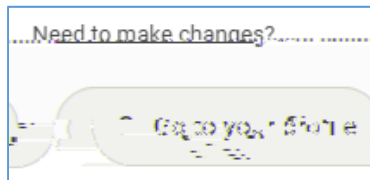




6. Once you are signed in, follow the prompts and instructions within the application to move forward with the process.
7. Make sure to complete the required fields in each section. Fields with an asterisk (*) are required to be filled out.

NOTE: For AMP and Faculty positions, you are required to attach a resume and cover letter for your application. For SP, OPS and Student positions, you are required to complete the Job History section of the application.

8. If no changes are needed in the Job History section of your application, you can continue to the next step. If you need to update the Job History section of your application, follow the instructions below:
 - a. Select the option to make changes by selecting the "Go to your profile" button (pictured below).



- b. Go to the "Job" section of your Workday profile and then select the "Professional Profile" tab.

