

CSU Talent Management System User Guide

How to Log in to the TMS



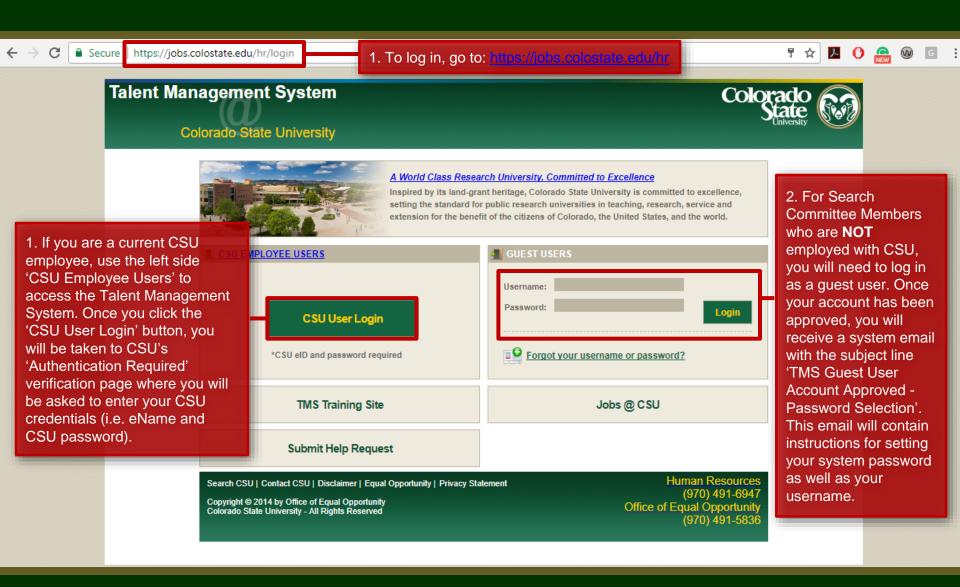
Logging in to the TMS

Every CSU employee is automatically granted access to the CSU Talent Management System with two default user groups; Employee and Search Committee Member. If you need additional user groups assigned to your TMS profile, please fill out a <u>Talent Management System Access Request Form (PDF)</u> and email it to <u>oeo@colostate.edu</u>. To gain a better understanding of the user groups, please see the <u>definitions of the roles guide</u>. Both of these resources are available on the <u>OEO</u> website.

If you are a guest user (not a CSU employee) please follow along with the guest login instructions.

The steps in the following slides explain how to log in to the system.

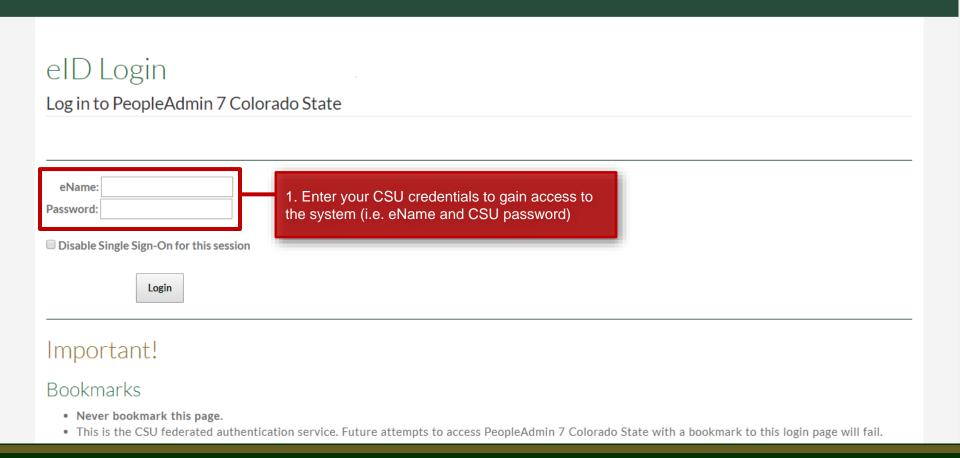
How to Log in: CSU Employee vs Guest User



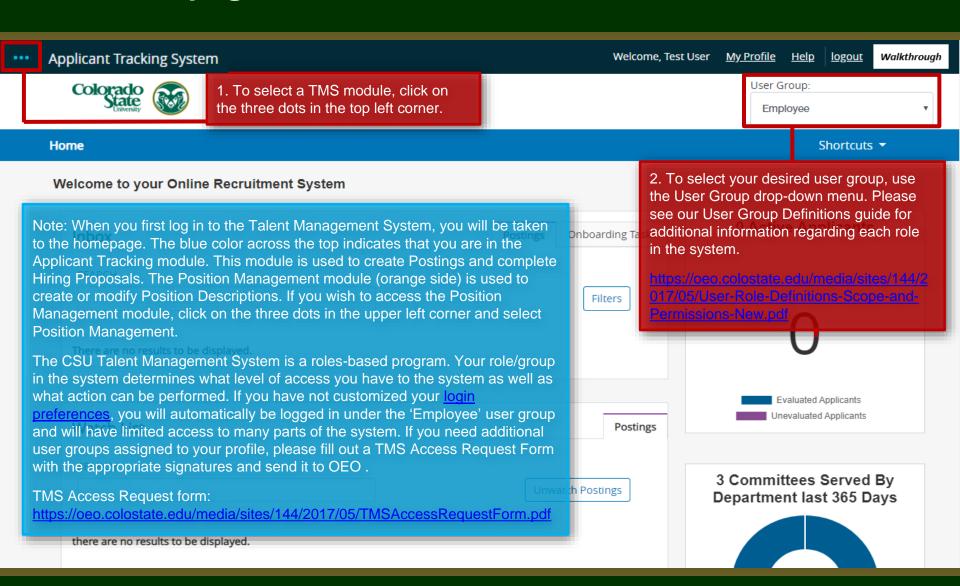
Log in with CSU credentials (for CSU Employees)

Authentication Required

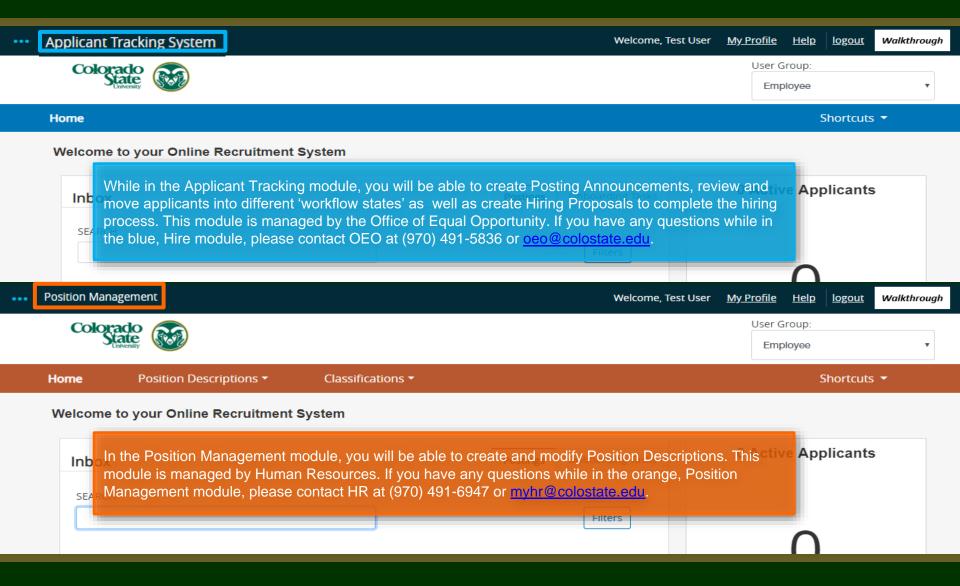




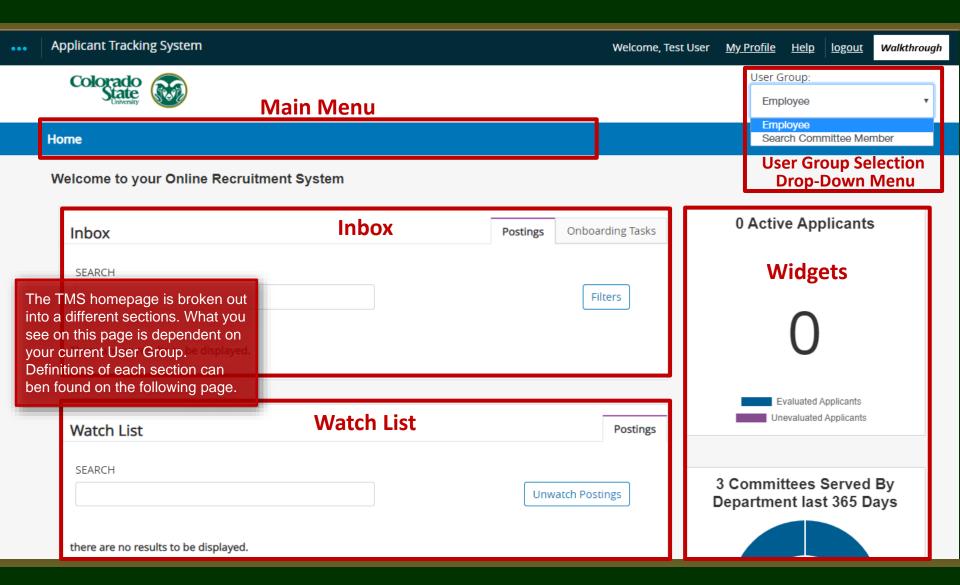
TMS Homepage



Navigation in the TMS: Module Explanation



Navigating the Homepage



Main Page Sections

Main Menu - Located across the top of the screen, you can select any option from the Main Menu to access your permitted areas of the system. For example, you will find Postings and Hiring Proposals within the Hire module Main Menu and Position Descriptions in the Main Menu of the Positions module. What you see here will be dependent on your selected User Group.

Inbox – This area displays items that require your immediate attention. For example, if a posting request was awaiting your approval for one of your assigned user groups, the item would then appear in your Inbox. Inbox items will disappear from view (from the list) when there are no more actions to complete.

Watch List - Located below the Inbox, this area displays items for which you have marked as "Add to Watch List". This allows you to track requests in the system, even after they have been moved out of your approval queue.

Widgets - Located on the right side of the screen, widgets provide 'at-a-glace' data about certain aspects of the system. Widgets are user group dependent and will update based on your current permissions in the system.

User Group Selection Drop-Down Menu – Located in the top-right corner of the screen, this area lists all user groups currently assigned to your TMS profile. Each group has a specific function in the TMS. Please see our User Role Definitions Guide located here: https://oeo.colostate.edu/media/sites/144/2017/05/User-Role-Definitions-Scope-and-Permissions-New.pdf

Need further help?

Please visit the OEO website for more resources on the CSU Talent Management System (TMS) at:

<u>www.oeo.colostate.edu/talent-</u> management-system-tms

For additional help, contact the Office of Equal Opportunity at: (970) 491-5836 or

Email OEO at oeo@colostate.edu