Modifying a Submitted Application
Instructions for Applicants

Human Resources: (229) 333-7575
Valdosta State University
Modifying an Existing Application

Before any applicants can go in to the system and modify their application, Human Resources must first Reactivate their application, allowing for changes to be made.

Step One

Navigate to valdosta.peopleadmin.com

Step Two

Login to People Admin through clicking on Login.
Step Three

Once you have successfully logged in, click on **Your Applications** to modify your already submitted application.

![Diagram showing the navigation menu with an arrow pointing to "Your Applications" and "Your Documents"]

Step Four

To modify an application, click on the **Application** hyperlink under **Application Materials**. NOTE: You will not be able to modify an application unless Human Resources has “reactivated” the application for you to edit. Please contact them at (229) 333-5709 if you wish to reactivate your application.

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>CN000000593</td>
<td>April 09, 2014</td>
<td>Application, Cover Letter, CV,</td>
</tr>
<tr>
<td>F00003</td>
<td></td>
<td>Withdraw Application, Transcripts, Teaching Course Syllabus</td>
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</tbody>
</table>
Step Five

Once inside, you can edit your application, upload different applicant materials. **You MUST certify and resubmit your application once you are done with altering the document.**

If you have any questions about this process, please contact Valdosta State University Human Resources Office at (229) 333-5709.