1. If the person who needs to be selected to see applicant material is not included in the listing, they will need to be added as a casual user.

2. Click on “Add a User”
3. Type in their Email Address and the User Name will fill in as the Email Address. The User Name will need to be changed to their Enterprise ID if they are a University of Illinois employee. Select Applicant Access for the Security Group and click on Add User. The User will then be selected under the Access to Applicant Material box.
4. Casual Users that are University of Illinois employees will need to log into HireTouch by using the following link: Link to Hire Touch website and login with their Enterprise ID and password.

5. Casual Users who are not University of Illinois employees will need to log into HireTouch at: https://employ.uillinois.edu/ with the user name assigned to them and the password that was emailed to them.