1. Log into myUA: [https://www.alaska.edu/myua/](https://www.alaska.edu/myua/)
2. Click the “myUA Employee Services Dashboard”
3. Your dashboard should look something like this.
4. Click the ‘Recruitment” tab right on the Administration.

5. The next tab should be your position

6. Click on “My position description”
7. In the upper right corner you will find this button click it to print your print