

AHIRE Quick Reference Card: Permissions

ACCESSING AHIRE

1. Log into the AHIRE Application at: <https://www.princeton.edu/acad-positions/priv/admin/>
2. Depending on your role, you will see either all listings or just listings for your department.
3. If you see no listings, click 'Show Only My Listings.'

HOW TO APPLY PERMISSIONS FOR A LISTING

1. On the listings page, choose one of your listings in blue under the position column by clicking on the position title. This will be the position for which you will be applying permissions.
2. The listing is now displayed with tabs. Select the 'Permissions' tab.
3. Permissions set on this screen apply to this particular listing only. Depending upon your own security role, you may add permissions for the following roles:

(a) Listing Admin – someone to assist in managing all aspects of a particular listing. Click 'Add Person,' ensure correct role and enter the NetID of the user you wish to add, click 'Submit'. To delete a user from a permission click 'Unassign' next to the NetID to be unassigned, you will be prompted to 'Unassign' the user, click 'Unassign' or 'Cancel' to complete the process.

(b) Reviewer – will have read-only access to all applicant information. This role is for faculty and other members involved in the search to review applicants. Click 'Add Person,' ensure correct role and enter the NetID of the user you wish to add, click 'Submit'.

(c) EEO Administrator – this is your search officer who can view EEO Reports. This role will be populated by the Office of the Dean of the Faculty. If changes or updates need to be made, please contact us.

(d) Alternate Reviewer – will have read only access to all applicant information. This role is for other users involved in the search to review applicants. This role cannot view comments or references. Click 'Add Person,' ensure correct role and enter the NetID of the user you wish to add, click 'Submit'.

Req No	Position	Department	Applications	Posting Date	Expiration Date	Status
D-17-CHM-00002	Assistant Professor	Chemistry	2 Application(s)	07/29/2016		Approved
D-17-PSY-00001	Assistant Professor	Psychology	2 Application(s)	09/14/2016		Approved

Listing Admin

Manages all aspects of a particular listing

gw9	
lscalice	

Add Person

Add a listing admin.
Click 'Add Person'

Assign Listing Role to Person

- Role *
- Listing Admin
 - Reviewer
 - EEO Administrator
 - Alternate Reviewer

Username *

Enter a Net ID for a user you want to add.

Submit Cancel

Verify correct role

Enter netid
Click 'Submit'

Follow the same procedures as a Listing Admin to add Reviewer, EEO Administrator and Alternate Reviewer

Listing Admin

Manages all aspects of a particular listing

gw9	gw9@princeton.edu	
lscalice	lscalice@Princeton.EDU	Unassign...

Click 'Unassign' to delete a permission

