CASUAL USER

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.

Access to Applicant Material

Please select all staff support needing access to candidate information for this search.

If adding a casual user that is a University of Illinois employee the user name should be their enterprise id. When you type the email address for the user the address will automatically fill in as the user name. You will need to delete the user name and type in their enterprise id:

Selected:

*Location: - Select -

Access to Applicant Material

Please select all committee members needing access to applicant information for this search.

If adding a casual user that is a University of Illinois employee the user name should be their enterprise id. When you type the email address for the user the address will automatically fill in as the user name. You will need to delete the user name and type in their enterprise id:

Selected:

2. Click on "Add a User"

User Lookup: Recruiters

Search Existing Users | Add a User

First Name:	Last Name:
Toni	Johnson
Email:	User Name:

No users

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.

User Lookup: Recruiters

Search Existing Users | Add a User

First Name: Toni

Last Name: Johnson

Email: tonijohnson@illinois.edu

User Name: tonijohnson

Security Group: Applicant Access

All fields required

+ Add User

Access to Applicant Material

Please select all staff support needing access to candidate information for this search.

If adding a casual user that is a University of Illinois employee the user name should be their enterprise id. When you type the email address for the user the address will automatically fill in as the user name. You will need to delete the user name and type in their enterprise id:

Selected:

Johnson, Toni

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.