

## Creating a User Account in Tarleton Connection

1. Go to <https://jobs.tarleton.edu/hr>  
This web page may also be accessed by clicking on the “Tarleton Connection Internal Use” link on the Human Resource web page.
2. Click “Create User Account” on the purple border menu

**Tarleton Connection**  
Tarleton State University Department of Human Resources

**USERS**  
CREATE USER ACCOUNT **Click Here**

**User Login**

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click **Create User Account**.

User Name:

Password:

**LOGIN**

3. Complete each field, and even though some fields are not required, please make sure all fields are completed.

**USERS**  
CREATE USER ACCOUNT

**Create User**

* Username Must be between 6 and 20 characters	<input type="text"/>
* Password Must be between 6 and 20 characters	<input type="password"/>
* Confirm Password	<input type="password"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
Employee ID	<input type="text"/>
Title	<input type="text"/>
Phone Number/extension	<input type="text"/>
* Email	<input type="text"/>

Your user name can be anything that you create, however, Human Resources recommends using your NTNET username and password. This is the same user name that you will use to log on to the computer. Please make sure that any information given here matches Human Resources files.

**NOTE: Your username and password must be at least 6 characters but not more than 20 characters.**

\* Required fields are marked with an asterisk. The program will not let you advance to the next screen if these fields are incomplete.

4. Highlight your department by clicking on the department name in the Not Selected box. (In the following example, Human Resources is highlighted in the Not Selected box.)

Not Selected	Selected
Gordon Center	Not Assigned
Health & Wellness Ctr, 30760	
Health & PE, 132130	
Honors Program, 135110	
Housing & Residence Life, 30760	
<b>Human Resources, 120190</b>	
Human Science, 130130	
Hydrology, 131121	

5. Click on the upper most arrow to move the department selected from the “Non Selected” to the “Selected” box. (This is shown below by the red arrow.)

Not Selected	Selected
Gordon Center	Not Assigned
Health & Wellness Ctr, 30760	
Health & PE, 132130	
Honors Program, 135110	
Housing & Residence Life, 30760	
<b>Human Resources, 120190</b>	
Human Science, 130130	
Hydrology, 131121	

6. Your department name should now appear in the “selected” box.

Not Selected	Selected
Gordon Center	Human Resources, 120190
Health & Wellness Ctr, 30760	
Health & PE, 132130	
Honors Program, 135110	
Housing & Residence Life, 30760	
<b>Human Science, 130130</b>	
Hydrology, 131121	
ID Card Admin, 302400	

7. Select Continue

**User Status**

Submit for Approval

8. Review the information entered and select confirm.

Create User Confirmation	
Username Must be between 6 and 20 characters	jevans
Password Must be between 6 and 20 characters	*****
Confirm Password	*****
First Name	Jessica
Last Name	Evans
Employee ID	123456789
Title	Compensation Specialist
Phone Number/extension	254-968-9694
Email	jevans@tarleton.edu
Department	Human Resources, 120190

User Status
<b>Submit for Approval</b>
<input type="button" value="GO BACK"/> <input type="button" value="CONFIRM"/>  <input type="button" value="Click Here"/>

Your user account has been generated and sent to Human Resources for further action. You will receive a confirmation email when your user account is ready to use.

You may click on “OK” to return to the login screen or close the internet browser session.



## Logging in to Tarleton Connection

Once you receive email confirmation that your user account has been approved in Tarleton Connection, you will login using this information at: <https://jobs.tarleton.edu/hr>

**T** Tarleton Connection  
Tarleton State University Department of Human Resources

USERS  
CREATE USER ACCOUNT

• TARLETON HOME PAGE

### User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click **Create User Account**.

User Name:

Password:

**LOGIN**

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.

Forgot your username or password? You can always call Human Resources at (254) 968-9128 at anytime and we would be happy to assist you!

Once logged into Tarleton Connection you will use the purple navigation bar to the left for all actions.