

INTERNAL APPLICATION GUIDE

The screenshot shows the Texas A&M University System Single Sign On login page. At the top, there is a blue header with the 'SINGLE SIGN ON' logo. Below it, a maroon bar contains the text 'Ligon' and 'Sign in to your account'. A yellow warning box contains a security notice about phishing. The main content area is divided into two sections: 'UIN Logon' and 'Campus or Agency Logon'. The 'UIN Logon' section has input fields for 'UIN:' and 'Password:', a 'Submit' button, and links for 'Trouble Logging In?', 'New Employees - Set up your password', 'I forgot my password', and 'Use your one-time (temporary) password'. The 'Campus or Agency Logon' section has a grid of 12 logos for various departments: TAMU NetID, Island ID, HSC, TAMUCT, AgriLife, TTI, Qatar, PVAMU, WTAMU, TEEX, TAMIU, and TFS. Two orange arrows point from a text box at the top right to the UIN and Password input fields. A larger white text box on the right contains an important note for external applicants.

1. Login to your **Single Sign On (SSO)** Account by providing your login credentials.

Don't be a victim! Employees of The Texas A&M University System continue to be targeted in "phishing" schemes by parties wishing to gain access to the A&M System's secure applications and your personal information. Therefore, verify the address and the certificate of the site before entering your userid and password. [Sites authorized to collect your SSO userid/password.](#) Visit the [SSO news page](#) for updates, to [protect yourself from phishing](#), or to [view a phishing email](#)

IMPORTANT NOTE: If you are an External Applicant (*New to PVAMU/TAMUS System, Previously Worked for PVAMU/TAMUS system and no longer active in the system*), please **STOP** and return to the Main Careers Website for information on applying as an External Applicant.

UIN Logon

UIN:

Password:

Submit

Trouble Logging In?

New Employees - Set up your password

I forgot my password

Use your one-time (temporary) password

All logon attempts are logged.

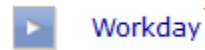
Campus or Agency Logon

You can now logon using a Campus or Agency information...

TAMU NetID, Island ID, HSC, TAMUCT, AgriLife, TTI, Qatar, PVAMU, WTAMU, TEEX, TAMIU, TFS

Single Sign-On is the system which handles your logon access to web based applications which have chosen to use Single Sign-On as their authentication method.

After logging in, you will be presented with a list of applications for which you may be authorized.



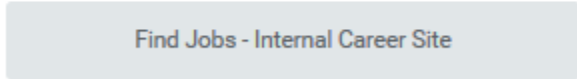
- 2. Select the **“Workday”** tab from Single Sign On (SSO) Menu.
- 3. Select the **“Career”** icon from your Workday dashboard.



Career

- 4. Select the **“Find Jobs – Internal Career Site”** icon to search available employment opportunities.

View



Current Search

Clear All

System Member

- Texas A&M University (201)
- Texas A&M International Uni... (75)
- Tarleton State University (64)
- Texas A&M University - King... (63)
- Prairie View A&M University (56)

More

NOTE: You may limit your search to Prairie View A&M University or to the System Member(s) of choice by checking the appropriate boxes.

5. Once you find the position of interest, select the position title. You will then select the **“Apply”** button on the screen.

Apply

Job History

none entered

Education

Not Specified

Bachelors

Languages

none entered

Skills

none entered

Resume / Cover Letter

Drop files here

or

Select files

Need to make changes?

Go to your profile

6. Click **“Go to your profile”** to make any changes or updates to the application via your Worker Profile.

The screenshot shows a worker profile page with three main sections: Education, Job History, and Skills. Each section has an 'Add' button. The Education section shows 'Not Specified Bachelors'. The Skills section has a 'View My Skills' button. Orange arrows point from the 'Add' buttons in the Education and Job History sections, and the 'View My Skills' button in the Skills section, to a text box at the top right.

7. Once you have been re-directed to your Worker Profile, your **Education, Job History** and **Skills** can be updated on this screen that will automatically migrate over to your application.

IMPORTANT NOTE: If no information is specified here, you will submit an application with no information.

The screenshot shows a navigation bar at the bottom of the screen. On the left, there is a blue circular icon with a white cloud inside. To the right of this icon is a vertical line. Below the navigation bar, there is a home icon (a house) and the word 'Home' next to it. Orange arrows point from the 'Cloud' icon and the 'Home' button to text boxes on the right.

8. After you have made the necessary updates/changes, select the **“Cloud”** icon (located at the top right corner of the screen).

9. Then, select **“Home”** from the drop-down menu options.

10. **Repeat Steps 2-5** to return to the application screen for the position of interest.

11. Once you have returned to the application screen, all attachments will need to be uploaded in this section of the application. **Please reference the job announcement for documents that are considered required for applying.**

NOTE: Although the attachment field is labeled *Resume/Cover Letter*. Multiple attachments can be added to this area (i.e. Reference List, Teaching Philosophy, Research Statement, etc.)

Job History

none entered

Education

Not Specified

Bachelors

Languages

none entered

Skills

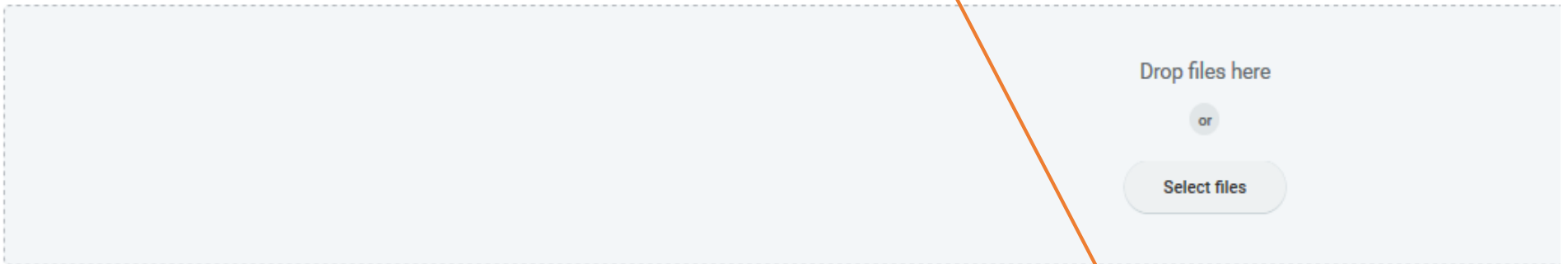
none entered

Resume / Cover Letter

Drop files here

or

Select files



Need to make changes?

Go to your profile



12. These are additional questions that are federally required to be answered by the applicant.

If this position is located in the United States and you are selected, would you now or in the future require sponsorship for immigration-related employment authorization (e.g. H1-B, O-1, E-3, TN)? (Required)

- Yes
- No
- None of the above

Do you qualify for State of Texas veteran employment preference based on the definitions below?

• Veteran is defined as a person who has served in the army, navy, air force, coast guard, or marine corps of the United States or the United States Public Health Service under 42 U.S.C. Section 201 et seq., as amended, the Texas military forces as defined by Section 437.001; or an auxiliary service of one of those branches of the armed forces, and has been honorably discharged from the branch of the service in which the person served.

• Surviving Spouse of a Veteran is defined as a veteran's surviving spouse who has not remarried.

• Orphan of a Veteran is defined as an orphan of a veteran if the veteran was killed while on active duty. (Required)

- Veteran
- Surviving Spouse of a Veteran
- Orphan of a Veteran
- I am not a Veteran
- Decline to respond

I am 25 years of age or younger and was under the permanent managing conservatorship of the Texas Department of Family and Protective Services on the day preceding my 18th birthday. If hired and claiming foster child status, you will be required to provide verification of such status. (Required)

- Yes
- No
- None of the above

To comply with The Texas A&M University System policy on nepotism, answer the following question. Are you related to any current Texas A&M University System employee, official or regent? (Required)

- Yes
- No
- None of the above

If yes, state his/her name, relationship and the A&M System institution or agency.

Have you ever worked for the State of Texas? (Required)

- Yes
- No
- None of the above

If yes, please indicate the agency and start/end dates of employment.

13. Additional Application Questions related to the qualifications of the job will be asked on the application. An asterisk is indicated where responses are required.

PVAMU_Administrative_Associate_III

How much related experience do you have? (Required)

- None
- Less than three years
- 3 - 5 years
- 5+ years

Submit Save for Later Cancel

IMPORTANT NOTE: Review all information and attachments provided on this screen and make any necessary changes needed at this time. No revisions can be made once the submit button has been selected.