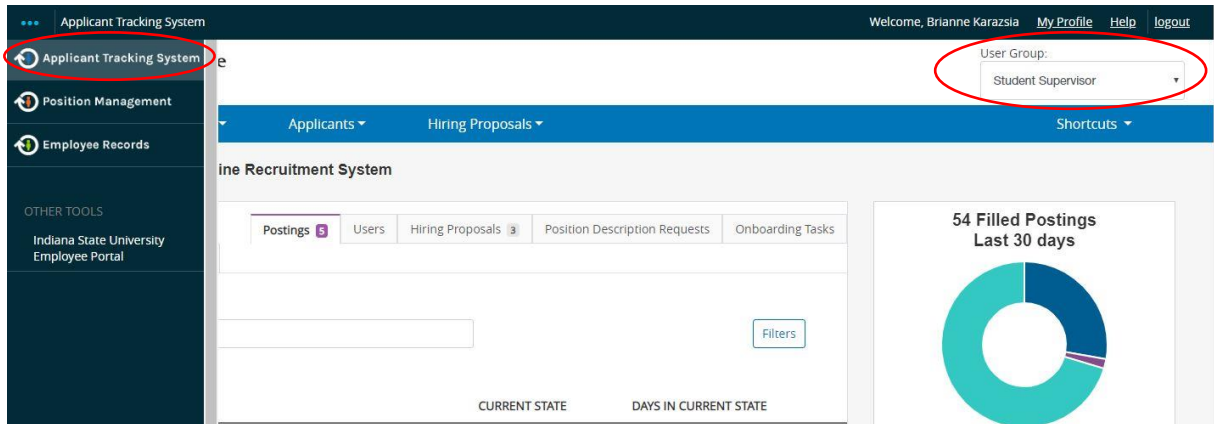# Adding a Position to your Watch List Instructions for Student Supervisors

1. Login using your ATS log in and password. https://jobs.indstate.edu/hr/sessions/new
2. Make sure that you are on the Applicant Tracking side, or **Applicant Tracking System** tab (blue header) of the Applicant Tracking System.
3. Check to be sure that your Access Level is set to **Student Supervisor**.

4. Click on the header **Postings**, then select **Student**.
5. Search for the position that you want to add to your Watch List.
6. When you find the position, click the arrow next to **Actions**.
7. On the drop-down menu that will appear, select **Watch**.
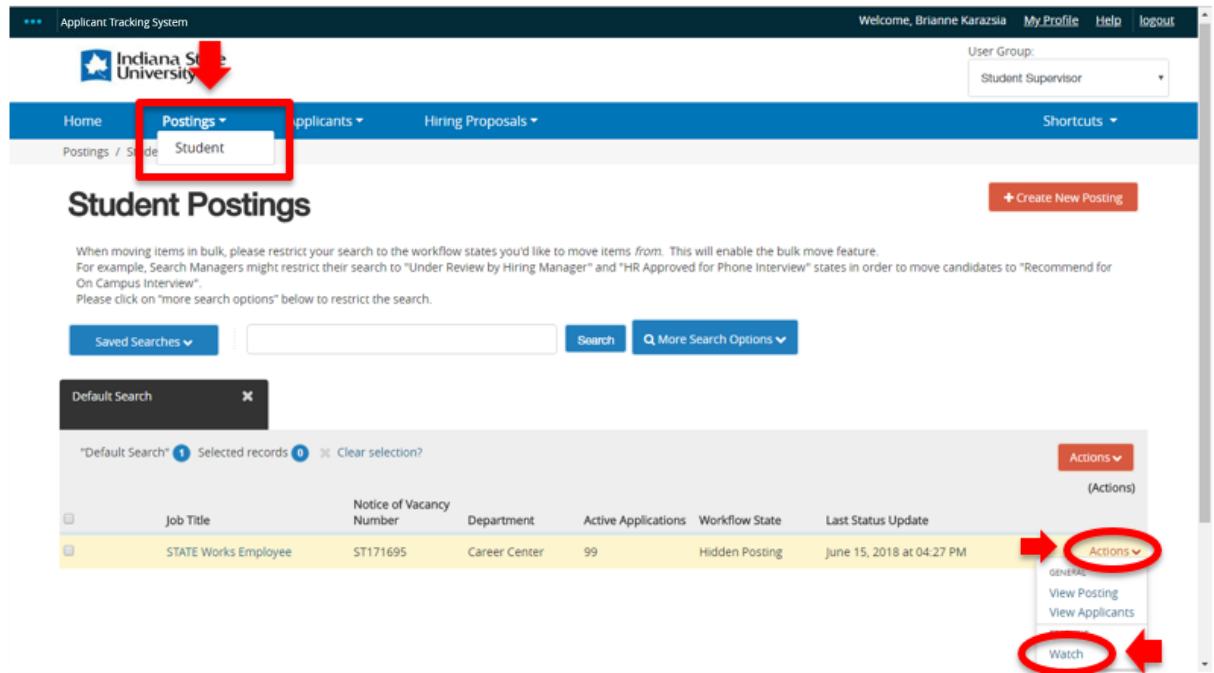
8. *Alternative Way-*If you are already in the position, you can select the **Add to Watch List** ribbon on the right hand side of the screen.

9. When you return to your Home screen, the position will be listed at the bottom of the page under **Watch List**.