# Accepting/Denying an Offer Letter

**Revision Date:** 03/2020  
**Responsible Department:** Student Employment Office

## Step Action/Field Name Comments/Options

1. Log into [https://loboauth.unm.edu/adfs/ls/](https://loboauth.unm.edu/adfs/ls/)  
 **If there any problems with logging in contact the Student Employment Office**

2. Hover over “UNMJobs” and click **Career Center**

3. Click “Applications” and launch the offer letter under My Tasks

4. Accept or deny the offer letter and sign with your email and password.  
 **PLEASE READ YOUR OFFER LETTER AND ALL ATTACHMENTS CAREFULLY** This letter includes important information on what steps you will need to take to continue your hiring process.

5. Click submit and call or stop by the Student Employment Office to continue with the Hiring Process at 505-277-3511