

1. Access The University of Akron job postings at <http://www.uakron.edu/jobs>
2. Login using your User Name and Password and click the **Login** link. If you need assistance with your User Name or Password, click the **Login Help** link.
3. The **My Career Tools** area will identify the number of applications, cover letters and attachments, saved resumes, and a link to My Profile.

**My Career Tools**

- [2 Applications](#)
- [0 Cover Letters and Attachments](#)
- [1 Saved Resumes](#)
- [My Profile](#)

4. Click the **Cover Letters and Attachments** link under My Career Tools to view or upload any additional files.
5. Click the **Add Attachment** link.

**My Applications**

Display applications from: Within Last Week Refresh

First Previous Next Last

Application	Status	Application Date
<a href="#">Assistant Professor, Nursing</a>	Applied	09/26/2011 8:27AM
<a href="#">Assistant Professor, Nursing</a>	Applied	09/26/2011 8:27AM

**Resumes**

Resume Title	Attached File	Created
<a href="#">FlorenceNightengaleResume.docx</a>	FlorenceNightengaleResume.docx	09/26/2011 9:27AM
<a href="#">FlorenceNightengaleResumeNew.docx</a>	FlorenceNightengaleResume.docx	09/26/2011 10:11AM

**Cover Letters and Attachments**

You have not added any attachments

[+ Add Attachment](#)

6. Select the **Type of Attachment** from the drop-down. Enter the **Attachment Purpose** in the field provided. Attachment Purpose is limited to 30 characters. **Both of these fields are required.**
  - a. The following types of attachments are permitted: Cover Letters, Other, Professional References, Reference Attachments, and Transcript Attachments.
7. Click the **Add Attachment** link.
  - a. Browse to the location of the file and click **Upload**. The file name must be no greater than 64 characters.
  - b. The filename should be listed under the Attachment Purpose.

My Attachments and Cover Letters

**Add Attachments**

**Cover Letters and Attachments**

\*Attachment Type: Cover Letters

\*Attachment Purpose: Cover Letter

[Florence\\_NightengaleCover.docx](#)

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Save & Return Save & Add More Cancel

8. Click **Save and Return** if you have no additional files to upload. Select **Save and Add More** to upload additional files.