CSU Talent Management
User Guide
How to update a Reactivated Application
Once your application has been reactivated by the Search Contact, you will have the ability to go back into your submitted application and edit any information or replace any documents.
Editing a Reactivated Application

1. Log into your CSU Jobs account.

2. Select ‘Your Applications’ from the left side menu.
1. As soon as an application has been reactivated, ‘Update’ will appear under the title of the position. Click ‘Update’ to proceed with the edit.
1. On the next page, select ‘Yes, update this Application’.
1. Use the top right drop down menu to navigate to the area of your application you wish to update. Then click ‘Go’.

Note: Be sure to click ‘Save Changes’ before leaving any page you’ve updated.
1. If you need to replace an uploaded document, select ‘Replace ______’ under ‘(Actions)’.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Status</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Resume</td>
<td>Resume 03-03-16 11:59:01</td>
<td>PDF complete</td>
</tr>
<tr>
<td>Required Cover Letter</td>
<td>Cover Letter 03-03-16 12:00:25</td>
<td>PDF complete</td>
</tr>
<tr>
<td>Required List of Professional References</td>
<td>List of Professional References 03-03-16 12:00:34</td>
<td>PDF complete</td>
</tr>
</tbody>
</table>

Last refresh: Friday January 29, 2016 12:57:19 AM
2. Follow the instructions on this page to upload your replacement document.

Once you have selected the correct document, click ‘Add to my Application.’
1. Once you have finalized your changes, select 'Check for Errors and Submit' from the top right drop down menu.
1. Review your information then select 'Certify and Submit'

Note: If you do not Certify and Submit your application, the changes will not be saved.
Editing a Reactivated Application

1. Be sure to follow the instructions on this page, then click ‘Submit this Application’.
1. At this point, your application has been successfully updated to reflect the changes you made.

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