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2. Verify that you are in the **Applicant Tracking Module**.
  3. Ensure that you are logged in under the **Budget Unit Director** user group.
  4. In the middle of your screen is your **Inbox**. Click on the job title of the posting you need to approve.
  5. The posting summary of the job will come up. Click on **Edit** next to the **Position Allocation** tab.
  6. Using the drop-down menu, answer the question *The request to advertise this position has been approved by the appropriate Vice President* with either **Yes** or **No**.
  7. Clicking on the **Next** or **Save** button will save your work. Clicking on **Next** will also move you through reviewing the remainder of the

From the orange **Take Action on Posting** button, select **Review HR Recruiter (move to HR Recruiter)**. Then, select the **Submit** button to move the posting in the workflow.