

# How to Create a User Account

1. Go to <http://javjobs.tamuk.edu/hr>
2. Click on **Create User Account**



## User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click **Create User Account**.

User Name:

Password:

**LOGIN**

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.

3. Fill out all information with an asterisk.
4. Move the correct departments that you are under to the Selected side.
5. Click on Continue



Users can submit a user account to HR for approval and will be notified by HR if the account has been approved. Please fill in the following information to create your account. Click the cancel button to return to the login page.

\*Required information is denoted with an asterisk.

* Username must Be Between 6 And 20 Characters	<input type="text"/>																				
* Password must Be Between 6 And 20 Characters	<input type="password"/>																				
* Confirm password	<input type="password"/>																				
* First Name	<input type="text"/>																				
* Last Name	<input type="text"/>																				
Uin #	<input type="text"/>																				
Title	<input type="text"/>																				
Phone Number/Extension	<input type="text"/>																				
* Email	<input type="text"/>																				
* Department	<table><tr><td>Not Selected</td><td></td><td>Selected</td></tr><tr><td>Human Resources</td><td><input type="button" value="&gt;"/></td><td rowspan="6">Not Assigned</td></tr><tr><td>ACAD - PROVOST'S OFFIC</td><td><input type="button" value="&lt;"/></td></tr><tr><td>ACAD (AVPA) - ASSOCIAT</td><td><input type="button" value="&gt;&gt;"/></td></tr><tr><td>ACAD (INTST) - INTERNAT</td><td><input type="button" value="&lt;&lt;"/></td></tr><tr><td>ACAV - OFFICE OF ACAD!</td><td></td></tr><tr><td>ACAV (ADM1) - CENTER F</td><td></td></tr><tr><td>ACAV (ADM2) - HONORS P</td><td></td></tr><tr><td>ACCS - ACCOUNTING &amp; C</td><td></td></tr></table>	Not Selected		Selected	Human Resources	<input type="button" value="&gt;"/>	Not Assigned	ACAD - PROVOST'S OFFIC	<input type="button" value="&lt;"/>	ACAD (AVPA) - ASSOCIAT	<input type="button" value="&gt;&gt;"/>	ACAD (INTST) - INTERNAT	<input type="button" value="&lt;&lt;"/>	ACAV - OFFICE OF ACAD!		ACAV (ADM1) - CENTER F		ACAV (ADM2) - HONORS P		ACCS - ACCOUNTING & C	
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Submit for Approval

**CANCEL** **CONTINUE**

**6. Confirm that all information is correct.**



**USERS**  
CREATE USER ACCOUNT

### Create User Confirmation


The following User information is about to be submitted.

Username must Be Between 6 And 20 Characters	*****
Password must Be Between 6 And 20 Characters	*****
Confirm password	*****
First Name	*****
Last Name	*****
Uin #	
Title	
Phone Number/Extension	
Email	javjobs@tamuk.edu
Department	Human Resources

**Submit for Approval**

**7. Click OK to confirm user account approval**

**8. Human Resources will approve your account after this step and when you receive an email confirming your user account you will be allowed to enter JAVJOBS**



**USERS**  
CREATE USER ACCOUNT

### Create User Complete

✓ **You have successfully submitted a User account for approval.**

**Please make a note of your username and password.**

You will be notified when your account has been approved. Please contact the Human Resources Department with any questions.