Guest User Quick Guide

1. 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
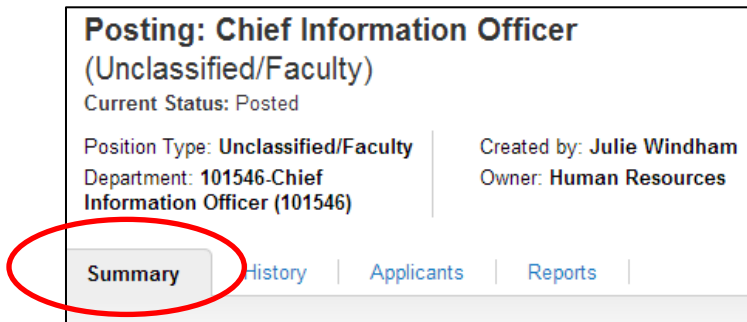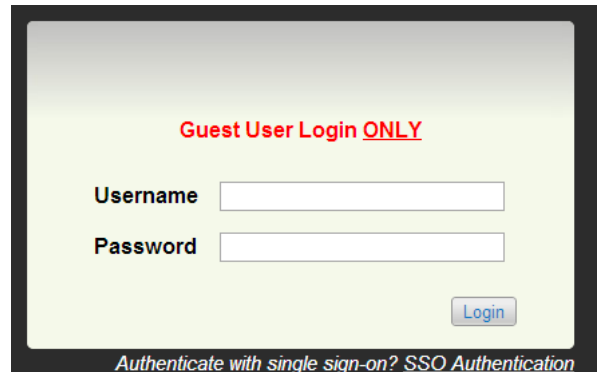
5. Click the Applicants tab to see all the successful applicants to consider

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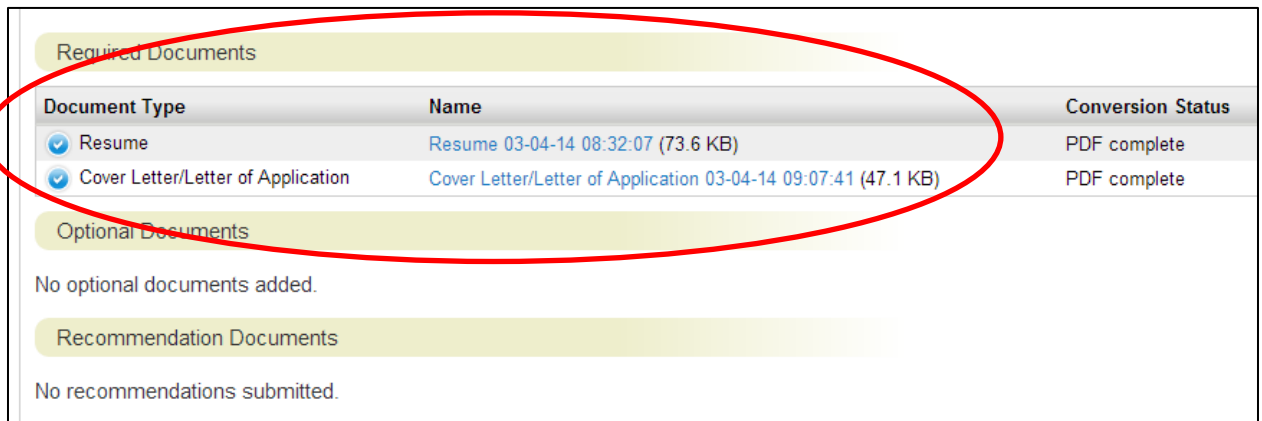
9. If you want to print the application and all of the documents you can click the "generate" at the bottom of the application next to "Combined Documents"

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