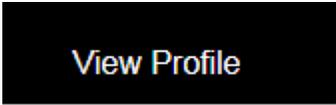PURDUE UNIVERSITY® | Human Resources

This QRG outlines the steps for updating an application in SuccessFactors.

Access SuccessFactors	
Visit **the Careers page** and select **View Profile.**	careers.purdue.edu View Profile
Log in using **your email address** and **password**.	**Career Opportunities: Sign In** **Have an account?** Please enter your login information below. Both your username and password are case sensitive. *Email Address: [ ] *Password: [ ] Sign In Forgot your password? **Not a registered user yet?** Create an account to apply for our career opportunities.
If you do not remember your password, select **Forgot your Password?**	Sign In Forgot your password?
From the Candidate Profile page, click **Jobs Applied**.	> Jobs Applied (3) > Saved Applications > Previous Employment
This will show all the positions you've applied to.	Jobs Applied (3) **Associate Administrative Assistant - Biological Sciences** ⚲ West Lafayette, Indiana (US-IN), United States (US) Thanks for applying 02/15/2019 **Retail Dining Team Leader, Nights - Starbucks (Purdue Memorial Union)** ⚲ West Lafayette, Indiana (US-IN), United States (US) Thanks for applying 02/15/2019 **Associate Administrative Assistant, Faculty Support - Computer Science** ⚲ West Lafayette, Indiana (US-IN), United States (US) 02/04/2019

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Select the title of the position you would like to edit.	**Retail Dining Team Leader, Nights - Starbucks (Purdue Memorial Union)** West Lafayette, Indiana (US-IN), United States (US) Thanks for applying 02/15/2019
Update the information/upload the new document as needed.	**My Documents** Accepted File types: DOCX, PDF, CSV, Image and Text (MSG, PPT and XLS file types are not accepted for Resumes and/or Cover letters) Resume — Test Resume HCM.docx (01/28/2019) Cover Letter — Attach a Cover Letter Supporting Documents: Add a Document Additional Supporting Documents: Add a Document **Job-Specific Information** * Legal First Name: test Nickname Legal Middle Name * Legal Last Name: test * Email Address: test@purdue.edu * Mobile Phone: 1234567890
Select Update at the bottom of the page.	**Update**

Please note: If you need to update an item on all applications, you will have to repeat this process for every application.