- 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

Posting: Chief Information (Unclassified/Faculty) Current Status: Posted	n Officer
Position Type: Unclassified/Faculty	Created by: Julie Windham
Current Status: Posted Position Type: Unclassified/Faculty	

- 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

Required Documents	
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	Optional Documents
	No optional documents added.
No recommendations submitted.	



9. If you want to prc Ž ap coof docum you can clc A "g s " a bottom of the application next to "Com ined Documents"



- 10. Once this generates a PDF, you can ck "v single printing
- v printoall documents for that applicant as a