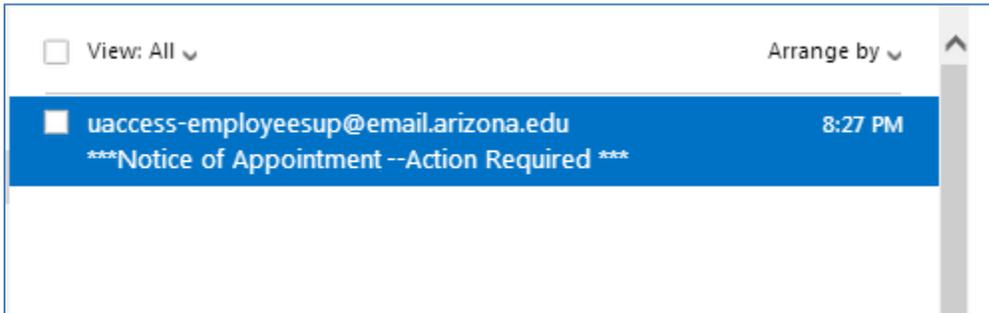


This is a step-by-step guide for accepting your UAccess Employee Graduate Notice of Appointment.

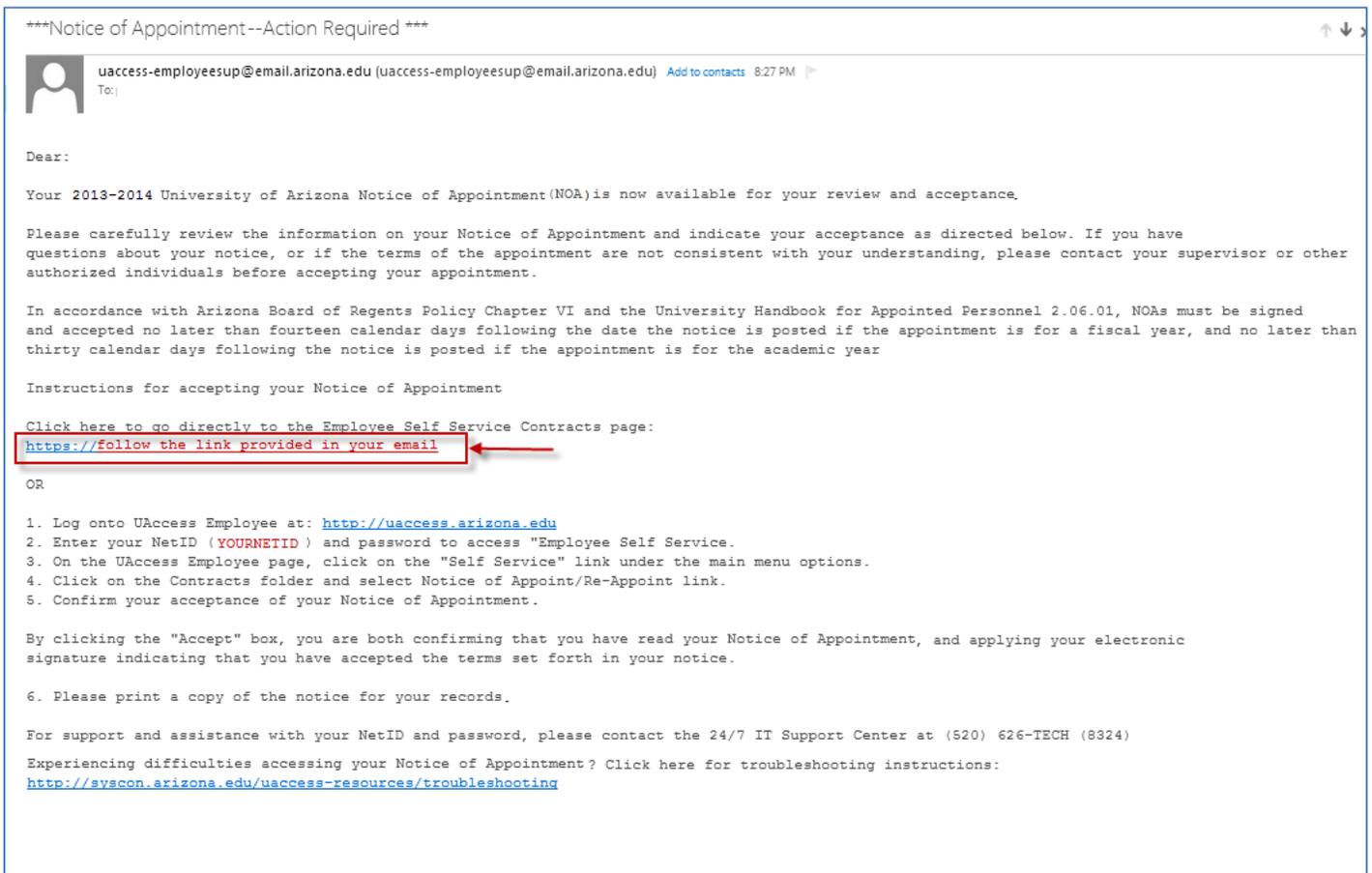
Grad NOA Email

The Grad NOA process delivered the following email to your personal email address



A link provided within the text of the email message will navigate to the UAccess authentication window (WebAuth).

- The link is located in the section outlined in red.



UAccess Employee – Self Service Login

- Enter your NetID and Password



Review Contracts Window

The “Review Contracts” window will appear and display a “Pending” status

- Click on the “View Contract” link.
- The Grad NOA will be launched in a pdf format.
- Notice that the “Accept” and “Decline” buttons are greyed out and not available for selection.



View Contract	Trans Nbr	UA Title	Dept	Status	Status Date	Accept	Decline
1 View Contract	519544	Graduate Associate, Teaching	0020	Pending	08/12/2013	Accept	Decline

Note: The web browser pop-up blocker may have to be turned off to activate the Grad NOA from the “View Contract” link.

- *If the Grad NOA is not activated when the link is clicked, a “help” search may have to be performed to access information about turning off “pop-ups” within specific browsers.*

Grad Notice of Appointment

Carefully review the Grad Notice of Appointment (pages 1 -6) and close the window upon completion.

- If you have questions about your notice, or if the terms of the appointment are not consistent with your understanding, please contact your supervisor or other authorized individual before accepting your appointment.



EXECUTIVE OFFICE OF THE PRESIDENT

NOTICE OF APPOINTMENT

08/12/2013

Jake Carter
PO Box 1234
Tucson AZ, 85719

Department: Clearing Control
Empid: 01234567

The following appointment with the University of Arizona has been approved. This Notice of Appointment incorporates any agreement you have signed with your hiring unit that contains specific conditions related to your employment with the University of Arizona.

Graduate Associate, Teaching in Acad Dept, effective from 08/19/2013 through 01/05/2014 at .500 FTE, with an annualized academic salary of \$31,264 which translates to an actual amount of \$7,816.

Accept/Decline Agreement

The "Accept" and "Decline" buttons are activated on the "Review Contracts" page after you have reviewed your Notice of Appointment.

UAccess EMPLOYEE

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Contracts](#) > [Notice of Appt/ReappointGRD](#)



Review Contracts

JAKE CARTER

Your University of Arizona Notice of Appointment (NOA) is available to view and accept below. Please carefully review the information on your Notice of Appointment.

If you have any questions about your NOA, or if the terms of the appointment are not consistent with your understanding, contact your home department's business office before accepting the appointment.

By checking the "accept" box below, I acknowledge that I have read my Notice of Appointment and I intend to apply my signature indicating acceptance of the terms set forth therein.

View Contract	Trans Nbr	UA Title	Dept	Status	Status Date	Accept	Decline
1 View Contract	519544	Graduate Associate, Teaching	0020	Pending	08/12/2013	<input type="button" value="Accept"/>	<input type="button" value="Decline"/>

The contract "Status" changes from "Pending" to "Approved" if you "accept" the contract or "Declined" if you click on the "decline" button.

UAccess EMPLOYEE

Favorites | Main Menu > Self Service > Contracts > Notice of Appoint/ReappointGRD

Review Contracts

JAKE CARTER

Your University of Arizona Notice of Appointment (NOA) is available to view and accept below. Please carefully review the information on your Notice of Appointment.

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By checking the "accept" box below, I acknowledge that I have read my Notice of Appointment and I intend to apply my signature indicating acceptance of the terms set forth therein.

View Contract	Trans Nbr	UA Title	Dept	Status	Status Date
1 View Contract	519544	Graduate Associate, Teaching	0020	Approved	08/12/2013

Electronic Signature

Your electronic signature is captured on Page 5 of the NOA.

- Your signature may be reviewed through the "View Contract" link after you accept the contract.

GA Confirmation of Assent

I have read this document in its entirety and agree to abide by the terms therein. I agree to fulfill my assigned duties to the best of my abilities.

Signed Jake Carter

Date 08/12/2013