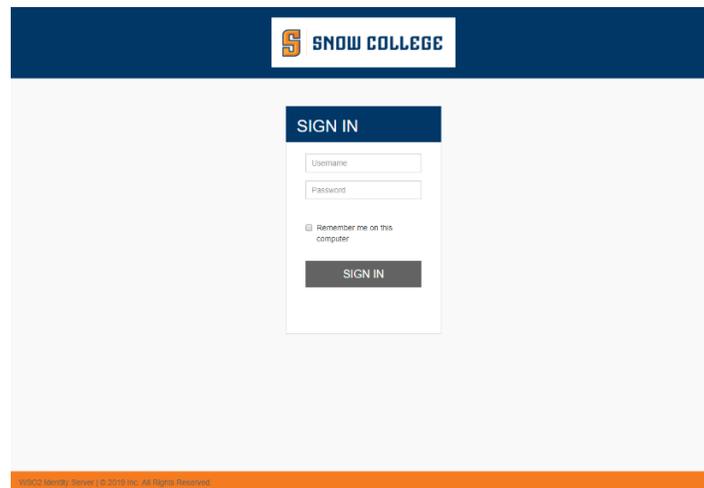
(request to fill a position vacancy)

Logging In

You can access your account three different ways.

1. Notification Email
 - a. Click the link found in your notification email from NEOED

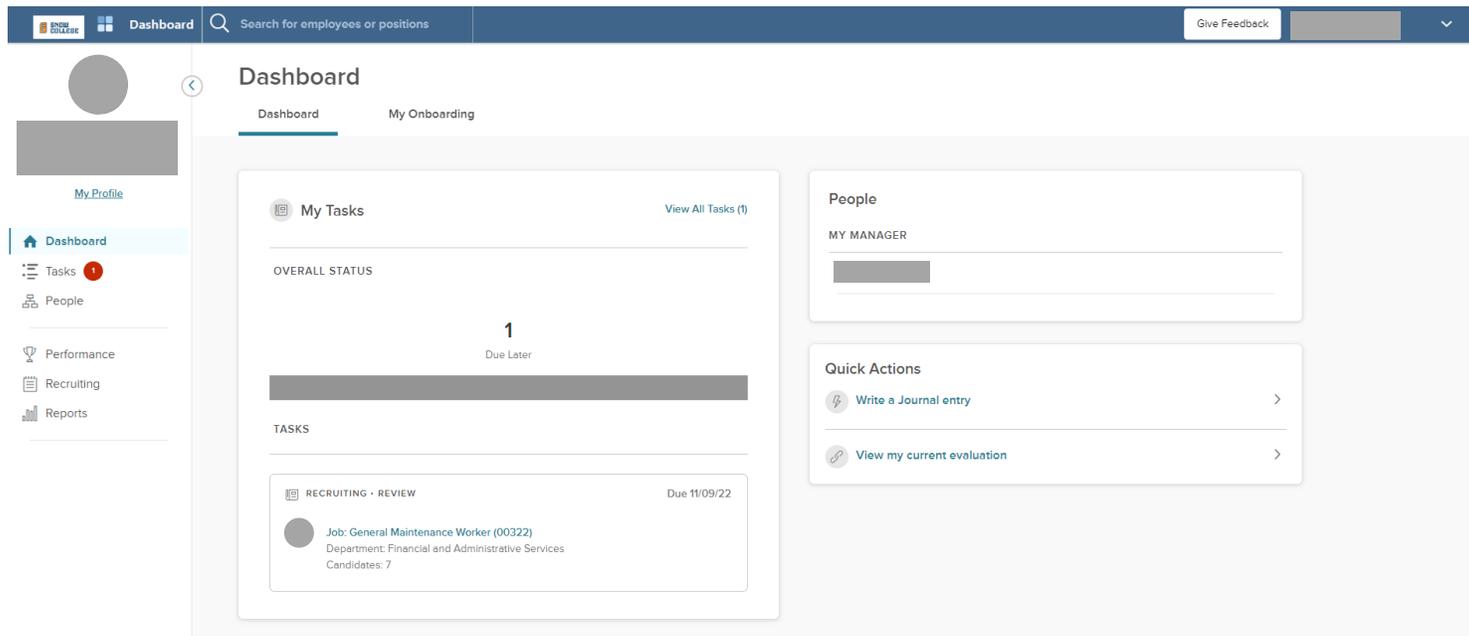
2. Neood.snow.edu
 - a. Type neood.snow.edu into your browser
 - b. This will take you directly to the single sign on page (same login as Badger Web)
 - i. Username is your email or firstname.lastname
 - ii. Password is your Badger Web password

A screenshot of the NEOED sign-in page. At the top, there is a dark blue header with the Snow College logo and name. Below the header is a white sign-in box with a dark blue 'SIGN IN' title. The box contains two input fields for 'Username' and 'Password', a checkbox for 'Remember me on this computer', and a dark grey 'SIGN IN' button. At the bottom of the page, there is a small orange footer with the text '©2002 Identity Server | © 2015 Inc. All Rights Reserved'.

3. Neood.com
 - a. Type neood.com into your browser
 - b. This bypasses the single sign on and may require a password reset (Please contact HR)

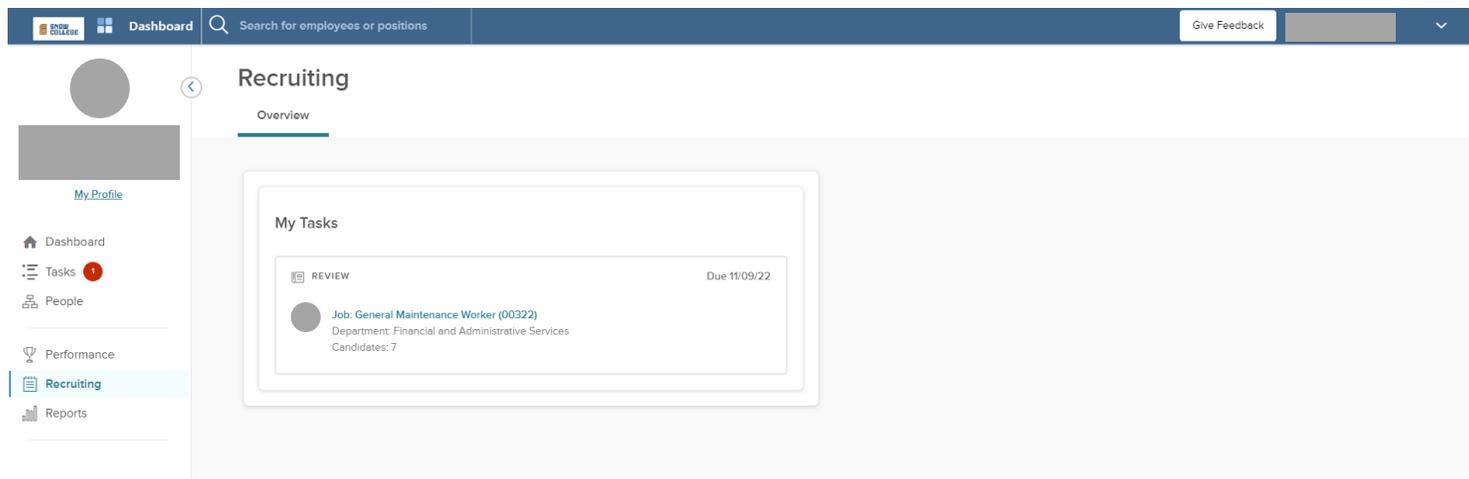
NeoEd Dashboard

This is what your dashboard will look like when you first sign in.



The screenshot shows the NeoEd Dashboard interface. At the top, there is a navigation bar with the Snow College logo, a search bar for employees or positions, and a 'Give Feedback' button. Below the navigation bar, the main content area is titled 'Dashboard' and includes a 'My Onboarding' tab. The dashboard is divided into several sections: 'My Tasks' (with a 'View All Tasks (1)' link), 'OVERALL STATUS' (showing '1 Due Later'), 'TASKS' (listing a 'RECRUITING · REVIEW' task due 11/09/22 for 'Job: General Maintenance Worker (00322)' with 7 candidates), 'People' (showing 'MY MANAGER'), and 'Quick Actions' (with links for 'Write a Journal entry' and 'View my current evaluation'). A left-hand sidebar contains navigation options: 'My Profile', 'Dashboard', 'Tasks' (with a red notification badge), 'People', 'Performance', 'Recruiting', and 'Reports'.

1. To view requisitions waiting for your approval, click 'Recruiting' on the left-hand side.

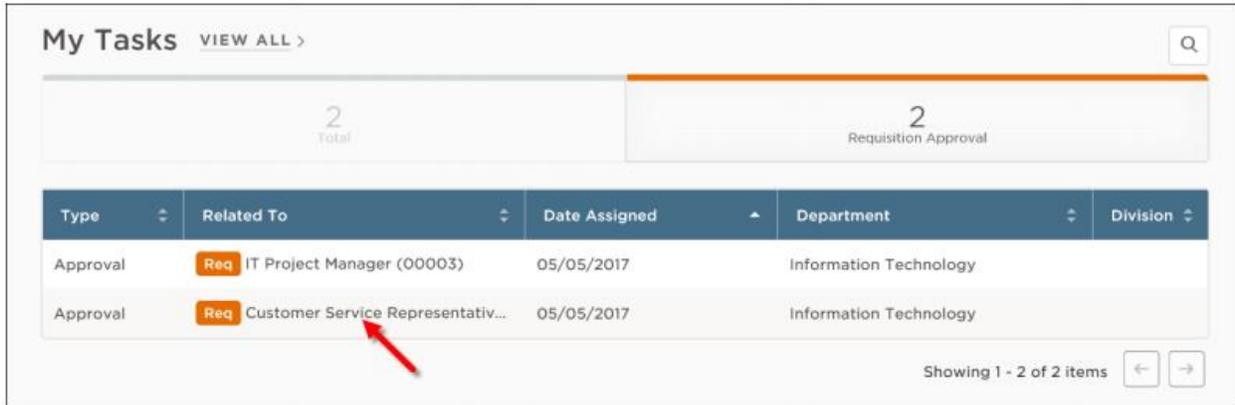


The screenshot shows the NeoEd Recruiting Overview page. The navigation bar is the same as in the dashboard screenshot. The main content area is titled 'Recruiting' and includes an 'Overview' tab. The 'My Tasks' section is highlighted, showing the 'REVIEW' task due 11/09/22 for 'Job: General Maintenance Worker (00322)' with 7 candidates. The left-hand sidebar is the same as in the dashboard screenshot, but the 'Recruiting' option is highlighted in blue.

2. Any assignments made to you will appear under 'My Tasks'. Click on the Approval task, and you will be redirected to OHC.

Requisition Approval

1. Click on Click on requisition pending your review



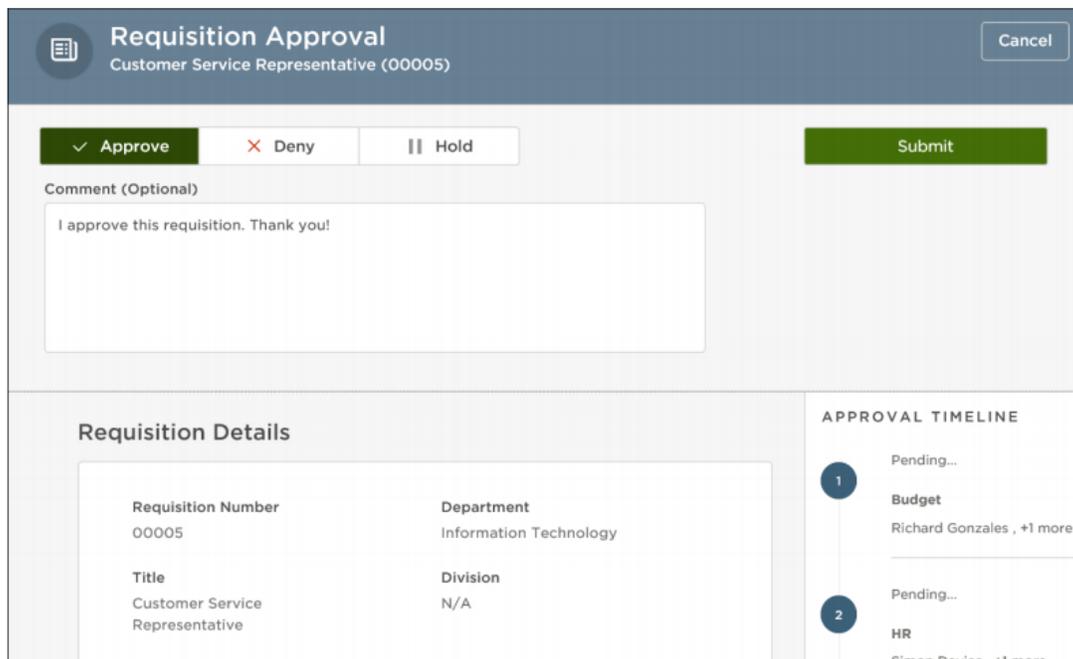
My Tasks [VIEW ALL >](#) Q

2 Total 2 Requisition Approval

Type	Related To	Date Assigned	Department	Division
Approval	Req IT Project Manager (00003)	05/05/2017	Information Technology	
Approval	Req Customer Service Representativ...	05/05/2017	Information Technology	

Showing 1 - 2 of 2 items ← →

2. Click Approve, Deny, or Hold. Type any comments and click Submit.
 - a. Approvers have the option of denying or placing a requisition on hold.



Requisition Approval Cancel
Customer Service Representative (00005)

Comment (Optional)

I approve this requisition. Thank you!

Requisition Details

Requisition Number	Department
00005	Information Technology
Title	Division
Customer Service Representative	N/A

APPROVAL TIMELINE

1 Pending...
Budget
Richard Gonzales , +1 more

2 Pending...
HR
Simon Davies , +1 more

If approved, the requisition will advance to the next approval group. After the final approval is submitted, HR is notified and the position is posted.

If denied, the requisition record can be sent back to any one of the previous approval groups, or all the way back to the creator. The process will not continue until all approval groups have submitted their approvals.



Troubleshooting

Recommended web browsers for NEOED products are:

- Microsoft Internet Explorer 11
- Microsoft Edge, version 20 and higher
- Google Chrome, version 72 and higher

Call the Human Resources office at x7044, email kate.mudrow@snow.edu, or jobs@snow.edu

Visit info.neoed.com/contact-us

Call NEOED at 833-903-2915