Submitting an Announcement

1. Log into AIS
2. Human Resources
3. Std Empl Announcement
4. Academic Year – 2019/2020 will always be the year an academic year begins with even in the spring semester.
5. Enter in Position Number
6. If you are creating a new announcement this prompt will appear, select yes.

   ![Job Announcement dialog box]

   a. The information on the top half should auto populate
7. Click on the semester you’re doing the announcement for
8. Enter in the number of allocations
9. Enter in Supervisor, Contact, and Delegate
   a. Supervisor and Delegate cannot be the same person
10. Enter Contact Info and Contact location
11. Then check the Approve By: Dep box
13. Once box is check blue arrow out
14. This will submit the request to me and once I have emailed you that it has been approved you can now submit a referral for your student.