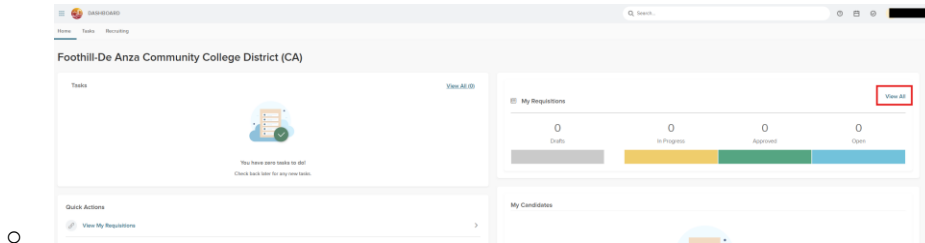


How to Edit a Requisition in NeoEd

1. Access the Requisition

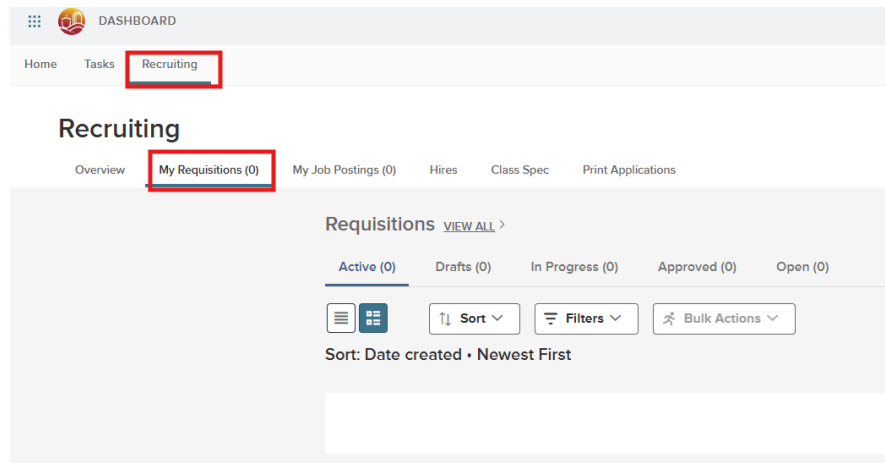
Option A (Dashboard)

- Navigate to the **NeoEd Dashboard**
- Locate your requisition under **My Requisitions**
- Click **“View All”**



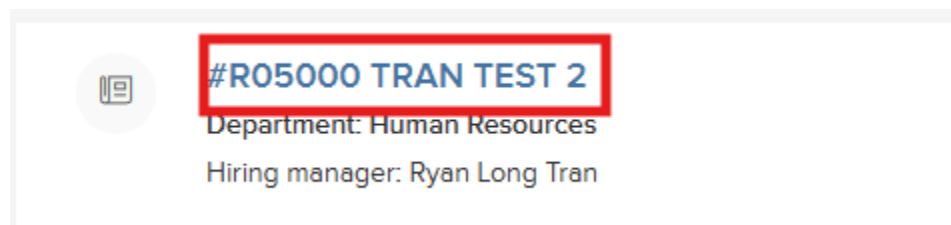
Option B (Menu Navigation)

1. Go to **Recruiting**
2. Select **My Requisitions**



1.

3. Click the **requisition title (blue link)**



1.

2. Edit the Requisition

1. Click “**Edit**”



2. Make the necessary changes
3. Changes include:
 1. Requisition Information
 2. Approval Workflow
 3. Adding attachments/comments

Best Practice

- If editing during the approval process, include:
 - **Reason for change**
 - **Name**
 - **Date**

Comment

- 

3. Save Changes Properly

1. Click “**Save & Continue to Next Step**”
2. Continue through each step until the final page
3. Complete the process as if submitting the requisition again

⚠ Important:

- Clicking “**Save & Close**” will **NOT** save your changes
-

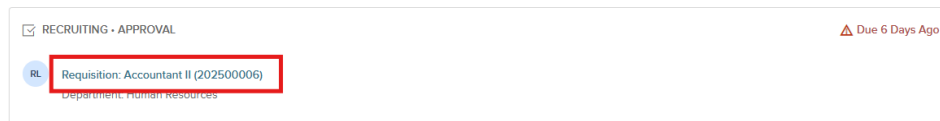
How to Approve or Deny a Requisition

1. Access Requisitions for Approval

- Navigate to the **NeoEd Dashboard Tasks**

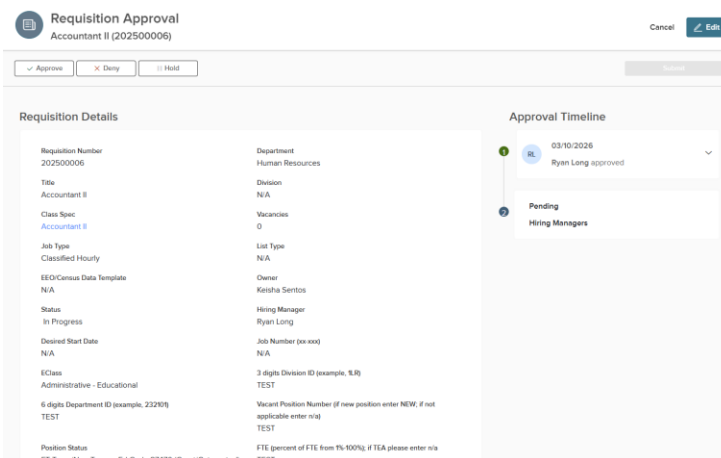


- Click on **Requisition to Approve**



2. Review Requisition Details

- A side menu will appear with Requisition Details



3. Approve a Requisition

1. Click **“Approve”**

Requisition Approval
Test (202500003)

Cancel Edit

Approve Deny Hold

Submit

Comment (Optional)
Add a comment

1.

2. Click **“Submit”**
-

4. Deny a Requisition

1. Select the step in the workflow to send the requisition back to

Requisition Approval
Test (202500003)

Cancel Edit

Approve Deny Hold

* Fields are required

* Send Back to Step

HR Liaison - Long Ryan

HR Liaison - Long Ryan

Comment (Optional)
Add a comment

1.

2. Enter a **comment explaining the reason for denial**
 3. Click **“Submit”**
-

Done

- Your approval or denial has been recorded in the workflow.
-