Special Instructions for Deans and Department Chairs

Summer 2013 – Fall 2013 Transition

MSTA Application Selection and Approval

From March 4th through March 20th, eStaffing will have two terms open at the same time. In order to avoid any confusion or lost work, we wanted to give you some explanation on how to navigate the terms.

Any changes or approvals made to Appointments or Eligibility MUST BE performed under the correct Fall 2013 term to prevent problems with your Fall staffing, so please be very careful that you are in the correct term for these changes.

Instructions for Departments which are NOT making MSTA Selections

Upon login, the default term will be Fall 2013. Please double-check the top of the screen to ensure that Fall 2013 appears at the top. If you do not see Fall 2013 at any time, click “Term” on the menu and select “Fall 2013” and click the “Select Term” button to change to the Fall term.

If your department will not be making any MSTA selections for the coming academic year, department chairs will make any appointment and eligibility changes in that Fall term as you normally would. Deans will make all approvals in that Fall term as well.

Instructions for Departments which ARE making MSTA Selections

Make MSTA Selections:

Please note: MSTA selections for the coming year are made in the Summer 2013 term.

Upon login, the default term will be Fall 2013. If your department will be making MSTA selections for the coming academic year, you will need to navigate to the Summer 2013 term to make those selections. Click “Term” on the menu and select “Summer 2013” and click the “Select Term” button to change to the Summer term.

Please double-check the top of the screen to ensure that Summer 2013 appears at the top. If you do not see Summer 2013 at any time, perform the steps above to set the correct term.

Instructions for Department Chairs

Click “Appointments” on the menu, select the department, and click the link “Perform MSTA Applicant Selections”. Make your desired selections and click the “Save Applicant Status Settings” button. At the top, the number of your selections will be
tallied under “MSTA Applicant Selections”. Do not click the “Submit for Approval” button until ALL of your selections have been made and you are ready for the Dean to approve them. **Once the Dean approves your selections, you will not be able to make any changes to your selections.**

Once you have made all of your MSTA selections, click the “Submit for Approval” button. You have until March 20th to make your selections.

**Instructions for Deans**

Click “Appointments” on the menu, select the department, and click the link “Approve MSTA Applicant Selections”. Make your desired selections and **click the “Approve Applicant Status Settings” button.** You have until March 21th to make your MSTA Selections approvals.

**Make Changes to Fall Appointments and Eligibility:**

If you would now like to make changes to Fall Appointments and Eligibility, you will need to navigate to the Fall 2013 term to make those selections. Click “Term” on the menu and select “Fall 2013” and click the “Select Term” button to change to the Summer term.

Please double-check the top of the screen to ensure that Fall 2013 appears at the top. If you do not see Fall 2013 at any time, perform the steps above to set the correct term.