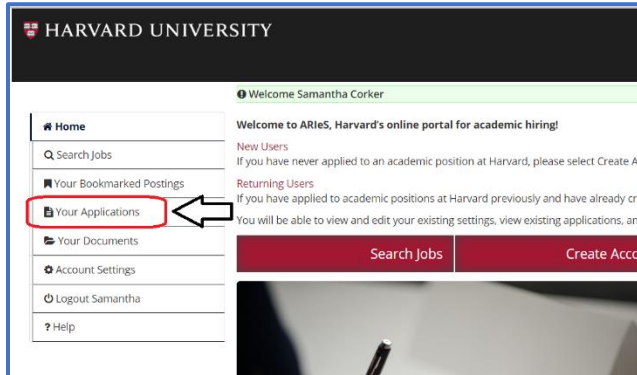
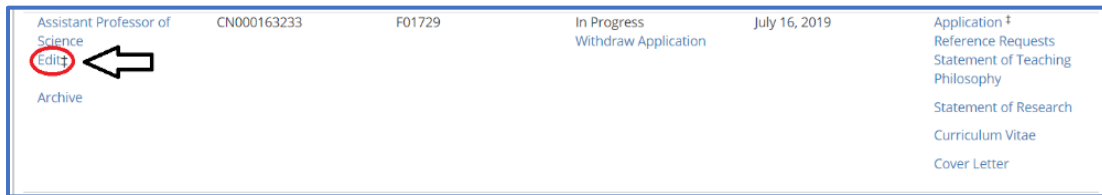


If you have received permission to update your application, log into the applicant portal. From the navigation panel on the left, select Your Applications:

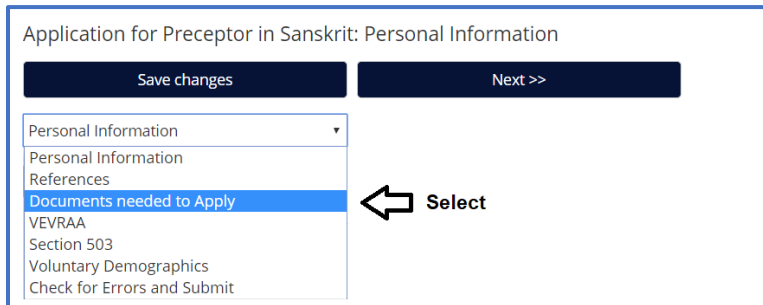


In the Completed Applications section, find the application you wish to change and click on the Edit link.

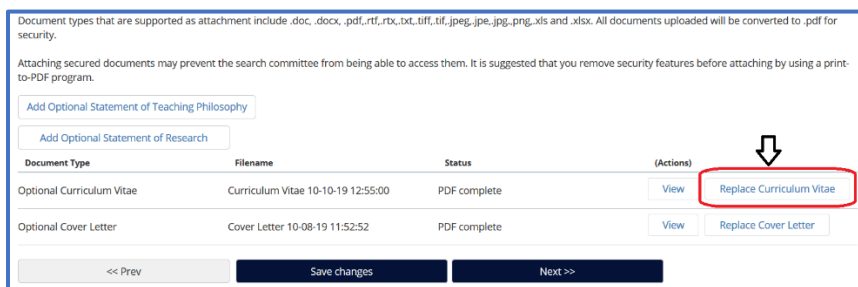


Updating one of your documents

- Select “Documents need to Apply” from the dropdown and press the red Go button.



- Delete the existing document by clicking on the “Replace <docname>” button next to the relevant document.





- Click the Browse button to select the revised document, and add it to your application.

Upload Curriculum Vitae

- Upload a document in any of the following file formats: .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls, .xlsx
- If your document is not in one of the above formats, please convert it to a PDF before uploading it.
- Encrypted or password-protected documents are not supported.

Name:
Curriculum Vitae 10-15-19 16:34:36

Description (optional):

File to Upload:

Browse... CV.docx ← 1. Click "Browse" to select the updated document

Alternatives

Write Curriculum Vitae
Use Previously Uploaded Curriculum Vitae

Add to my Application ← 2. Click Add to my Application

Updating a reference provider

From the dropdown at the top, select the References section, and then click the red GO button

HARVARD UNIVERSITY Explore

Some elements of this application have changed. Please review your form to ensure that your information is still accurate.

Application for Assistant Professor of Science: Personal Information

Save changes Next >>

Personal Information
References ← 1. Click the References section
Supplemental Questions
Documents needed to Apply
VEVRAA
Section 503
Voluntary Demographics
Check for Errors and Submit

2. Click the red GO button

VERY IMPORTANT:

You must completely delete the reference you wish to change, and then re-enter it with the corrected information. Although the system will let you edit individual fields, this can potentially damage your application submission.

Since you will be deleting the reference entry and re-entering it, you might wish to do a screen shot to preserve the information. Then, click the "Remove Entry?" button at the bottom of the entry, and press Save Changes.

Prefix: Dr.

Full Name: Peterson Graves

Title: Professor of Science

Name of Institution: University of the North

Email: pgraves@unorth.edu

Research Colleague

How do you know this reference?

Remove Entry? ← 1. Select

Reorder: Move Up

Add Reference Entry

2. Save Changes

Save Changes



Updating Application Information

Next, click the Add Reference Entry button, which is under the last reference entry. This opens a blank reference entry which you can populate with the correct information for the reference. Enter in the complete reference entry with the corrected information, and press Save Changes.

The screenshot shows a web form for adding a reference entry. The form fields are as follows:

- Prefix: Dr.
- Full Name: Peterson Graves
- Title: Professor of Science
- Name of Institution: University of Southern Greenland
- Email: pgraves@usg.edu
- How do you know this reference?: Research Colleague

Below the form, there is a checkbox labeled "Remove Entry?". Below that is an "Add Reference Entry" button. A text instruction reads: "After entering corrected information in form above, Save Changes". A downward-pointing arrow is positioned below this instruction. At the bottom of the form, there are three buttons: "<< Prev", "Save changes" (which is highlighted with a red box), and "Next >>".



Submitting your revised application

Once you have made all the desired edits, select “Check for Errors and Submit” from the dropdown panel and click the red Go button:

Application for Assistant Professor of Science - Perry: Documents needed to Apply

<< Prev Save changes Next >>

Documents needed to Apply

- Personal Information
- References
- Supplemental Questions
- Documents needed to Apply
- VEVRAA
- Section 503
- Voluntary Demographics
- Check for Errors and Submit**
- Add Optional Statement of Teaching Philosophy

Add Optional Statement of Research

Document Type	Filename	Status	(Actions)
Optional Curriculum Vitae	Curriculum Vitae 10-15-19 16:34:36	PDF conversion in process	Replace Curriculum Vitae
Optional Cover Letter	Cover Letter 10-08-19 11:52:52	PDF complete	View Replace Cover Letter

<< Prev Save changes Next >>

Click the “Certify and Submit” button

Application for Assistant Professor of Science - Perry Edit this Application | Print Version

Certify and Submit

Update

Note: There have been changes to this posting or application. While you are not required to revisit this application and resubmit it, you have the option to do so. None of your updates will be visible to anyone else until you repeat the certification process. Use the edit link above to begin revisiting the application.

✓ Personal Information

Candidate Information

Prefix	Professor
First Name	Jim

- Check the certify checkbox, and press “Submit this Application”

Certify and submit your Application for Assistant Professor of Science - Perry

Certification

I have carefully read the application statement and have provided accurate information to the best of my knowledge. The facts set forth in the application are true and complete. Please note that once you click the Submit this Application button below, you will not be able to change any of your information or documents for this posting.

I certify that I have read and agree with these statements.

Submit this Application or Return to Application

That's it – your corrected application has been re-submitted.