

1. Access The University of Akron job postings at <http://www.uakron.edu/jobs>
2. Login using your User Name and Password. 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 **Applications** link under My Career Tools to view the jobs you have applied for.
5. View the Status for each job. In this example, we have **Not Applied** for the job. This means we entered and saved our application, but have NOT yet submitted the application.

My Applications

Display applications from: Within Last Week Refresh

First Previous Next Last

	Application	Status	Application Date
	Assistant Professor, Nursing	Not Applied	09/26/2011 8:27AM
	Assistant Professor, Nursing	Not Applied	09/26/2011 8:27AM

6. Click the Open Application icon (looks like a piece of paper) to open your saved application.
7. If you have already uploaded a resume and wish to use a different resume, click the **Use a Different Resume** link.
 - a. Browse to the location of the new resume and click **Upload**.
 - b. You will be returned the default **Resume Title**. If necessary, change the **Resume Title**. NOTE: Each uploaded resume must have a unique **Resume Title**. Click **Continue**.

Note: If you **submit** the application without uploading a resume you will **not** be able to go back in later and upload a resume. You would need to re-apply for the position and complete all the information again.

8. Enter/edit any information as needed. Use the links provided to **Add Work Experience**, **Add Post-secondary Education History**, and **Add Reference**.
9. To edit Work Experience, Education History, or References: Click the link for the item you wish to change. For instance, select either **Nurses Unlimited** or **General Hospital** to edit the Work Experience in the example below:

If you have any Employment/Military Information, enter them on this Page.

Work Experience				
Employer	Job Title	Start Date	End Date	
Nurses Unlimited	Nurse Supervisor	09/01/2005	09/20/2011	
General Hospital	Nurse	09/04/2000	08/31/2005	

10. The saved information is displayed and may be edited. When finished, click **Save and Return** to move to the next section or select **Save and Add More** to add additional entries for the specific category.

11. If any of the entries should be removed, use the trash can icon to delete the entry.

Work Experience			
Employer	Job Title	Start Date	End Date
Nurses Unlimited	Nurse Supervisor	09/01/2005	09/20/2011
General Hospital	Nurse	09/04/2000	08/31/2005

[+ Add Work Experience](#)

12. If you have entered all the information, click the **Submit** button to finalize and submit your application.

13. If you selected **Submit**, you will be requested to enter gender and ethnic group information. This information is **optional**. If you decline to answer these questions, select the checkbox “I decline to provide my self-identification details.”

14. Select **Yes** to agree to the terms and agreements. Click **Submit**.

15. You should receive a message that you have successfully submitted your application(s). The jobs for which you have applied will be listed with the status of “**Applied**”.

My Applications

You have successfully submitted your job application.

My Applications			
Display applications from:		<input type="text"/>	<input type="button" value="Refresh"/>
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>			
	Application	Status	Application Date
	Assistant Professor, Nursing	Applied	09/26/2011 8:27AM
	Assistant Professor, Nursing	Applied	09/26/2011 8:27AM

16. If an email address was specified, a confirmation email will be sent.

Note: Once you upload your resume and submit the application you will not be able to make any changes to the resume or any of the application data.