
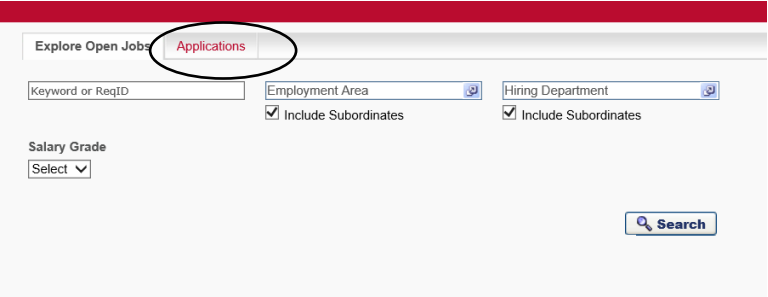


Accepting/Denying an Offer Letter

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

| Step # | Action/Field Name | Comments/Options |
|--------|--|--|
| 1 | Log into https://loboauth.unm.edu/adfs/ls/ | 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 | |