

# CHRS Recruiting – Job Card

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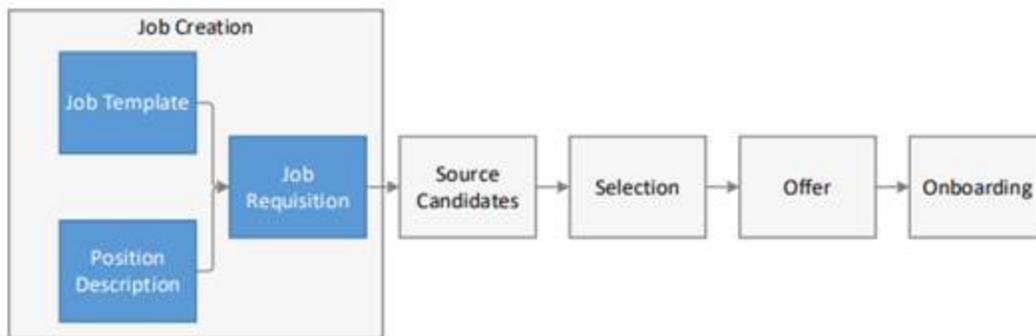
 **Thank You**

# Welcome

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## Introduction

Initiating recruitments in CHRS Recruiting involves completing the Job Card and submitting for approval and posting. This process will occur for full- and part-time, probationary and temporary staff and MPP positions. This training will outline the steps to complete the Job Card, including which fields are required. For more information on CHRS Recruiting features and processes, visit the [Talent Acquisition website](#).



Flowchart examining the path from Job Creation to Onboarding

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# Definitions

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## **Job Card** —

The job card initiates a requisition with specific and relevant details of the job, posting language and requirements, and includes an approval process with notifications and alerts to approvers. With a unique ID to represent each requisition, it facilitates central information collection and tracking.

A common job card is shared across the CSU system.

Job card is sometimes used to refer to the New Job page or the Requisition Information form.

## **Job Template** —

A template for pre-populating a Job Card. Job templates add consistency to job creation and reduce the time for completing the Job Card.

The job template saves time in job creation, as one only needs to provide specific details of the job, in a pre-established format that populates Job Card fields and advertising details. The job template also provides consistent job posting format. Each campus has its own library of job templates. When creating a new job, the Select a Job template page opens first.

## **MPP** —

Management Personnel Plan. The CSU MPP is an integrated personnel system addressing the employment rights, benefits, and conditions of those CSU employees designated as “management” or “supervisory” under the Higher Education Employer–Employee Relations Act (HEERA).

## **Requisition Information Form** —

An electronic form for creating a new job requisition. It is on the Position Information tab of the Job Card. The form facilitates the online collection of information relating to the job requisition. Fields are used to collect specific details of the job.

## **Position ID or Position Number** —

A unique number associated with a position that is generated in PeopleSoft. Position Numbers are attached to positions when they are imported from PeopleSoft into PageUp.

## **Requisition Number or Job Number** —

A unique number assigned by PageUp for each Job Card created.

The Requisition Number is generated automatically when you submit a requisition.

# Roles and Responsibilities

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## **Reports to Supervisor**

The person whom the incumbent filling the position will report to. This should be an MPP.

## **Administrative Support**

A person who can assist the hiring manager or recruiter with pieces of the search process, as needed.

### **Additional Viewers**

If any additional viewers are added, they will be displayed here. You can add viewers to give them view access to the Job Card.

### **Hiring Administrator**

The person requesting the position to be filled and/or hiring authority for the position, which can be the same as the Reports to Supervisor.

### **Budget**

The person(s) responsible for verifying funding for the position.

### **Classification/Compensation Analyst**

The person reviewing and classifying the position description, as well as providing salary recommendations.

### **HR/Faculty Affairs Representative**

The person overseeing the recruitment process.

### **President's Administrative Team (PAT) Reviewer**

The person delegated to review and approve actions prior to the appropriate PAT member.

### **President's Administrative Team (PAT) Member**

The appropriate PAT member will review and approve the Job Card for their respective division.

# Access to CHRS Recruiting

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**Users have a predetermined level of access depending on their general role. If additional access is needed, contact your Talent Acquisition Analyst.**

**CONTINUE**

# Preparing for Recruitment

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- 1 Department will run Position Detail Report in Peoplesoft to identify position number to be used. If this is a new position and no position number exists, move to #2.
- 2 Department will email new or revised position description and designated position number to Class/Comp Analyst for review.
- 3 Class/Comp Analyst will review and make any needed updates to the position description and email back to the department with a copy to Talent Acquisition Analyst and Budget office.
- 4 Budget office will review position number and make any necessary updates, or create a new position number as appropriate, and confirm position number back to department.
- 5 Department will initiate Job Card in CHRS Recruiting using position number obtained from Budget office. (*Note: Allow*

*24 hours for position number updates and/or newly created position numbers to reflect in CHRS Recruiting).*

6

Job Card will be routed through designated approval process.

**CONTINUE**

# Position Data

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**All CSUSM employees are assigned an 8-digit position number. This position number identifies the following information:**

- Job Code/Classification
- Grade/Range
- Working Title
- Department
- Funding
- Reports To/Supervising Position

Most full-time employees are in a single headcount position, while other employees may be in a multi-headcount position (meaning more than one employee can be in the same position number).

**ⓘ Position information is found in PeopleSoft HR.**

View [Position Detail Report Guide](#) for instructions on running the report in PeopleSoft and viewing position data.

**CONTINUE**

# Logging In

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CHRS Recruiting is a platform that serves all CSU campuses. Your campus username and password identifies you as an internal CSU user via single sign-on.

**ⓘ Open a web browser (Google Chrome is recommended) and ensure pop-ups are enabled.**

Log into CHRS Recruiting using your campus credentials.

**CONTINUE**

# Dashboard

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When you log in to CHRS Recruiting, your Home page will show the appropriate dashboard for your role.

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**Dashboards differ among roles. Hiring Managers typically serve a dedicated role in the recruitment process, so their dashboard is streamlined to provide most frequently used page links to gain insight on the status of their requisitions and perform their functions easily.**

**CONTINUE**

# Helpful Tips

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1. Google Chrome provides the most stable performance with CHRS Recruiting.
  2. Ensure pop-ups are enabled to use all features of the system.
  3. Your role determines which links you are able to access in the **Main Menu**.
  4. When you complete the **Job Card**, some fields are mandatory. If you attempt to submit the form with mandatory fields left blank, you will be required to find the field and to provide a value. Fields can be mandatory for several reasons:
    - CSU policy, federal, or state law
    - CHRS Recruiting (PageUp) system requirements
    - CSU reporting
  5. Use the binocular and magnifying glass field search when selecting an item from a long list.

# New Job

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**Depending on your role, there are several ways to get to the New Job page.**

1. Hiring managers can use the **New Job** button on the **Jobs** tile on the Dashboard.
2. Users can use the **New Job** link on the **Jobs** page.
3. Anyone who has the ability to create a new job can access it through the **Main Menu**.

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**When to open a New Job (i.e. Job Card)?**

1. Creating a new job begins the process of recruiting for a position or filling a vacancy.

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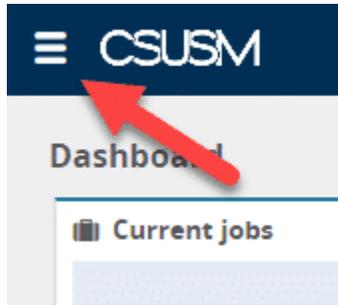
**What information is needed to create a Job Card**

- Position number

- Job template
  - Recruitment process
  - Position type (new or replacement)
  - Reason (select from drop-down)
  - Justification for position
  - Work type (staff or MPP)
  - Hiring type (probationary or temporary)
  - Supervision of employees (yes or no)
  - Mandated reporter status (General, Limited, or none)
  - Conflict of Interest status (designated position or none)
  - Anticipated hiring range
  - Chartfield string
  - Posting type (direct, internal, or open)
  - Reports to Supervisor (defaults from position number)
  - Administrative support person (\*optional)
  - Hiring Administrator (Reports to Supervisor or above)
  - Approval process
  - HR Representative
  - Recruitment status (select from drop-down)
- 

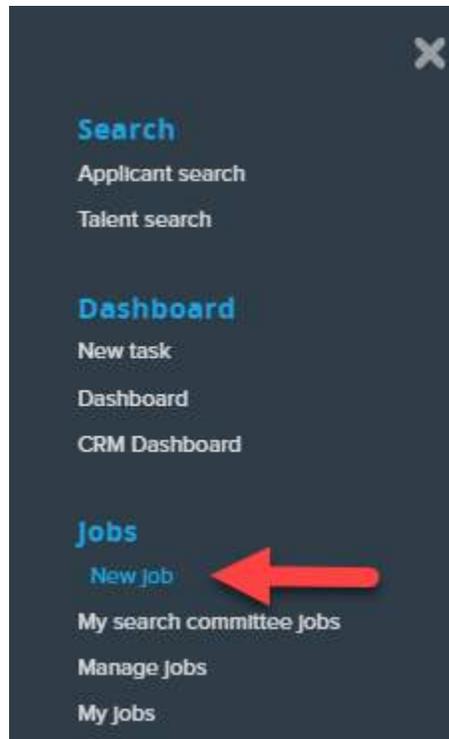
## Open a New Job

1. Open the **Main Menu** links by clicking on the **Menu** icon
2. Select **New Job**



Arrow indicating the hamburger icon to open the Menu

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Arrow indicating "New Job" option under the Jobs section

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**Next: Select the Job Template**

# Job Template

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The job templates are created to simplify the process of completing the **Job Card**. Templates are created for frequently recruited jobs and provide:

- 1 Values for some job card fields
- 2 Recruitment process
- 3 Consistent advertisement text
- 4 Approval process

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## Prerequisites and Assumptions

- The position number must exist in the system.

## Select the Job Template

- Enter Position number into the **Position** field or use the binocular search button to search for the position.
- Select your campus to filter the available templates.
- Select the appropriate template.

**i** **Note: Position numbers must be prefaced with 'SM' followed by the 8-digit number. Example: SM-00001234).**

**Select a job template**

1. Team link  
SM-OHR HR Services - 1064

2. Position Number  
Environmental Health & OI    
SM-00004429

Selecting a Position here is optional, but a Position will be required in order to save the Job Card on the next page.

Please note that making a selection here will allow for other position-related values to auto-populate, selecting a Position on the next page (Job Card) does not auto-populate those position-related values.

3. Campus  
San José State University  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

Capture of screen using PageUp to enter required information to select a Job Template

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Select a job template:

A job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a template that is appropriate to your department and job type.

Select 'No Template' if there is no suitable template available

4. Template

SM-Faculty TT Template  
SM-Staff/MPP  
SM-Temporary Assistant Librarian Template  
SM-Temporary Coach Template  
SM-Temporary Counselor (Student Services Professional-Academic

Preview

\*\*\*FOR HR USE\*\*\*

**Job Overview**

Detail purpose of position.

**Position Summary**

SM-Staff/MPP (SM-Staff/MPP) SM-Staff/MPP

Next > Cancel

Capture of selecting appropriate Job Template

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**CONTINUE**

# Requisition Information

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## Complete the Requisition Information

The Job Card contains three tabs that store vital job information.

- Position Info – Displays the Requisition Information and includes the approval process.
- Notes – This tab is for saving and recording information about the job as it progresses through the recruitment process (e.g. Delegation of Authority, updates to criteria, etc.).
- Documents – Used to store documents that are related to this job, such as position descriptions or other notes.

Complete the Requisition Information (\* refers to a required field)

## Requisition Information (1)

## REQUISITION INFORMATION

Internal Team: 1 SM-OHR HR Services - 1064

Recruitment Process:\* 2 SM-Staff/MPP

Application Form: 3 SM-Staff/MPP Application Preview Customize for job

Job Code/Employee Classification:\* 4 Custodian Q ✎  
Job Code: 2010

Salary Range/Grade:\* 5 2010-RANGE A-Grade-1 Q ✎  
Minimum: \$ 3,338.00  
Maximum: \$ 4,490.00  
Pay Frequency:

#	Field	Information
1	Internal Team	The internal team determines who has access to this job and its applicants
2	*Recruitment Process	This is the recruitment process the applicant goes through. Job template pre-selects the recruitment process. If this field is empty, select the applicable recruitment process.
3	Application Form	The <b>Staff/MPP Application Form</b> should be selected. If not, select it from the drop-down menu.
4	*Job Code/Employee Classification	This field is based on the <b>Position number</b> that you selected on the <b>Select a Template</b> page.

#	Field	Information
5	Salary Range/Grade*	The values for this field are filled from the <b>Position number</b> . The range indicated is a system-wide rage; campus internal ranges can be different.

## Requisition Information (2)

Classification Title: 1

CSU Working Title:\* 2

MPP Job Code: 3

Campus:\*

Division:\* 4

College/Program:\*

Department:\*

Requisition Number: 5 Leave blank to automatically create a Requisition Number

#	Field	Information
1	Classification Title	This field is populated by the <b>Position number</b> .

#	Field	Information
2	*CSU Working Title	<p>This field is populated by the <b>Position number</b>.</p> <p>This is the title that is displayed on the job posting.</p>
3	MPP Job Code	Skip.
4	*Campus Division College/Program Department	Department hierarchy is determined by each campus and is automatically populated by the <b>Position number</b> or by the <b>Job Template</b> .
5	Requisition Number	Skip. A requisition number is generated automatically.

## Requisition (3)

## OPEN POSITIONS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:\*

	Position no	Type:*	Applicant	Application status	
1	Environmental Health & Occupat	2 <span style="font-size: small;">Select</span>	-	-	<a href="#">Cancel</a>
1	Position no: SM-00004429 <span style="float: right;">v</span>				
<span style="font-size: 2em; color: #0056b3; margin-right: 5px;">3</span> New: <input style="width: 50px;" type="text"/> Replacement: <input style="width: 50px;" type="text"/> <input style="margin-left: 10px;" type="button" value="Add more"/>					

#	Field	Information
1	Position No.	<p>This field was completed when you selected the <b>Position number</b> on the <b>Select a Template</b> page.</p> <p>If you select a <b>Position number</b> on this page, it does not auto-complete fields on this page.</p> <p>You can expand the blue box to view information about this position.</p>
2	*Type	New or Replacement
3	New/Replacement	<p>Enter a number into the <b>New</b> or <b>Replacement</b> field and then click <b>Add</b> to create multiple positions. (Note: Positions must be of the same classification to be used on the same</p>

#	Field	Information
		Job Card. Different positions must have a separate Job Card.)

## Requisition (4)

REQUISITION DETAILS

Auxiliary Recruitment:\* 1  Yes  No

Reason:\* 2

Justification for Recruitment:\* 3

Hiring Manager to provide additional information, as needed.

Previous/Current Incumbent: 4

Work Type:\* 5

Hiring Type:\* 6

[View Workplace Type Selection Job Aid](#) and select relevant option.

Workplace Type (Exclude Inst Fac): 7

#	Field	Information
1	*Auxiliary Recruitment	Select <b>No</b> .

#	Field	Information
2	*Reason	Select a reason for the requisition from the drop-down menu.
3	*Justification for Position	Include additional details about the reason.
4	Previous / Current Incumbent	Enter the name of the person who is being replaced (if applicable).
5	*Work Type	Select the type of position from the drop-down menu.
6	*Hiring Type	Select the type of hire from the drop-down menu.
7	Workplace Type	Select telecommuting status (if known).

## Requisition (5)

Job Status:\* 1

Time Basis:\* 2

FTE: 3

Hours Per Week: 4

FLSA Status: 5

CSU Campus (Integration for 3rd Party Solutions):\* 6

#	Field	Information
1	*Job Status	Defaults from <b>Position number</b> . If Job Card is for an emergency hire, select from the drop-down menu.
2	*Time Basis	Defaults from <b>Position number</b> .
3	FTE	Defaults from <b>Position number</b> .
4	Hours per Week	Defaults from <b>Position number</b> .
5	FLSA Status	Skip
6	*CSU Campus	Defaults from <b>Position number</b> .

# Requisition (6)

JOB DETAILS		
Job Summary/Basic Function:	1	***DO NOT USE***
Minimum Qualifications:	2	***DO NOT USE***
Required Qualifications:		***DO NOT USE***
Preferred Qualifications:		***DO NOT USE***
Special Conditions:	3	***DO NOT USE***
License / Certifications:	4	***DO NOT USE***
Physical Requirements:	5	***DO NOT USE***

#	Field	Information
1	Job Summary/Basic Function	Skip.
2	Qualifications	Skip.

#	Field	Information
3	Special Conditions	Skip.
4	License/Certifications	Skip.
5	Physical Requirements	Skip.

7

## Requisition (7)

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
<b>1</b>	<b>2</b>	<b>3</b>
<input type="button" value="New"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<div style="border: 1px solid #ccc; height: 40px;"></div>
<p>Supervises Employees:*</p> <p>If position supervises other employees; list position titles:</p>		
<p><b>1</b> There are no items to show</p>		

#	Field	Information
1	Job Duties	*Skip.

#	Field	Information
2	*Supervises Employees	Indicates whether this position supervises employees (which includes student workers, interns, volunteers, etc.).  Select <b>Yes</b> or <b>No</b> .
3	List Titles	If applicable, list the titles of employees supervised.

## Requisition (8)

POSITION DESIGNATION

Mandated Reporter:\* 1

Conflict of Interest:\* 2

NCAA: 3  Yes  No

Is this a Sensitive position?: 4  Yes  No

[View Sensitive Position criteria](#) and select from below where relevant.

Care of People (incl. minors) Animals and Property: 5

Authority to commit financial resources:

Access/control over cash cards and expenditure:

Access/possession of master/sub-master keys:

Access to controlled or hazardous substances:

Access/responsibility to personal info:

Control over Campus business processes:

Responsibilities requiring license or other:

Responsibility for use of commercial equipment:

#	Field	Information
1	*Mandated Reporter	Select <b>General, Limited, or None.</b>
2	*Conflict of Interest	Select <b>Designated employee</b> or <b>None.</b>
3	NCAA	Skip.
4	Is this a Sensitive Position?	Skip.
5	Care of People... Responsibility for use of commercial	Skip entire section.

#	Field	Information
	equipment	

## Requisition (9)

**BUDGET DETAILS**

Benefit Eligible?: 1  Yes  No

Anticipated Hiring Range: 2

Budget/Chart field/Account string: 3

Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.

Cost Center: 4

Pay Plan: 5

Pay Plan Months Off: 6

#	Field	Information
1	Benefit Eligible	Skip.
2	*Anticipated Hiring Range	Use this field to specify the

#	Field	Information
		campus-specific salary range.
3	*Budget/Chartfield/Account string	This field identifies the unique department funding source.
4	Cost Center	Skip.
5	Pay Plan	Skip.
6	Pay Plan Months Off	Skip.

## Requisition (10)

POSTING DETAILS

Posting Type:\* 1

Review Begin Date: 2

Anticipated Start Date: 3

Anticipated End Date: 4

Do you wish to apply for a waiver for the posting?: 5

Reason for Waiver:

Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotion.

Posting Location:\* 6

#	Field	Information
1	*Posting Type	<p>Indicates what type of posting will be required.</p> <ul style="list-style-type: none"> <li>• Direct– Emergency Hire for direct appointment.</li> <li>• Internal– Internal Recruitment (CSUEU only)</li> <li>• Open– Open recruitment</li> </ul>
2	Review begin date	Skip.
3	Anticipated start date	Skip.
4	Anticipated end date	Enter end date if temporary appointment.
5	Apply for waiver  Reason for waiver	Skip.
6	*Posting Location	Default to San Marcos from <b>Job Template</b> page.

## Requisition (11)

If you plan to advertise externally indicate the advertising sources:

CSU Careers

Chronicle of Higher Ed

Inside Higher Ed

LinkedIn

CalJobs

JobElephant

Additional/Other Advertising Sources:

2

Advertising Summary:\*

3

\*\*\* [Standard Posting Template](#) \*\*\*

\*\*\* [Marketing Posting Template](#) \*\*\*

Advertisement text:\*

4

B I U S Formats ?

**Job Overview**

#	Field	Information
1	External Advertising Sources	Skip.
2	Additional / Other Advertising Sources	Skip.
3	*Advertising Summary	Skip - HR to maintain.

#	Field	Information
4	*Advertising Text	Skip - HR to maintain.

## Requisition (12)

SEARCH DETAILS

Search Committee Chair: 1

🔍 ✎

No user selected.

Search Committee Members:

Add Search Committee Member
2

Recipient Remove all

No Search Committee Member selected.

Search Committee Member information:

**SELECTION CRITERIA** 3

Add

🔍 There are no items to show

#	Field	Information
1	Search Committee	Skip.

#	Field	Information
	Chair	
2	Add Search Committee Members	Skip.
3	Selection Criteria	Skip.

## Requisition (13)

## USERS AND APPROVALS

Reports to Supervisor Name:

Email address: [rfrasca@csusm.edu](mailto:rfrasca@csusm.edu)
▼

Administrative Support:

No user selected.

Compliance Panel Facilitator:

No user selected.

Additional viewers:

Add Additional viewers

Recipient

No Additional viewers selected.

Additional viewers information:

Hiring Administrator:\*

Email address: [ctamone@csusm.edu](mailto:ctamone@csusm.edu)
▼

#	Field	Information
1	Reports to Supervisor	Populated from the <b>Position number</b> .
2	Administrative Support	A person who assists the hiring manager as needed.
3	Compliance Facilitator	Skip.

#	Field	Information
4	Additional Viewers	Skip.
5	*Hiring Administrator	The hiring authority for the position and responsible for supervision of the position. (Note: This will default to the person completing the Job Card. Edit this to the reporting supervisor.)

### Save as a Draft

Instead of clicking **Submit & Exit**, you can click **Save a Draft** if you need to work on the job requisition later without submitting for approval. When you save the job requisition as a draft, your approval process is deleted. Approval information is not saved to ensure that the approver list is current when you submit for approval.

**CONTINUE**

# Approval Process

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Approvals in CHRS Recruiting occur only for the Job Card, which is completed to initiate a recruitment. Email notifications will be sent to approvers in sequence.

The approval process is pre-determined by the department/division and will include all required approvers. Any additional approval needed by a department/division must take place outside of CHRS Recruiting.

Approval process:\*

1. Admin Support:	<input type="text"/>
	No use
2. Hiring Manager:	<input type="text"/>
	No use
3. Dean/AVP:	<input type="text"/>

SM- New MPP Job Approval AA

None

SM- New MPP Job Approval AA

SM- New MPP Job Approval FAS

SM- New MPP Job Approval PO

SM- New MPP Job Approval SA

SM- New MPP Job Approval UA

SM- Staff/Replacement MPP Job Approval AA

SM- Staff/Replacement MPP Job Approval FAS

SM- Staff/Replacement MPP Job Approval PO

SM- Staff/Replacement MPP Job Approval SA

SM- Staff/Replacement MPP Job Approval UA

Approval process:\*

SM- Staff/Replacement MPP Job Approval FAS

1. Hiring Manager:

No user selected.

2. Director/AVP:

No user selected.

3. PAT Reviewer:

No user selected.

HR/Faculty Affairs Representative:\*

2   

No user selected

Recruitment Status:\*

3  

[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (\*).

4

Save a draft

Submit

Submit & Exit

Cancel

#	Field	Information
1	*Approval Process	Select the appropriate <b>Approval Process</b> . <ul style="list-style-type: none"><li>Use the Magnifying glass to search filed to select the</li></ul>

#	Field	Information
		<p>user for each role or type in the username (CSUSM email) of the individual.</p> <ul style="list-style-type: none"> <li>• If the approval process contains many approvers, scroll down through all the approval steps.</li> <li>• Ensure that all approval steps have a user assigned.</li> </ul>
2	Various Approvers	<p>The appropriate approval path will be displayed. Enter the name of each approver or use the magnifying glass to search from the list of names.</p>
3	*HR / Faculty Affairs Representative	<p>Enter the appropriate recruiter for your department.</p>
4	*Recruitment Status	<p>Indicates the current status of the Job Card.</p> <p>Draft – Not ready for approval</p> <p>Pending Approval – Requisition is being routed for approval.</p>

#	Field	Information
		You can save a requisition as a draft.
5	Submit or Save	Save a draft - Not ready for approval  Submit - Ready for approval

**Next**

When you click **Submit**, the first approver will receive an email notification with a link to the Job Card. Users will also have notifications on their dashboards for jobs awaiting their approval.

## Default Job Approval E-mail

From: [noreply@calstate.edu](mailto:noreply@calstate.edu)

E-mail Subject: Job Requisition Approval

Hi {USERFIRSTNAME},

A requisition for position {JOBTITLE} - Job Number: {JOBNO} has been routed to you for approval.

You can approve the requisition as is, or make any necessary adjustments after discussing them with the Hiring Manager and/or Recruiter before approving. You can also decline the job if this requisition is not approved.

Quick Reference Job Details:

Job Title:

Job Number:

Classification Title

Department:

Manager

Hiring Type:

Position Type:

FTE:

Pay Plan:

Salary Range:

To approve the job requisition via email, please reply to this email with the word "Approve". Please

Note: the word "Approve" is the only valid response accepted via the email job approval option.

OR

To view the job requisition in more detail, approve, provide comments or decline, please click the following link to login:

{REQUISITIONLINK}

Regards,

{BRAND} Recruitment Team

# Notes Tab

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As the job progresses through the recruitment process, you may need to add notes to the job. Notes are attached to the job and can be accessible based on permission.

 While not required, you can add a note to any open job.

## Add a Note:

### New job

Position info  Notes Posting Documents

Add:  

Add note 🔒

Note:\*

3

File:

4

E-mail this note to:

User:

🔍

Other e-mail:

5

Position info **Notes** Posting Documents

Add:

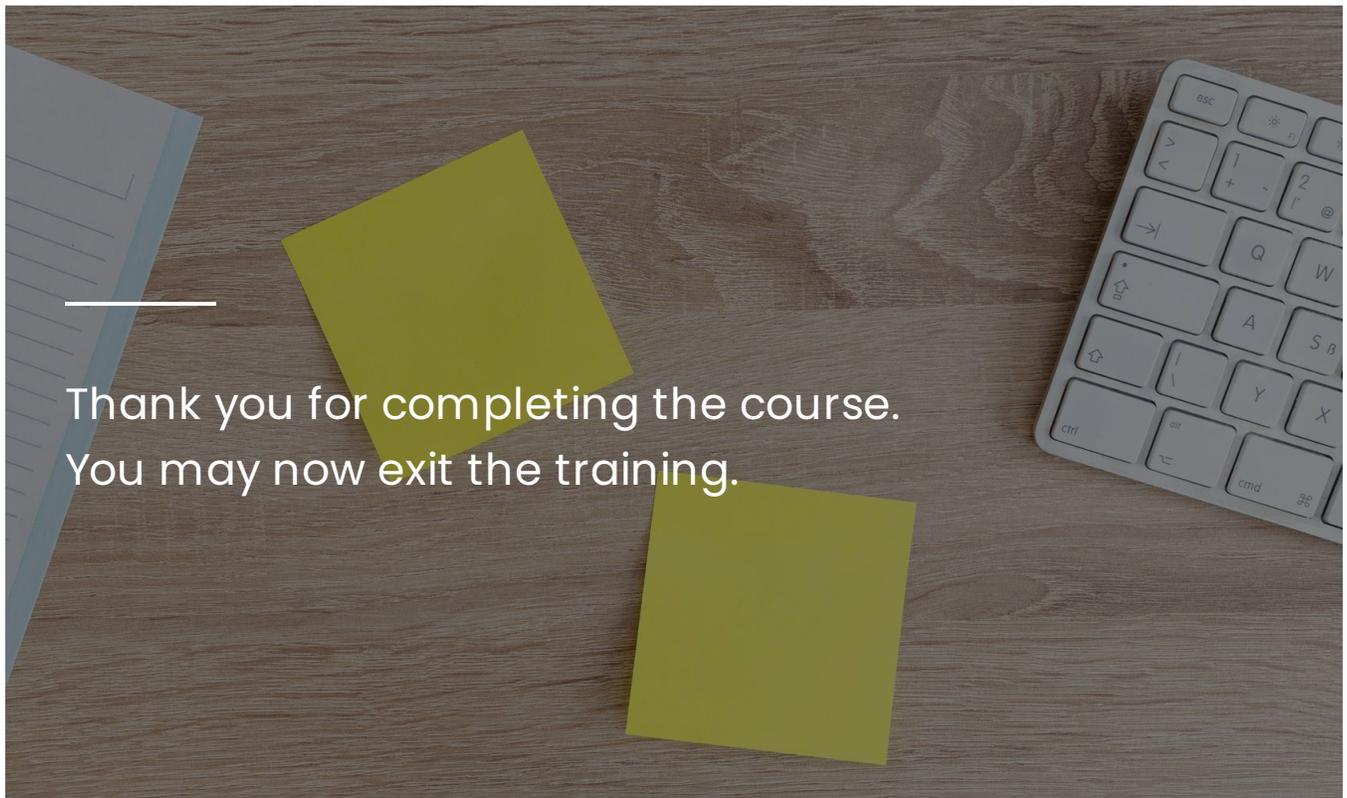
Jun 27, 2023, 12:46pm Courtney Tamone  
Campus Map 2023.pdf 6  
TEST Edit Delete

#	Field	Information
1	Notes Tab	On the <b>Job Card</b> , click on the <b>Notes</b> tab.
2	Add Note	From the <b>Add</b> menu, select <b>Note</b> .

#	Field	Information
3	Note Window	The <b>Add Note</b> window opens. Include a description of the note.
4	Upload file	Optional: Upload a document (e.g. Delegation of Authority).
5	Submit	Click <b>Submit</b> to save the note.
6	Confirm Note	Confirmation of the attached note appears.

# Thank You

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Thank you for completing the course.  
You may now exit the training.