

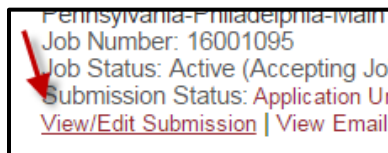
Uploading Documents to a Job Submission After you have completed the Submission

These steps can be used when you need to upload a file to an active submission. Relevant files include but are not limited to: resumes, cover letters, etc.

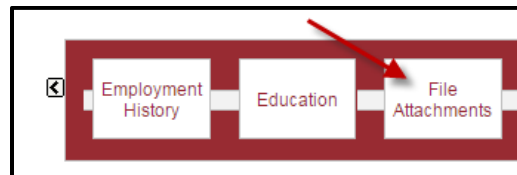
1. Log into the Temple University Careers Portal from a laptop or desktop utilizing a Google Chrome web browser.
2. On the left-hand side of the page, you should see three tabs. Select **My Jobpage**.



3. You will see a list of your submissions. If the position is still accepting applications, select the link titled **View/Edit Submission** to access your submission.



4. At the top of the page, you can navigate to different parts of the application using the various tiles. Select the **File Attachments** tile.



5. Select the **Choose File** button to locate and select the file you would like to upload.
6. Add a **Comment about the file**. This is where you will add a File Name for the attachment.
7. Select **Attach** to upload the file. Once the file has been successfully uploaded, it will be included in the box with a check in the **Relevant File** box.

File Attachments

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach
 No file chosen

Comments about the file

8. At the bottom of the page there will be a list of documents associated with your profile. **Do not delete** any of these, it is just showing all documents that you have uploaded in Taleo.
9. Check off the box under **Relevant Files** for those you wish to include in your submission.

Relevant Files	Resume	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TEST RESUME 2.docx	10/6/16		Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TEST COVER LETTER 2.docx	10/6/16		Delete
<input type="checkbox"/>	<input type="checkbox"/>	TEST COVER LETTER 1.docx	10/6/16		Delete

10. Select **Save and Continue** at the bottom of the page to update the submission.