User Request for Taleo Access for Collaborators

Steps:
1. Go to IRIS
2. Click on SAP Menu drop down arrow
3. Click on IRIS user Tools arrow
4. Click on User Access arrow
5. Double click on ZSESATAUTH000 – Satellite System User Request

This will open the Satellite System Authorization Form – Initial

Steps:
1. Enter the personnel number of the person you wish to request access for
2. Select Taleo
3. Click on Request at the top of the screen to complete the submission.

(NOTE: the new form is not for recruiter authorization, OED authorization, or hiring manager authorization in Taleo. That still uses the Campus-Level user request.)