This is a step-by-step guide to assist Graduate Assistants and Associates with accessing and accepting Grad NOAs in Employee Self Service.

Grad NOA Email
The Grad NOA process will deliver the following email to the Grad Assistant/Associate upon final approval by the department/college/division (the workflow routing is determined by provisioned roles).

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

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Dear:

Your 2015-2016 University of Arizona Notice of Appointment (NOA) is now available for your review and acceptance.

Please carefully review the information on your Notice of Appointment and indicate your acceptance as directed below. 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.

In accordance with Arizona Board of Regents Policy Chapter VI and the University Handbook for Appointed Personnel, 2.06.01, NOAs must be signed and accepted no later than fourteen calendar days following the date the notice is posted if the appointment is for a fiscal year, and no later than thirty calendar days following the notice is posted if the appointment is for the academic year.

Instructions for accepting your Notice of Appointment:

1. Log onto UAccess Employee at: [http://uaccess.arizona.edu](http://uaccess.arizona.edu)
2. Enter your NetID (GNOAID) and password to access "Employee Self Service."
3. On the UAccess Employee page, click on the "Self Service" link under the main menu options.
4. Click on the Contracts folder and select Notice of Appointment/Re-Appointment link.
5. Confirm your acceptance of your Notice of Appointment.

By clicking the "Accept" box, you are both confirming that you have read your Notice of Appointment, and applying your electronic signature indicating that you have accepted the terms set forth in your notice.

6. Please print a copy of the notice for your records.

For support and assistance with your NetID and password, please contact the 24/7 IT Support Center at (520) 626-TECH (8324)

Experiencing difficulties accessing your Notice of Appointment? Click here for troubleshooting instructions:
[http://support.arizona.edu/uaccess-resources/troubleshooting](http://support.arizona.edu/uaccess-resources/troubleshooting)
UAccess Employee – Self Service Login

- The Grad Assistant/Associate will enter their NetID and Password

Review Contracts Window

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

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

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
The Grad Assistant/Associate should carefully review the Grad Notice of Appointment (pages 1-5) and close the window upon completion.

Accept/Decline Agreement
The “Accept” and “Decline” buttons on the “Review Contracts” page are available for selection once the Grad NOA is reviewed.
The contract “Status” changes from “Pending” to “Approved” upon acceptance or “Declined” if not accepted.

Electronic Signature
The Grad Assistant’s/Associate’s electronic signature is captured on Page 5 of the NOA.
- The signature may be reviewed through the “View Contract” link after the Grad NOA contract is accepted.