Guest User Quick Guide

- Use the gray box to log in at https://jobs.wichita.edu/hr
- 2. Input the Username and Password
- 3. Both Username and Password are case sensitive
- 4. You will arrive at the Posting Summary screen where you can review the position information



5. Click the Applicants tab to see all the successful applicants to consider

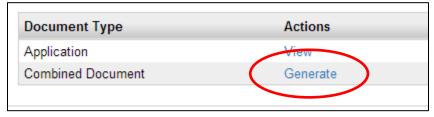
Posting: Chief Inf (Unclassified/Facul Current Status: Posted		Officer	
Position Type: Unclassified Department: 101546-Chief Information Officer (10154		Created by: Ju Owner: Humar	
Summary Histor	Applicants	Reports	

- 6. Applicants will be listed below the search bar
- 7. Clicking the applicant's last name will allow you to view their application
- 8. Applicant documents are at the bottom of the application

Document Type	Name	Conversion St
Resume	Resume 03-04-14 08:32:07 (73.6 KB)	PDF complete
Over Letter/Letter of Application	Cover Letter/Letter of Application 03-04-14 09:07:41 (47.1 KB)	PDF complete
Optional Documents		
lo optional documents added.		

Guest User Login <u>ONLY</u>			
Username			
Password			
	Login		
A	e with single sign-on? SSO Authentication		

9. If you want to print the application and all of the documents you can click the "generate" at the bottom of the application next to "Combined Documents"



10. Once this generates a PDF, you can click "view" to print all documents for that applicant as a single printing