To log into the system:

*Firefox is recommended but Chrome, Explorer and Safari can be used*

- Go to: https://jobs.hr.txstate.edu/hr

First screen looks like this:

![Login Screen]

- Click on this area to enter your SSO Authentication (single sign on)
The system is single sign on so enter your **username** and **password** used to log on your computer each day.

The staff system is broken into two sections:

- **Position Management (orange header)**
- **Applicant Tracking (blue header)**

You will use **Applicant Tracking (Blue Header)** section to:

- Change Current Group by clicking on the drop down arrow
- **Select Search Committee Member**
- Select **Postings** located in the header and Staff from drop down.

This will show the job postings currently available to access as a Search Committee Member.

- Click on the **job title** and it will open the posting.
- Click on the **Applicants tab** and the names will all come up.
- Click on each name and any attachments to review.