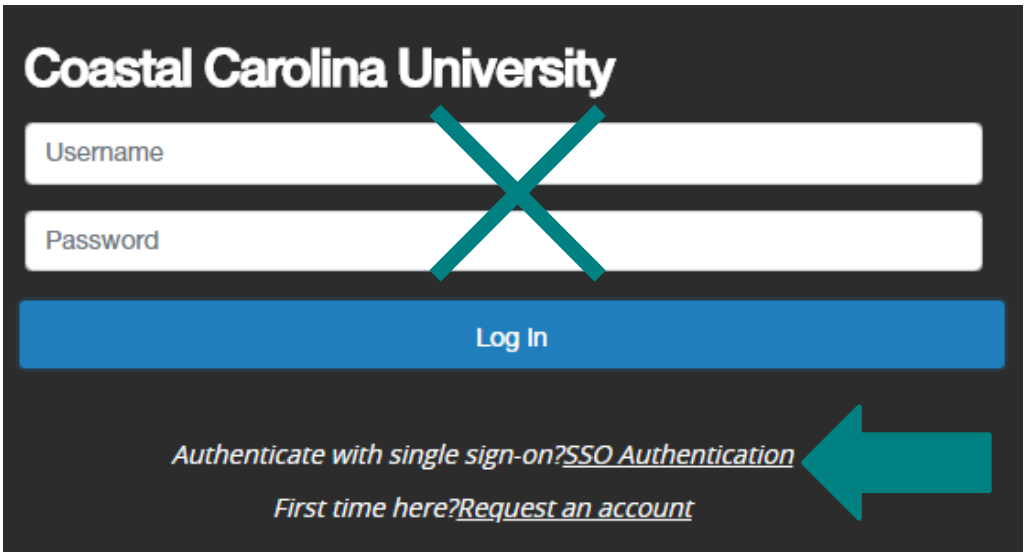
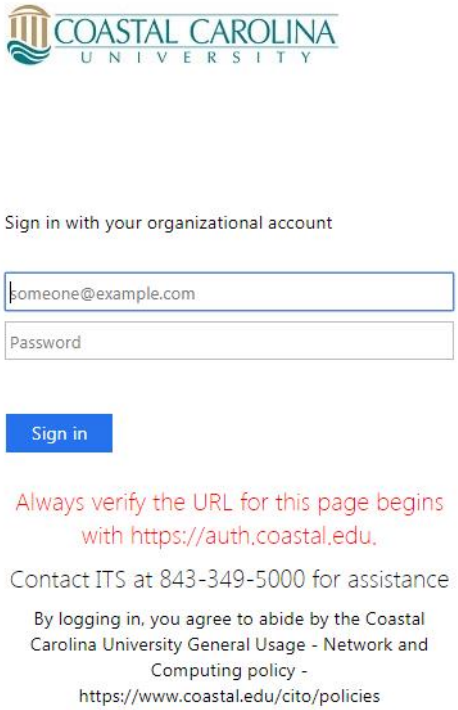
Modify an Existing Athletic Coach/Administrator Position Description – Vacant or Filled

1. Go to https://jobs.coastal.edu/hr

2. Do not enter username and password. Click on the SSO Authentication link instead.

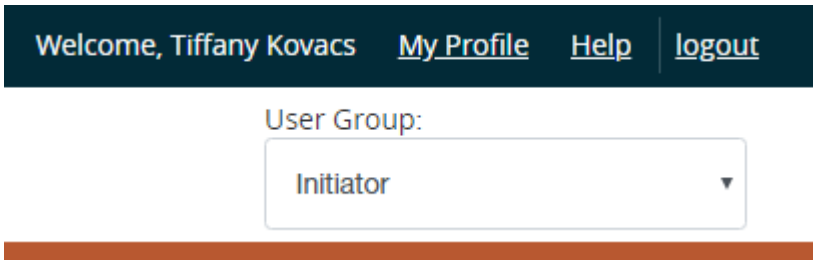


3. This will take you to a CCU page to enter your CCU email and password.



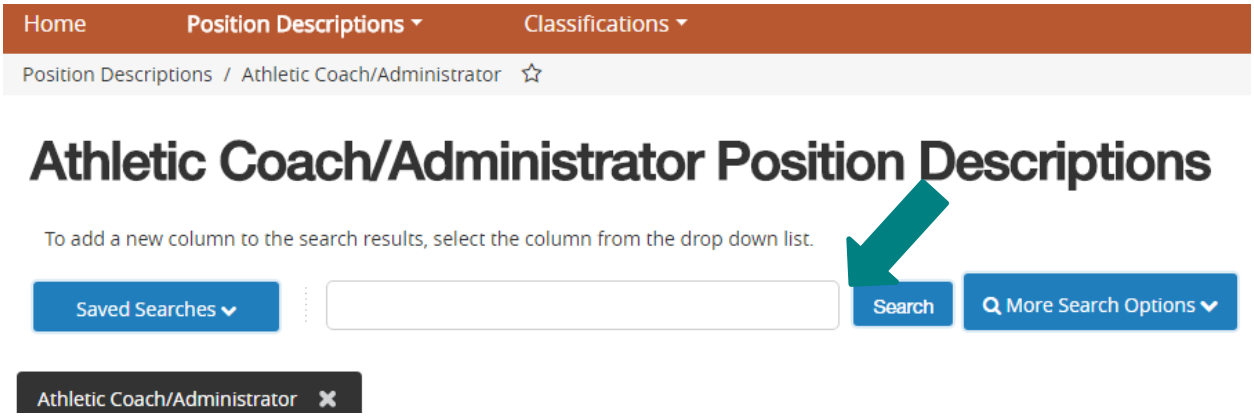
4. Toggle over Module Indicator and select POSITIONS from the drop-down (upper left side of the screen).

5. Ensure that your user group is set to Initiator, Supervisor or Dept. Head to modify a position description (upper right side of the screen).

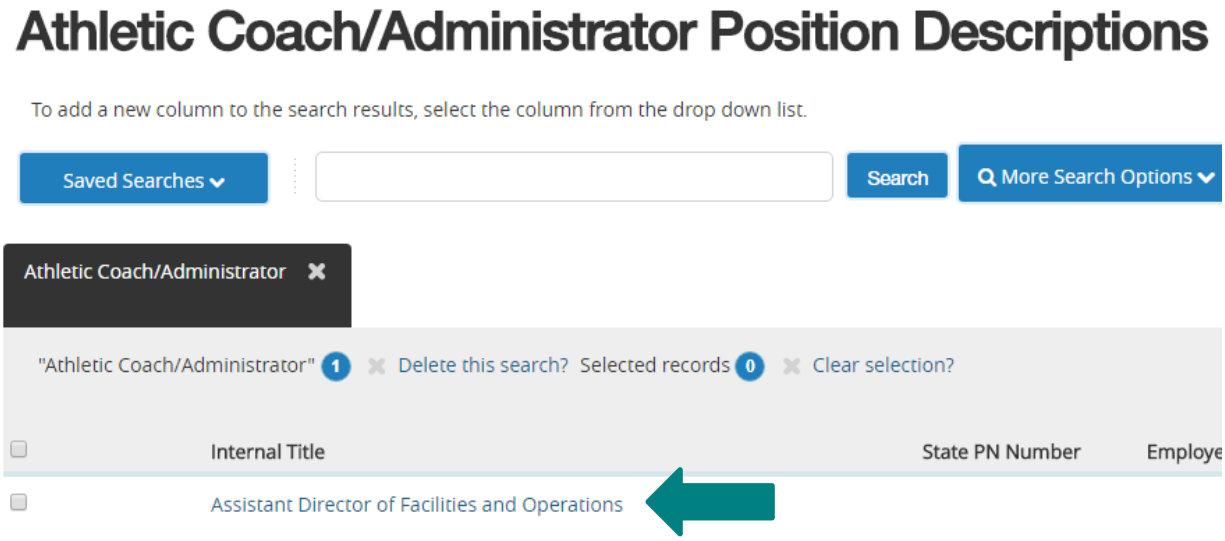


6. Toggle over Position Descriptions tab and select Athletic Coach/Administrator from the drop-down box.

7. Search for the appropriate position description to modify (by position number, name, etc).



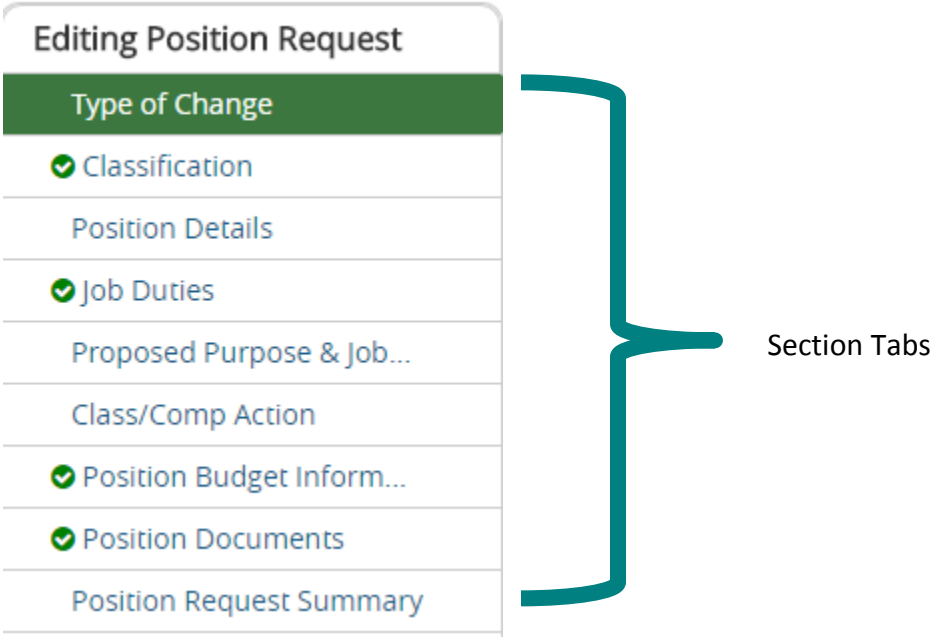
8. Click on the internal title of the position you wish to modify.



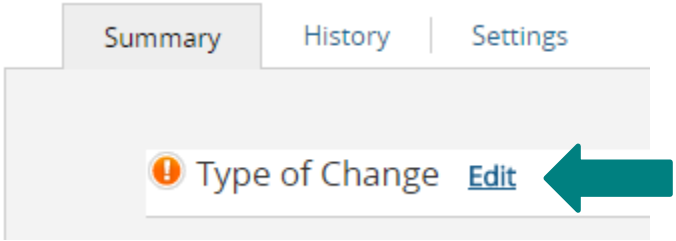
9. Review Summary and select Modify Position Description (right side of screen).

10. System prompts Start Modify Position Request Action. The position description will be locked until the action has been completed. Click Start.

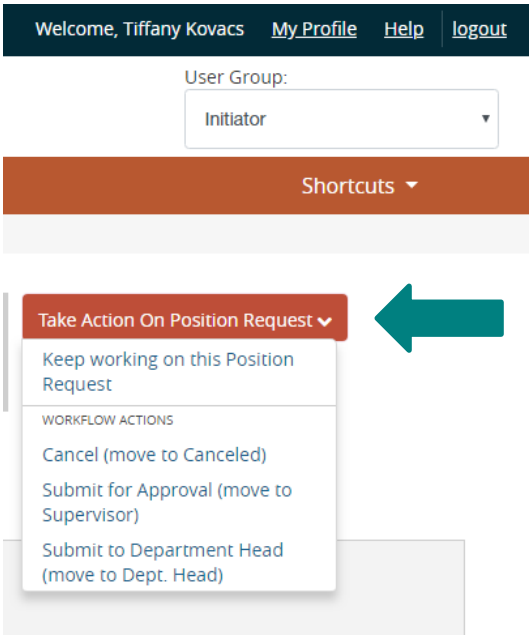
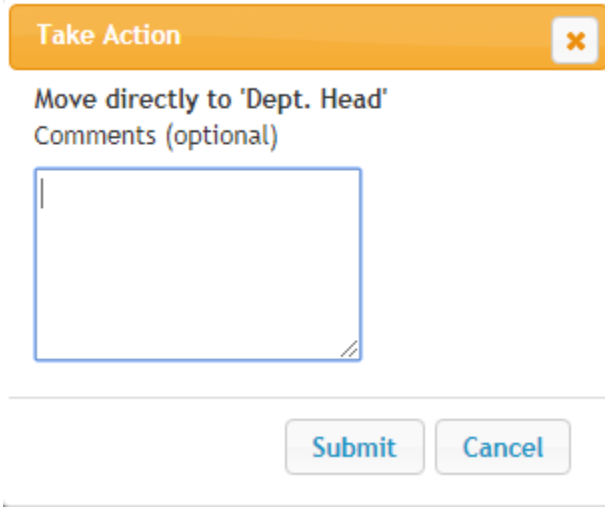
11. Complete the various required fields on each tab of the request and make the appropriate changes where needed.



12. When all the tabs have been completed and you are on the Action Summary page, if a section has an exclamation mark next to it that indicates that there is required information missing that must be completed before changing the status of the description action. If section has a check mark next to it that indicates you have entered all required information. Complete these required fields by selecting the Edit button next to the tab title.



13. From the Action Summary page, toggle over Take Action on Action, select the appropriate Action.



14. Add any comments in the Comment Box, keeping in mind these comments appear in the email message sent to the next approver in the workflow and also become a permanent part of the recruitment record and cannot be removed.