# How to View Active Hires

1. Navigate to https://etsu.studentemployment.ngwebsolutions.com/
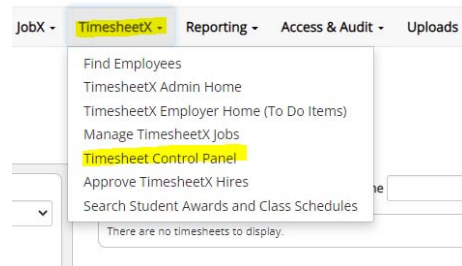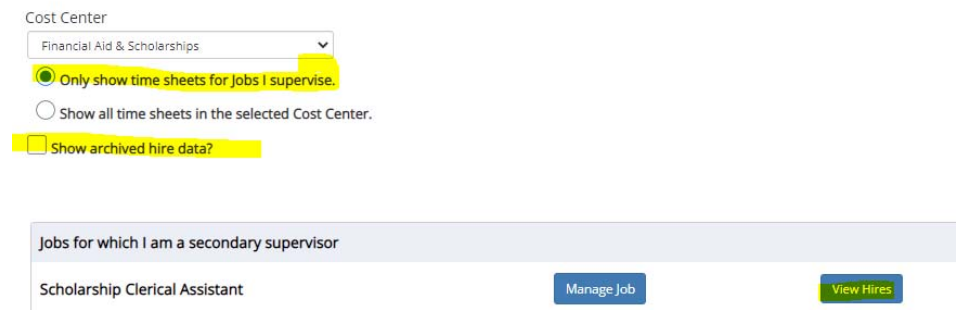2. Click the *On-Campus Employers* link

   a. 
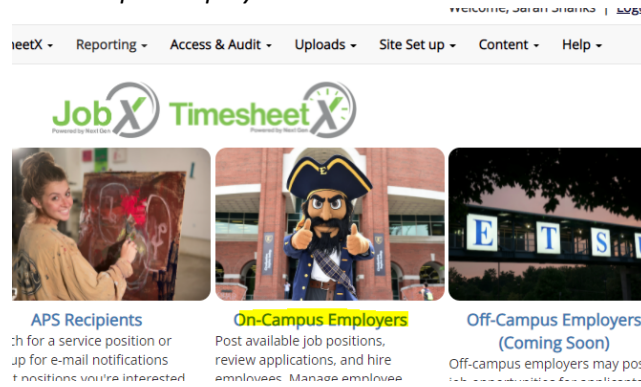
3. Click the *TimesheetX Login*, and login using ETSU username and password

   a. 
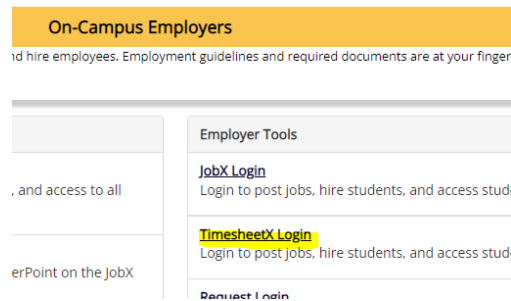
4. From the *TimesheetX* dropdown list select *Timesheet Control Panel*

   a. 

5. To see only students you supervisor, select *Only show time sheets for Jobs I supervise*, and ensure that *Show archived hire data* is unchecked to view active hires. Then click *View Hires*.

   a. 