|  |  |
| --- | --- |
| ***Logging In***   * Open browser * Navigate to <https://siue.hiretouch.com> * Click “Login”   + You will need to Create an Account if you have not already done so   ***Uploading Documents***  ***Documents are typically attached to a specific job, and only the hiring unit for that job has access to these documents. Documents that are typically uploaded are resumes, cover letters, transcripts, and certifications / licenses.***   * Click “Upload Documents” * Choose and name the document to upload   + Choose document type   + Name the document   + Choose file to select your document   + Choose the job to attach the document to **\***   + Click “Upload Document”   **\***If you upload documents prior to applying to any jobs, the “Attach To Job” drop down will not be available. Documents uploaded prior to applying to any jobs are typically available for review by all hiring units.  ***Deleting / Replacing Documents***  ***Applicants do not have the ability to Delete uploaded documents. Applicants can Replace documents by simply uploading another copy of the document. Document types of “Cover Letter” and “Resume” allow for the replacement of documents. Other document types (“Transcripts”, “Other”, “Certifications”, etc…) do not utilize the replacement process.***  ***Uploading Documents within the Civil Service Employment Application***  **If you created your HireTouch account and accessed the Civil Service Employment Application (“Employment Application-CS”) prior to 4/7/2017, you will continue to have the ability to upload documents within that application. Any documents uploaded within the Employment Application-CS are available for review by every hiring unit at SIUE. Job specific documents (Cover Letter, Resume, etc…) should never be uploaded within the Employment Application-CS.** | C:\Users\dojames\AppData\Local\Temp\SNAGHTML2938e651.PNG  C:\Users\dojames\AppData\Local\Temp\SNAGHTML29a0fe07.PNG  cid:image005.png@01D1AD33.9522D3C0 |

**Additional Resources**

***Phone Numbers***

* Human Resources: (618)650-2190
* ITS Help Desk: (618)650-5500

***Web Sites***

* Human Resources Employment: <http://www.siue.edu/employment>
* Human Resources: <http://www.siue.edu/humanresources>
* ITS: <http://www.siue.edu/its>

***Email Addresses***

* ITS Help Desk: [help@siue.edu](mailto:help@siue.edu)
* ITS Application User Support Group: [ftc\_help@siue.edu](mailto:ftc_help@siue.edu)