1. Use the gray box to log in at
   https://jobs.wichita.edu/hr
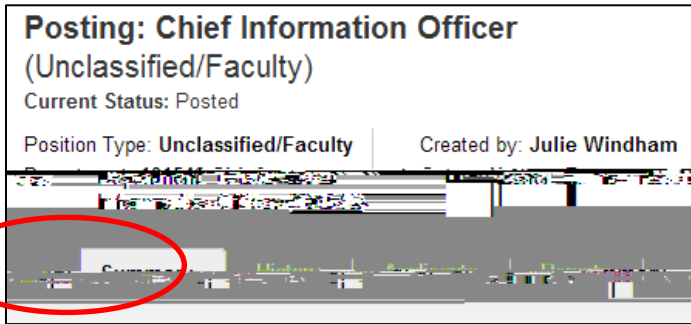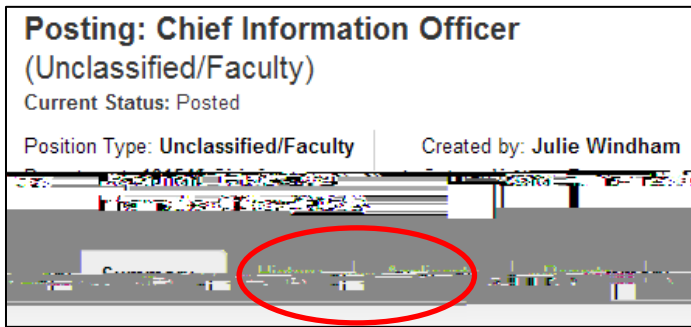
2. Input the Username and Password
3. Both Username and Password are case sensitive

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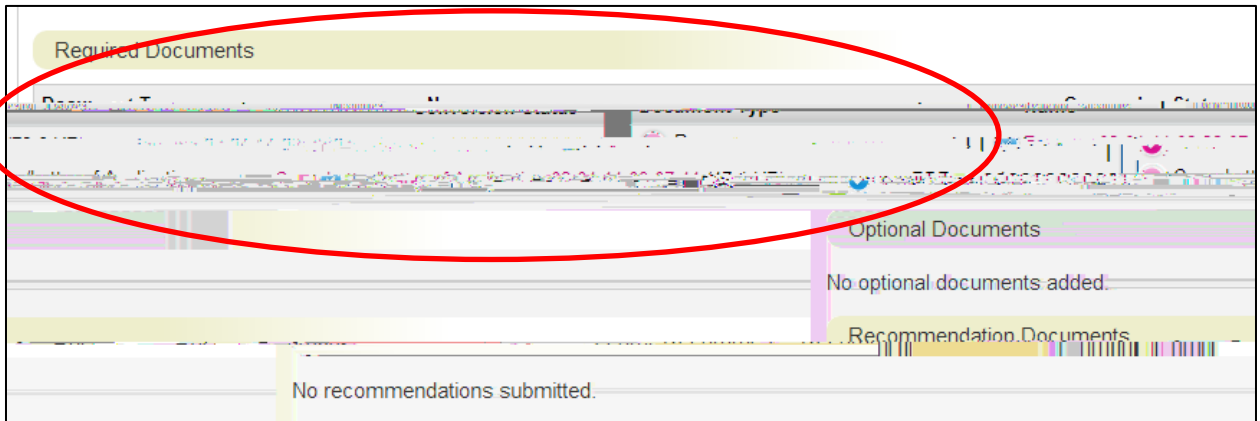
9. If you want to prc Ž   ap   oof   docum you can   clc   A   "g   s   " a
    bottom of the application next to "Com   ined Documents"

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