



NEOED Training Manual

How to Create a Requisition

NEOED

Username

Password

All fields are required

Log In

[Forgot your username or password?](#)

[Login with SSO](#)

WEBINARS

Fall 2025 Product Release: Webinar Recordings

New product enhancements are coming soon!

Get a first look at what's coming to your NEOED products this October. Click below to watch your product webinars on demand and get ready for the new updates:

[WATCH NOW](#)

To sign in to NEOGOV, click the Login button on the left.

Accessing NeoEd

Enter the following link into your web browser:

<https://login.neoed.com/signin?siteCode=IN>

Sign in to NeoEd using the username and password you created for the account.

First Time?

Select **Forgot Username**

Enter your Alcorn email address

A verification code will be sent to your email address

Enter the verification code

Create a password for the account

Your username is your **ALCORN** username.

If you forget your username or password, select **“Forgot your username or password”** located beneath the login fields.

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From the Insight Dashboard
Select the drop-down menu beside the word jobs.

My HR Jobs ▾ Applicants ▾ Tests ▾ Lists ▾ Reports ▾ Career Pages

To Do Upcoming Purge Recent Items ▾ [Post a Job](#)

Insight Dashboard

Unreviewed Apps 0	Open Reqs 0	Approved Reqs 0	In Req Pipeline 0	Open Jobs 0	Offers 0	Hires in Progress 0
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Upcoming Data Purge

Your next purge cycle will start on January 01, 2026.

The automatic data purge applies to all data associated with Exam Plans and Requisitions in Insight and Schooljobs.com, including: **Applications | Applicant Notices | Applicant information from evaluation steps, eligible list and referred list | Requisitions**

Data Purge Frequency is set to 'Annually' and the listed items older than 3 years be purged starting January 01, 2026. If you have access to individual exam plan/requisition settings, you can override these settings.

IMPORTANT: Once deleted, data cannot be restored.

[SEE DETAILS](#)

Job Postings [view all >](#) [Reset](#)

0 Active	0 Draft	0 Inactive
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Job #	Job Title	Hits	Active/Total apps	Adv. To	App. Quantity	App. Diversity	Job Advertise	Advertise Status	Exam #	Actions
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Select Requisitions

The screenshot shows the top navigation bar of the HIRING CENTER (OHC) system. It includes a logo on the left and the text 'HIRING CENTER (OHC)'. Below this, there are two main menu items: 'Dashboard' and 'Jobs' with a dropdown arrow. The 'Jobs' dropdown menu is open, showing four options: 'Requisitions', 'Job Postings', 'Hires', and 'Class Spec'. A red box highlights the 'Select Requisitions' text, and a blue arrow points from this box to the 'Requisitions' option in the dropdown menu.

Next, select + Add

The screenshot shows the 'Requisitions' table interface. At the top left, the word 'Requisitions' is displayed. Below it, there is a '+ Add' button, a dropdown menu currently set to 'All', and a 'Bulk Actions' button. On the right side, there are 'More' and search icons. Below these controls is a table with a dark blue header. The header row contains the following columns: a checkbox, 'Req #', 'Title', 'Status', 'Department', 'Division', 'Position Code', 'Hiring Manager', and 'Appr'. A blue arrow points from the 'Next, select + Add' text to the '+ Add' button.

Create Requisition

- 1. CREATE
- 2. APPROVALS
- 3. ATTACHMENTS

Requisition Details

* Fields are required.

Requisition #

[Assigned when requisition is saved]

* Department/Division

Find a Department/Division **Enter your department.**

* Job Description ⓘ

Find a Job Description **Enter the title of the job description.**

Working Title

Enter the approved title of the job.

Desired Start Date

MM/DD/YYYY

* Hiring Manager

Find a hiring manager **Enter the name of the hiring manager.**

Committee Chair

Find a Committee Chair

Search / Interview Committee

Find a Search / Interview Committee

Enter the desired start date.
Keep in mind hire dates are
the 1st and the 15th.

Enter the information in each field.

*Committee Chair and Search/Interview Committee information is not available at this time.

Job Type

- Make selection - ^

Q Search...

- Make selection -

- Adjunct Faculty
- Full-Time Faculty
- Full-Time Staff
- Graduate Assistant

List Type

- Make selection - ^

Q

- Make selection -

- Regular
- Promotional Only
- Departmental Promotional Only
- Regular and Promotional

Select the drop-down menu for Job Type and make a selection of which job type.
Select the drop-down menu for List Type and male a selection of which list type.

Position ⓘ

Find a position Select the search icon, find and select the position

Number of Vacancies

0 Enter the number of vacancies

EEO/Census Data Template

Find a EEO/Census Data Template

ⓘ Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.

* Have you selected the correct Job Type in the field above?

Yes No Answer the question?

* Budget Information. Please enter Fund, Org, Position#, and Salary Information.

Enter the budget information here.
Fund, 100000. Org, 300300. Position# E01072, Salary, \$32,000

Position Details

New Position?

Yes No

Answer the question.
If the position is new, select yes.

[+ Add Position Detail](#)

Next, go to the top of the page and select Save and Continue to Next Step.

Create Requisition

[× Cancel](#)

[Save & Close](#)

[Save & Continue to Next Step](#)

1. [CREATE](#)

2. APPROVALS

3. ATTACHMENTS

Position Details

New Position?

Yes No

If the answer is no, select no.
Then select the + Add Position Detail.

[+ Add Position Detail](#)

Position Details

New Position?

Yes No

Complete the following fields.
Enter the date the position became vacant.
Enter the name of the former employee who held the position.
Add comments at the bottom of the page to justify the need for the position in your dept.
Select the Save and Continue to Next Step Tab at the top of the page on the right.

* Position #

* Vacancy Date

* First Name













* Last Name

[Delete](#)

Comment

Approval Workflow

*required fields are marked with asterisk

1	Budget Manager	Approvers Pamela Neal	Status Pending	Due Date	Comments	 
2	Title III	Approvers Coretta Jackson	Status Pending	Due Date	Comments	 
3	Grants and Contracts	Approvers Tasha Brown	Status Pending	Due Date	Comments	 
4	Assistant Vice President f...	Approvers Wanda C Fleming, +2 more	Status Pending	Due Date	Comments	 
5	Vice President for Financ...	Approvers Pamela Neal, +1 more	Status Pending	Due Date	Comments	 
6	President	Approvers Tracy Cook, +1 more	Status Pending	Due Date	Comments	 

Cancel

Save & Exit

Previous

Next

Review the approval workflow.

Ex. If your position is not funded by Title III and/or Grants and Contracts, select the trash icon to delete that stage of the workflow.

If you have a question or concern about the workflow, select **Save & Exit** at the top of the page and contact our office. This will place the requisition in draft form until you return.

When you finish reviewing and updating the requisition, then select **Next** at the top right of the page

Notice the status shows **Pending** at each stage of the workflow. This will remain the status until the approver updates the status to approved or denied. If returned, a comment will be provided why it was returned.

Create Requisition

Cancel

Save & Exit

Previous

Submit

1. CREATE ✓

2. APPROVALS ✓

3. ATTACHMENTS ✓

Add Attachments



Drag and drop file here, or [click here to upload](#)

Supported file types are doc, docx, gif, jpeg, jpg, pdf, png, ppt, pptx, rtf, txt

The maximum allowed file size is 10MB.

Add attachments to confirm funding of the position and/or submit a letter of justification.

For Example:

Provide the documentation to confirm the position is grant funded or if the position is currently approved in the budget.

Or

If this is a new position that is not in the budget and you are requesting funds, submit a letter of justification.

Select **Click Here To Upload** those documents to be reviewed in consideration of approval by the persons reviewing the requisition.

Then select **Submit** at the top right of the page.

Once submitted, the dashboard appears as shown below.
It provides the present status of the requisition at each step of the approval process.

<input type="checkbox"/>	Req. #	Req. Title	Status	# Referred	Department	Position Code	Assigned	Hiring Managers	Approval	Created On	Creator
<input type="checkbox"/>	FY20260000 5	Administrative Assistant II	In Progress	0	Human Resour...	E01072		Fleming, Wanda C	🕒 0 of 1	01/12/26 7:41 ...	McCroy, Tarsha

On the dashboard, you will select the 9 dots in the top left corner.



DASHBOARD

Next select Recruiting (Insight)

Home

Analytics & Reporting

Talent Acquisition

Hiring Center (OHC)

Recruiting (Insight)

Salary Study

**Training &
Development**

Learning

Onboarding

Performance

In the Requisitions Section,
Select **view all** to view the approved requisition.



Requisitions [view all >](#) Reset

0 All	0 Approved	0 Open	1 Unassigned
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Req. #	Req. Title	Department	Date Created	Job #	# Referred	Interview Di...	Actions
No Requisitions found.							

To create a posting, select the Create New Job located at the end of the status bar.



Administrative Assistant II	Approved	0	Human Resour...	E01072	Fleming, Wanda C	✓ Complete	01/12/26 7:41 ...	Authorize	Create New Job
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How to Approve a Requisition

NEOED

Username

Password

All fields are required

Log In

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Enter your Alcorn email address

A verification code will be sent to your email address

Enter the verification code

Create a password for the account

Your username is your **ALCORN** username.

If you forget your username or password, select **“Forgot your username or password”** located beneath the login fields.

NEOED

Username

Password

All fields are required

Log In

[Forgot your username or password?](#)

[Login with SSO](#)

WEBINARS

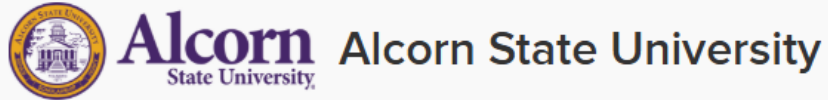
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Tasks

[View All \(2\)](#)

To-Do (2) Overdue (0)

View my tasks related to: All Myself Others My Direct Reports

RECRUITING • APPROVAL

Notice the due date.

Due Monday

TM Requisition: Administrative Assistant II (FY202600005)
Department: Human Resources Management

PERFORMANCE • RATING

Due 02/05/27

ML Rating For Michelle Lowe's Annual Staff Performance Evaluation (Annual) (due 02 / 05 / 2027)
For Michelle Lowe • Annual Staff Performance Evaluation (Annual) (due 02 / 05 / 2027)

From the Dashboard you will find Tasks for you, the approver, to complete.

Find the requisition and select it for review and approval.



Requisition Approval

Administrative Assistant II (FY202600005)

Cancel



✓ Approve ✗ Deny || Hold

Submit

Review the Requisition Details.

Title of the position.

Select the highlighted job description to review the details of the position.

Desired Start Date.

Budget Information

Position Details.
The position #, Vacancy Date, and the name of the employee that vacated the position.

Requisition Details

Requisition Number
FY202600005

Title
Administrative Assistant II

Job Description
[Administrative Assistant II - Human Resources Management](#)

Job Type
Full-Time Staff

EEO/Census Data Template
N/A

Status
In Progress

Committee Chair
N/A

Desired Start Date
03/01/2026

Budget Information. Please enter Fund, Org, Position#, and Salary Information.
Fund, 10000. Org, 30300. Position#, E01072. Salary, \$30,000

Department
Human Resources Management

Division
N/A

Vacancies
1

List Type
Regular

Owner
Tarsha McCroy

Hiring Manager
Wanda C Fleming

Search / Interview Committee
N/A

Have you selected the correct Job Type in the field above?
Yes

Comments
The position is vacant due to Ms. Cheemeeka Harris was promoted to the position of Specialist, Benefits within our department.

Approval Timeline

1 Pending
Assistant Vice President for Human Resources Management

Position Details

[Administrative Assistant II \(E01072\)](#)

Position # E01072	First Name Cheemeeka
Vacancy Date 03/01/2026	Last Name Harris



Requisition Approval

Administrative Assistant II (FY202600005)

✓ Approve

✗ Deny

|| Hold

Submit

Requisition Approval

After reviewing the requisition details, select the appropriate action **and then select Submit.**

Approve

Select **Approve** only when all information is complete, accurate, and correct.

Deny

Select **Deny** to return the requisition to the department with comments explaining what needs to be corrected or why it cannot be approved.

Hold

Select **Hold** if additional time is needed to verify information before making a decision.