Approving Requisitions in NEOED

(request to fill a position vacancy)

Logging In

You can access your account three different ways.

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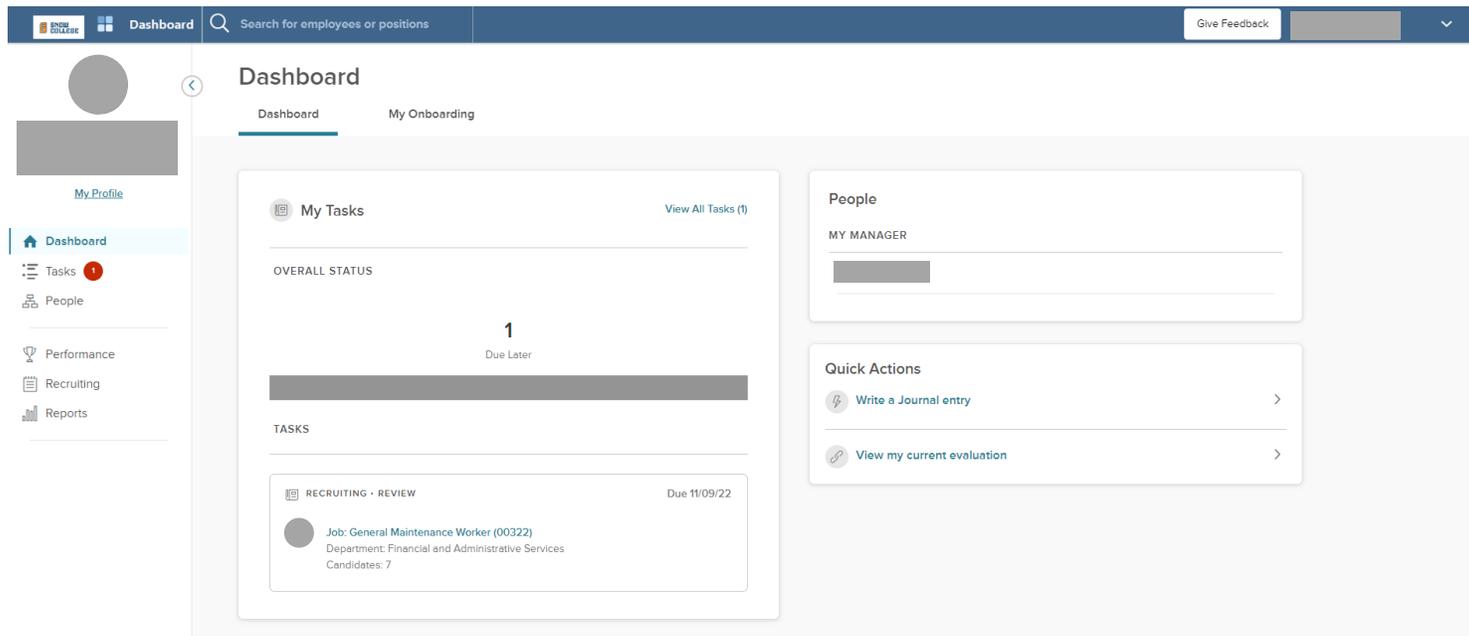   a. Click the link found in your notification email from NEOED

2. Neoed.snow.edu
   a. Type neoed.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
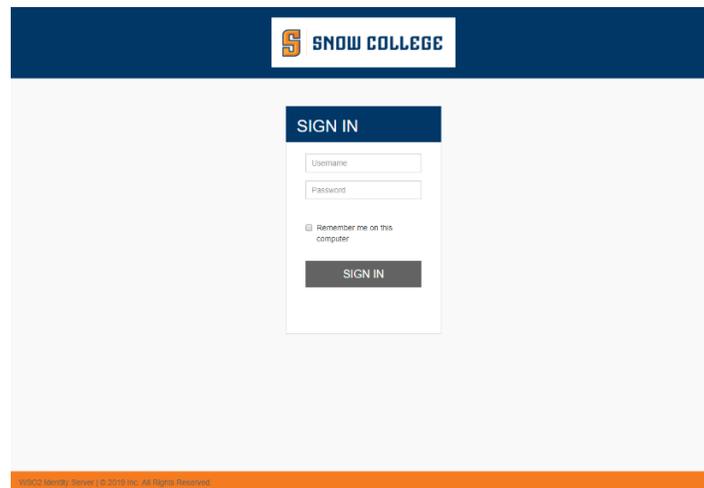
3. Neoed.com
   a. Type neoed.com into your browser
   b. This bypasses the single sign on and may require a password reset (Please contact HR)

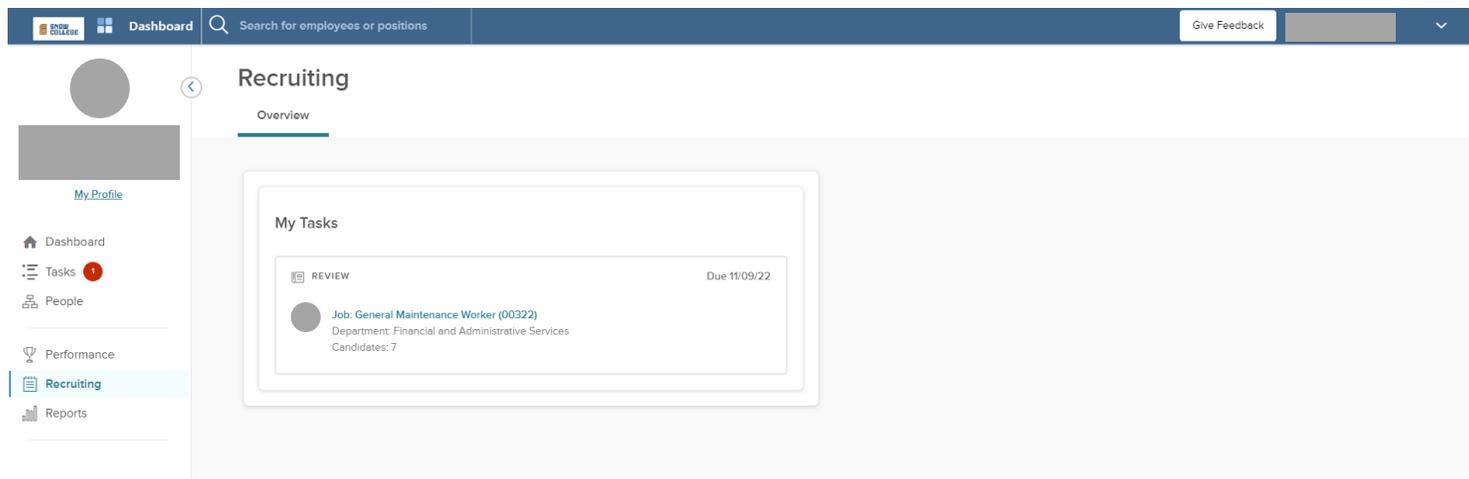## NeoEd Dashboard

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

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

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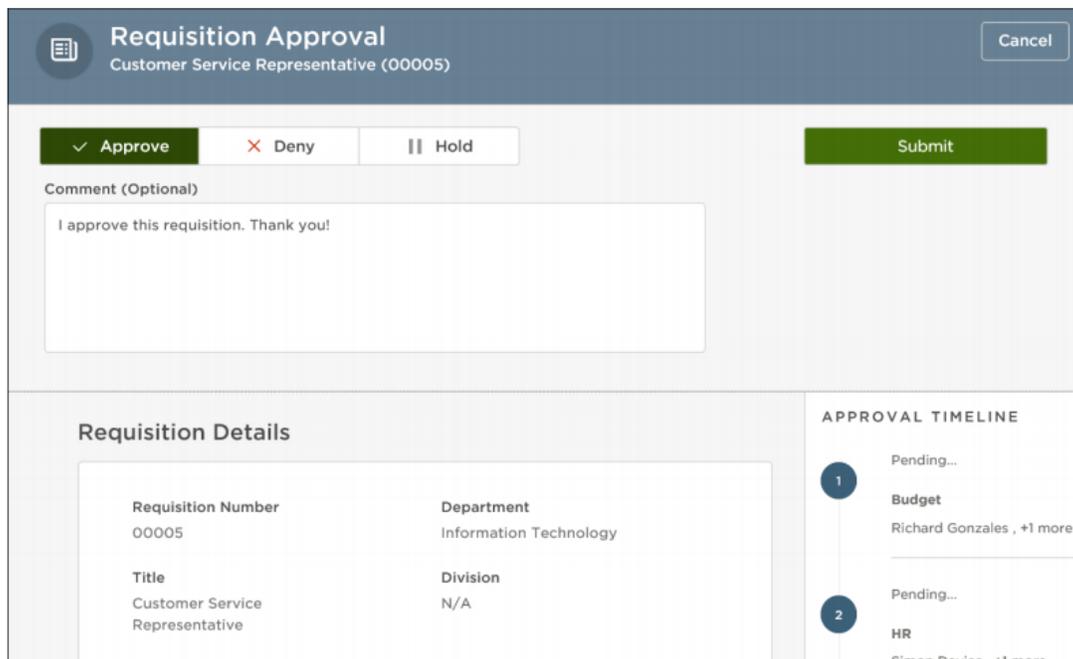
1. Click on Click on requisition pending your review
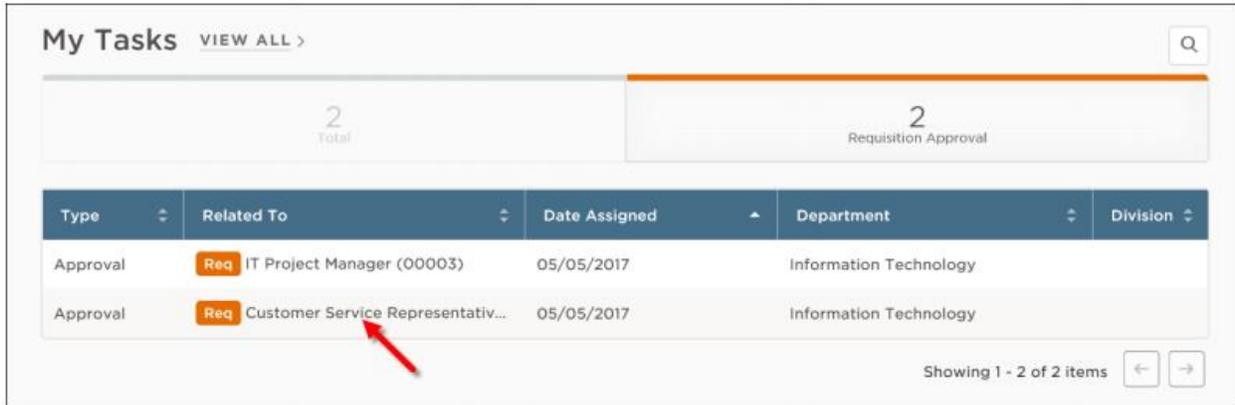
2. Click Approve, Deny, or Hold. Type any comments and click Submit.
   a. Approvers have the option of denying or placing a requisition on hold.

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.

SNOW COLLEGE
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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