At times, an applicant may reach out to a search committee asking if they can edit or update their application. This is only allowed if it is before the ‘Full Consideration Date’. The reason being, when an applicant ‘re-certifies and submits’ their application after completing their edit, the date stamp on the time of their application will auto update to the new submission date. If an applicant had applied before the full consideration date, and are now wanting to update their applicant after the full consideration date has passed, they would then shown up in the applicant list as a late applicant. For this reason, please send any reactivation requests to OEO at oeo@colostate.edu if the committee receives them after the full consideration date.

The following guide demonstrates the process of reactivating an application as the Applicant Manager. Reactivation will open up all three application sections for the applicant: Uploaded Documents, References, and Supplemental Questions.
1. Navigate to the posting containing the application that needs to be reactivated.

2. Click on 'Applicants' tab.

Note: Make sure you are logged in under the Applicant Manager user role.
1. Find the correct applicant and click on their first name.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Posting Number</th>
<th>Workflow State (Internal)</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katie</td>
<td></td>
<td>201700634AP</td>
<td>Under Review by Dept/Committee</td>
<td>August 29, 2017 at 05:58 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>201700634AP</td>
<td>Under Review by Dept/Committee</td>
<td>August 29, 2017 at 05:49 PM</td>
</tr>
</tbody>
</table>
1. From the orange, ‘Take Action on Job Application’ drop down menu, select the workflow state ‘Send to Application Reactivated (move to Application Reactivated (MUST be prior to full consideration date))’.

2. In the ‘Take Action’ pop up window, click ‘Submit’.
1. At this point, the applicant will receive an email from the system letting them know that their application has been reactivated.

Note: A banner across the top will let you know that the workflow state transition was successful. Notice how the applicants current status now reads ‘Application Reactivated’.
Reactivating an Application in TMS

Dear [Name],

Your application has been reactivated for a position at Colorado State University.

- Please log in at https://jobs.colostate.edu and click on 'Your Applications' in the left-hand menu.
- Under 'Completed Applications' you will see 'Update' under the position for which you requested reactivation.
- Click on 'Update'
- Select 'Yes, update this application' on the top of the next screen.

You may now access (go into) your application and edit any information entered or change out any documents. When you are finished, you must certify and submit your application again. For further help please see our step-by-step guide found here:


Thank you.
Office of Equal Opportunity
oeo@colostate.edu
970-491-5836

Note: The applicant will receive a system email as soon as they are moved into the 'Application Reactivated' workflow state.

Note: When an applicant has finished editing their application and has submitted their changes, their workflow state in TMS will update to 'Under Review by Dept/Committee'.
Need further help?

Please visit the OEO website for more resources on the CSU Talent Management System (TMS) at:

www.oeo.colostate.edu/talent-management-system-tms

For additional help, contact the Office of Equal Opportunity at:

(970) 491-5836

or

Email at oeo@colostate.edu