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

### Access SuccessFactors

<table>
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<tr>
<th>Visit the Careers page and select View Profile.</th>
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<td>careers.purdue.edu</td>
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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:** [Enter Email]
  - **Password:** [Enter Password]

- **Sign In**  
  - [Forgot your password?]

If you do not remember your password, select **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.
Select the title of the position you would like to edit.

Update the information/upload the new document as needed.

Select Update at the bottom of the page.

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