**TALEO ACCESS REQUEST**

**Requestor Information**

Date Click here to enter a date.

First Name       Last Name

**Taleo Access**

First Name       Last Name

PS ID

*Taleo Fluid Recruiting Training HRVRT1 is required to be completed prior to granting access.* Have you completed Taleo training? Choose an item.

Access Level Choose an item.

Faculty/Staff Access Choose an item.

Please provide the Department ID and name or College ID and name for which access is needed.

Please provide any notes or comments.

**Approvals**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Signature** |  | **Print Name** |  | **Date** | **Date** |
| **Supervisor Signature** |  | **Print Name** |  | **Date** | **Date** |
| **College/Division Business Administrator** |  | **Print Name** |  | **Date** | **Date** |

*Please email completed request to the following:*

***Staff Only:***[*hrpsoft@central.uh.edu*](mailto:hrpsoft@central.uh.edu)

***Faculty Only:*** *Sarah Castillo* [facultyaffairs@uh.edu](mailto:facultyaffairs@uh.edu)

***Staff and Faculty:*** *Sarah Castillo* [facultyaffairs@uh.edu](mailto:facultyaffairs@uh.edu)