

QUICK GUIDE:

MANAGING MY APPLICATIONS

This user guide covers using the My Applications page in the Candidate Portal to view and manage your applications.

How to view the status of your application

- Step 1** Log in to the Candidate Portal.
- Step 2** Select **My Applications** in the navigation menu.
- Step 3** On the **My Applications** page, locate the relevant vacancy in the list.

Business Analyst	Incomplete	Sydney CBD	ACECQA	10 December 2019	Review Application Withdraw Application View Application
<small>In this role you will be gathering requirements, assisting with application designs and workshop meetings, developing requirements documents, and preparing requirements traceability matrix throughout the software development progress.</small>					

How to print your application

- Step 1** Log in to the Candidate Portal.
 - Step 2** Select **My Applications** in the navigation menu.
 - Step 3** On the **My Applications** page, locate the relevant vacancy in the list.
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- | | | | | | |
|---|------------|------------|--------|------------------|--|
| Business Analyst | Incomplete | Sydney CBD | ACECQA | 10 December 2019 | Review Application
Withdraw Application
View Application |
| <small>In this role you will be gathering requirements, assisting with application designs and workshop meetings, developing requirements documents, and preparing requirements traceability matrix throughout the software development progress.</small> | | | | | |
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- Step 4** Select **View Application**.
- An **Application Summary** window will open depending on your browser settings.
- Step 5** Scroll to the end of the summary.
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- Step 6** To print the application, select **Print**.

Step 7

A **Print** dialogue will open depending on your browser settings.

To email the application, select **Send Mail**.
An email is sent to your registered email address.

Step 8

To close the window, select **Close**.

How to withdraw your application

Step 1

Log in to the Candidate Portal.

Step 2

Select **My Applications** in the navigation menu.

Step 3

In the row for the vacancy you want to withdraw from, select **Withdraw Application**.

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Step 4

Enter the reason for withdrawing in the **Withdraw Application** window.

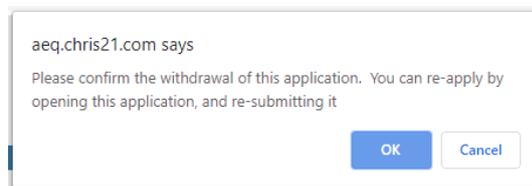


Step 5

Select **Withdraw Application**.

Step 6

You are asked to confirm the withdrawal of the application. Select **OK**.



Your Status is updated with **Withdrawn**.

Business Analyst	Withdrawn	Sydney CBD	ACECQA	10 December 2019	Review Application View Application
In this role you will be gathering requirements, assisting with application designs and workshop meetings, developing requirements documents, and preparing requirements traceability matrix throughout the software development progress.					

*You cannot withdraw an application if the status of the application is **Appointed** or **Unsuccessful**. You must enter a reason for withdrawing.*

How to resubmit a withdrawn application

Step 1 Log in to the Candidate Portal.

Step 2 Select **My Applications** in the navigation pane.

Step 3 In the row for the vacancy you want to re-apply for, select **Review Application**.

Business Analyst	Withdrawn	Sydney CBD	ACECQA	10 December 2019	Review Application View Application
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Step 4 Edit the application as required.

Step 5 Select **ReApply**.

The application is resubmitted and the **Confirmation** page is displayed.

Step 6 Select **OK** to return to the **My Applications** page.

The application's Status is updated to **Applied**.

If you need help...

If you need help with the Candidate Portal, speak to the Recruitment team on 02 8240 4216 or email recruitment@acecqa.gov.au.