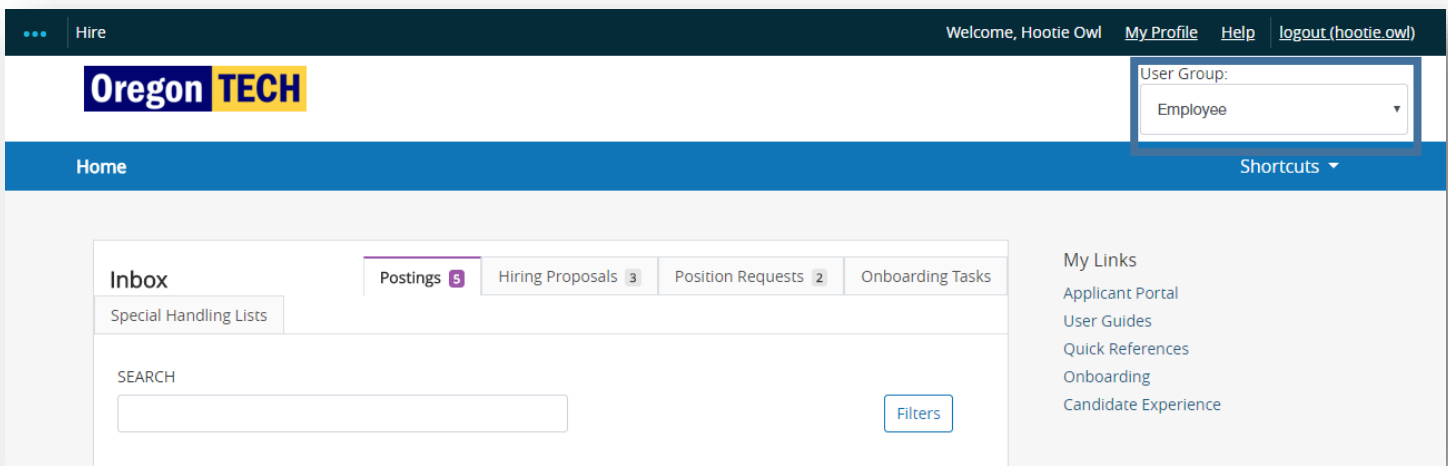


1. Log in to [TECHweb](#).
2. Click on the Faculty/Staff link.
3. Click on the Human Resources menu item.
4. Click on the HEREOS menu item.

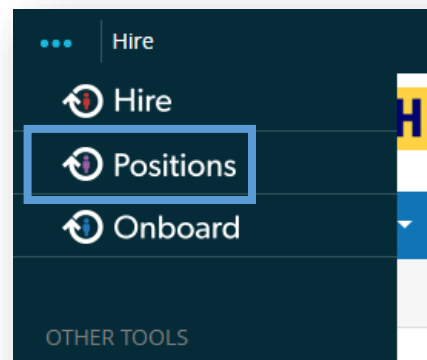
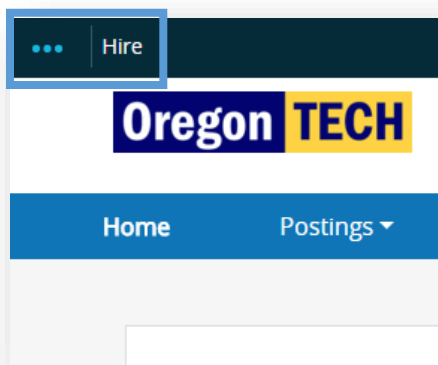
Note: A quick reference for logging in is located on the [Human Resource Systems](#) webpage.

This will open up to the Home screen. Once you are logged into HEROES, make sure the **Employee** role is selected.



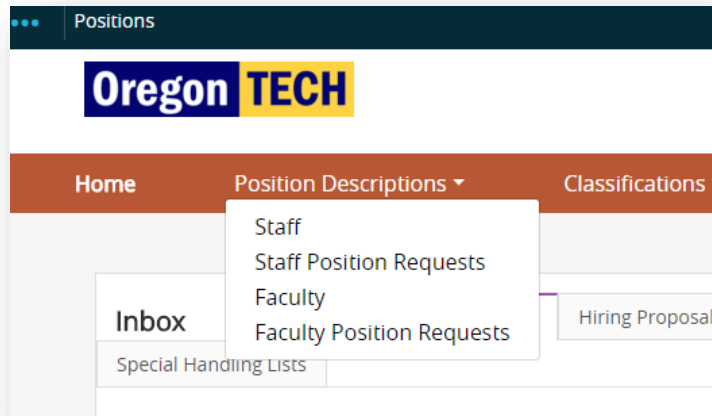
Switch to the **Position** module (orange banner).

If you are not in a screen with an orange banner, click on the ... in the upper left corner (will likely say Hire) and choose **Positions**.



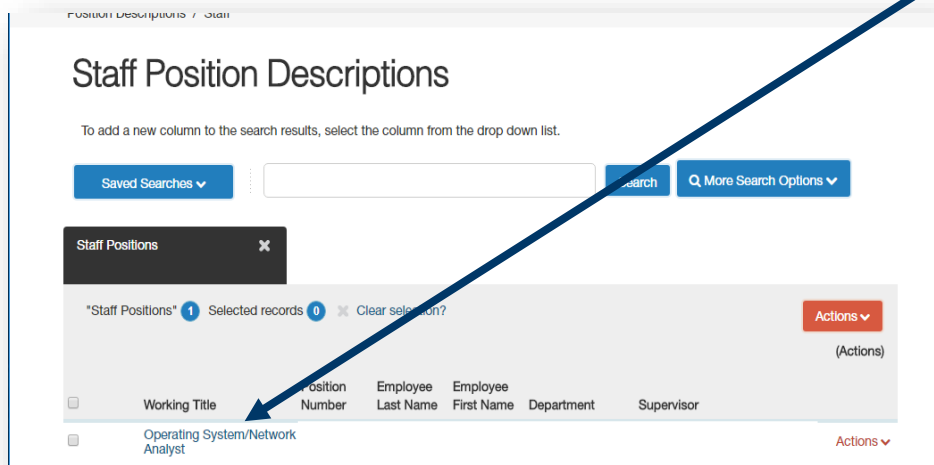
This will open the Position Management module. The Position Management module is where position descriptions are stored.

Click on **Position Descriptions** in the header



Click on **Staff** or **Faculty**, whichever is correct for your position. If you aren't sure which to select, ask your supervisor OR contact the Office of Human Resources at 541.885.1278 / oithr@oit.edu.

After you click on Staff or Faculty, a Staff Position Descriptions screen will open. Click on the **Working Title** link (your job title).



Clicking on the link will open the position description. You can view it in this screen OR open it through two different **print previews**.

