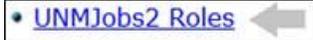


TO COMPLETE UNMJOBS 2.0 TRAINING:

- Visit the [UNMJobs Training page](#) and complete the training for your employment area
- Once completed, log into [Learning Central](#) and search for **UNMJobs 101**
- Acknowledge that you have completed the UNMJobs training
- Log into the [BAR system](#)
 - Select **Roles by Function** at the top



- Select **UNMJobs2 Roles** (listing is alphabetical)



- Select **Hiring Coordinator** and follow the prompts

UNMJobs2 Roles			
Add	Training	Role Name	Role Description
<input checked="" type="checkbox"/>	Training complete	Hiring Coordinator	RESTRICTED: Limited to Hiring Coordinators for the UNMJobs system. Be sure to include your employment area in your business reason (Main Campus Faculty, HSC Faculty, Staff, Student, or UNM Temps)

← Note required business reason.

Please Note: If you are a current UNMJobs user and you already have the Securing Private Data role, you do not need to request it again. If you are a new UNMJobs user, you will also need to take training for and request the Securing Private Data role.

Once your training is complete, you will have full access to the new UNMJobs system after Go Live on Monday, April 3, 2017.