Once your application has been reactivated by the Search Contact or the Office of Equal Opportunity, you will have the ability to go back into your submitted application and edit any information or replace any documents. The following guide will help walk you through the process.
1. Log in to your applicant account.
1. Once logged in, click on Your Applications from the left side menu.
1. Locate the application you wish to edit. Once an application has been reactivated, 'Update' will appear under the title of the position. Click Update to proceed with the edit.

Note: 'Edit ‡' may appear instead of 'Update'. Clicking 'Edit ‡' will also allow you to update your application.
1. On the next page click Yes, update this Application.

Note: If ‘Edit ‡’ appeared instead of ‘Update’ you will not see this page.
Note: Once in your application, be sure to click Save Changes before leaving any page you’ve updated.

Note: Use this drop-down menu to quickly navigate to different sections of your application.

Please enter your first name as it appears on your social security card. If you do not have a social security card, please enter your first name as it appears on your passport.

* Preferred First Name

Viktor

If the same as legal, please re-enter your legal first name.

Middle Name
1. If you need to update a reference, either replacing one altogether or updating a current reference’s information i.e. email address, you will first need to **remove the reference entry completely**. To do so, check the box ‘Remove Entry?’ at the bottom of the specific reference, then click Save Changes.

Note: If you do not edit/replace the reference by removing the entry first then saving the page, the system will not recognize the change. This can be especially problematic if the job posting is soliciting letters of recommendation.
1. Once the entry has been removed, click the ‘Add Professional Reference Entry’ button to add the reference back in with their newly updated information, then click Save Changes.
1. If you need to replace a document, navigate to the Applicant Documents page using this drop-down menu.

2. To replace a document, click on the ‘Replace____’ button next to the desired file.
1. Once you have finalized all edits, navigate to the Check for Errors and Submit page. When ready, click Certify and Submit.

**Note:** If any of the sections have an ‘X’ as opposed to a checkmark, this means that the section is not complete. If this occurs, navigate back to the section and complete the required fields.
Certify and submit your Application for Assistant / Associate Professor

**Certification**

I certify that all statements made on this application and the information contained in all other documents I have submitted in support of my application are true and complete to the best of my knowledge. I understand that Colorado State University may verify the information I have furnished.

I understand and agree that any misrepresentation, omission, or falsification of information provided constitutes grounds for immediate dismissal and may disqualify me for employment at Colorado State University.

I authorize Colorado State University to make inquiries regarding my education, work experience, references, credit and criminal history. I understand that any job offer or subsequent employment may be conditioned on the University's receipt of a satisfactory background inquiry. I agree to cooperate in such inquiry and understand that providing misleading information may result in disqualification and/or termination. By electronically submitting this application, I certify that I have read and agree with these statements and conditions.

By electronically submitting this application, I agree to these conditions. In order for your application to be reviewed for this position, any required supplemental questions must be answered.

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

In order to be considered for this position, you must confirm and sign electronically by entering your legal First and Last name as it is displayed on your application.

Victor Krum

Submit this Application

Follow the instructions on this page, then click Submit this Application.
1. A banner across the top of the page will let you know that your submission was successful.

You have successfully submitted your Application.

Your confirmation code is

CN000309640

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

- View Your Completed Application
- Continue Your Posting Search

Note: You will receive another automated email from the system thanking you for applying.
Need further help?

For additional help, contact the Office of Equal Opportunity at:
(970) 491-5836
Or
oeo@colostate.edu