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:

uaccess-employeesup@email.arizona.edu

***Notice of Appointment - Action Required***

8:27 PM

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.

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Dear:

Your 2018-2019 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 individuals 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:

Click here to go directly to the Employee Self Service Contracts page:

http://uaccess.azcentral.edu

Or:

1. Log onto UAccess Employee at: http://uaccess.azcentral.edu
2. Enter your NetID (Y0URNAME) 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/A-Appoint 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 (8924)

Experiencing difficulties accessing your Notice of Appointment? Click here for troubleshooting instructions:

http://arizona.azcentral.edu/uaccess-resources/troubleshooting
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.

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.

Accept/Decline Agreement

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

Accept/Decline Agreement

The “Accept” and “Decline” buttons are activated on the “Review Contracts” page after you have reviewed your Notice of Appointment.
The contract “Status” changes from “Pending” to “Approved” if you “accept” the contract or “Declined” if you click on the “decline” button.

### 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.