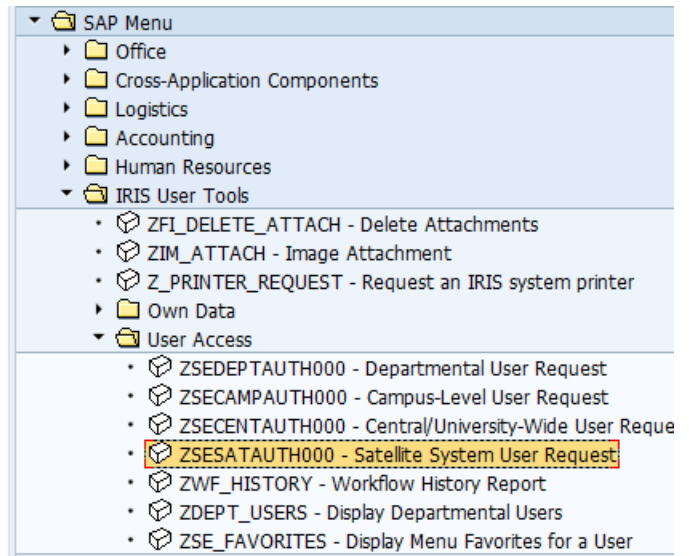


## User Request for Taleo Access for Collaborators

### 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.

A screenshot of the 'Satellite System Authorization Form - Initial' interface. The form has a title bar with 'Satellite System Authorization Form - Initial' and two buttons: 'Display' and 'Request'. Below the title bar, there are two input fields: 'Personnel no' and 'User ID:'. The 'Personnel no' field is highlighted in yellow. Below the input fields, there are two tabs: 'Active Requests' and 'Workflow History'. The 'Active Requests' tab is selected, showing a list of systems with radio buttons: ARCHIBUS, ESM, EVISIONS, LMS, and TALEO. The 'TALEO' option is selected. At the bottom of the form, there are four small icons: a magnifying glass, a document, a person, and a refresh icon.

(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.)