
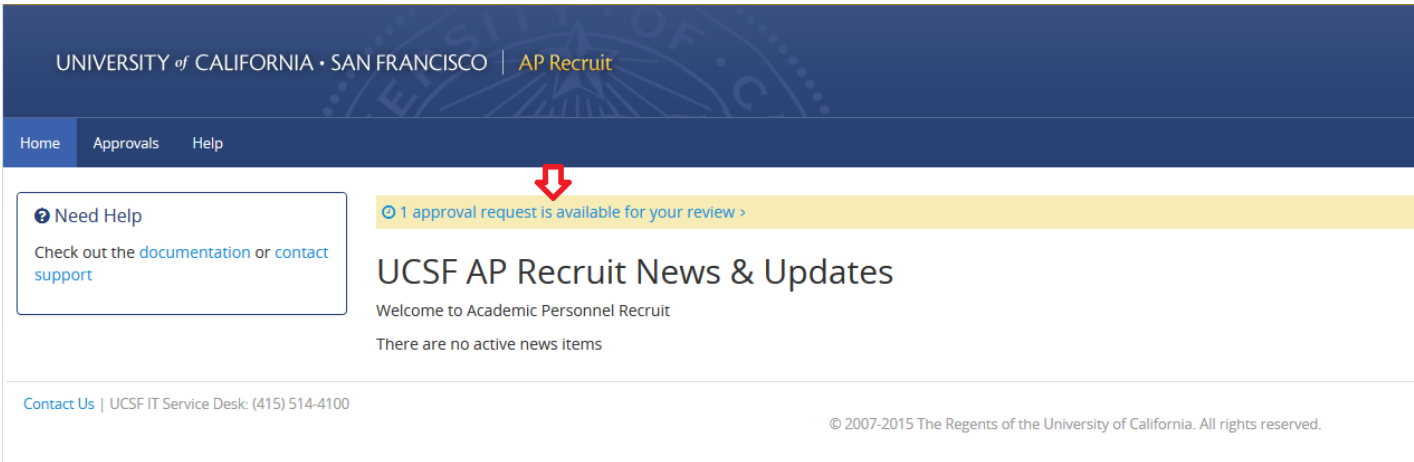
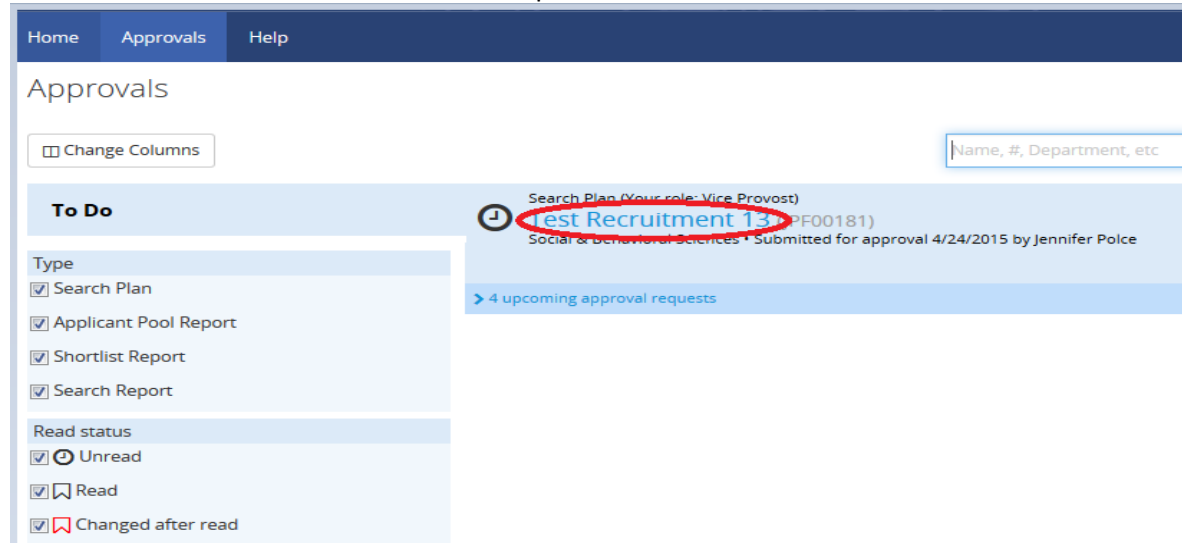


Quick Guide for AP Recruit – Approvers (For VPAA, Vice and Associate Deans, and Vice Chancellor for O.D.O.)

Steps	Actions
<p>1. AP Recruit Login</p>	<ul style="list-style-type: none"> • Go to https://aprecruit.ucsf.edu • Select “UC San Francisco Faculty & Administrator” • Enter your MyAccess login and password 
<p>2. Reviewing and Approving Requests</p>	<p>Find your list of pending approval requests:</p> <ul style="list-style-type: none"> • After logging in, click the “Approvals” link in the top left menu bar on the home page. Alternatively, if you have an item pending your approval, there will be a notification on your home page which you may click on. 

Review and approve:

- Click on the recruitment name to view the options associated with this search.



- To view the documents provided for this search, click on the 'Download Plan' button.
- After review, to offer your approval, click on the 'Approve Plan as ...' button.
- You may also leave comments or notify the other approvers by clicking on the respective buttons.

