## Reactivated Application for Revision/Update (For Applicants/Employees)

1. Log into www.jobswithucf.com

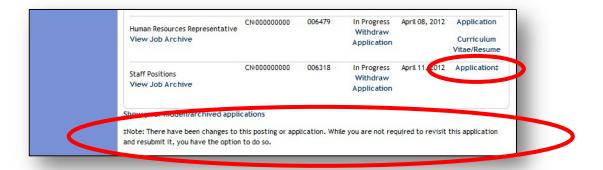


a. Once logged in, the applicant should see a link called "Your Applications" on the left hand side of the webpage.

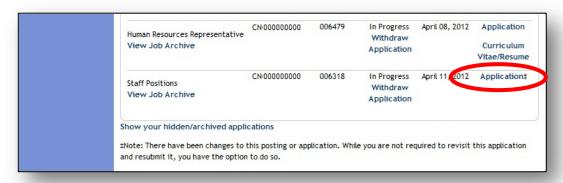


- 2. Click the "Your Applications" link
  - a. This will bring up the applicant's previous applications.
  - b. Once the applications are listed on the screen, locate the reactivated application (see screenshot below).

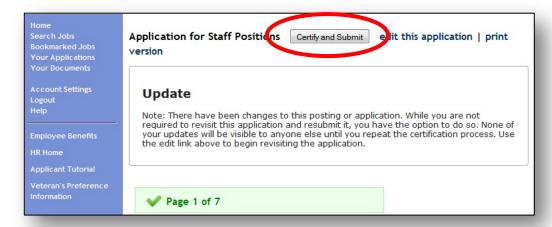
## NOTE: REACTIVATED SECTIONS OF APPLICATIONS WILL APPEAR WITH A DOUBLE DAGGER (‡) MARK NEXT TO IT.



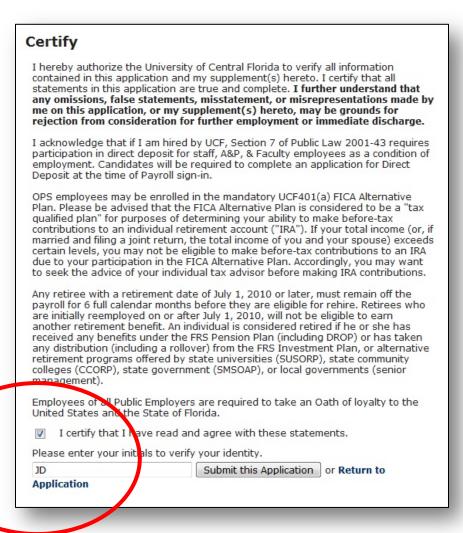
3. Click on the "Application" link.



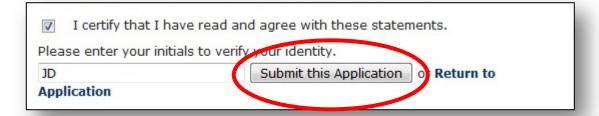
- a. This will bring up the application.
- 4. The applicant will be able to edit the information that needs to be revised on the application.
- 5. Once completed with the revisions, save the changes and certify the application as normal.



6. Certify the Application by clicking the check box and typing the applicant's initials into the text box.



7. Click Submit this Application



8. Take note of the Confirmation Number, the Application changes have been updated successfully. Jobswithucf.com can now be closed out.

