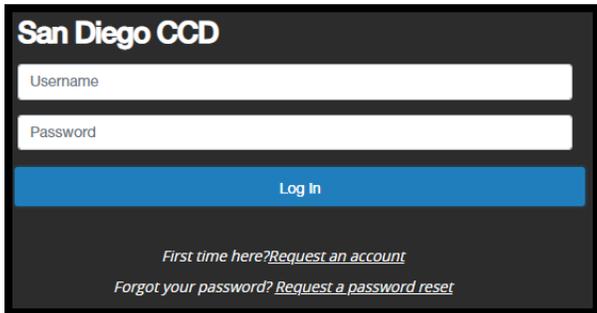


# San Diego Community College District "How to View Apps" Guide

Step 1: Go to [www.sdccdjobs.com/hr](http://www.sdccdjobs.com/hr).

Step 2:

Enter Username and Password from the email



San Diego CCD

Username

Password

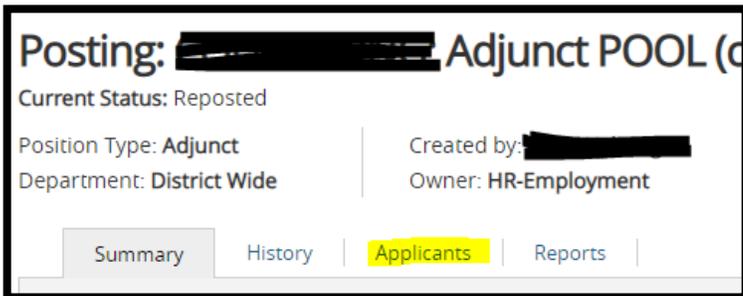
Log In

*First time here? [Request an account](#)*

*Forgot your password? [Request a password reset](#)*

Step 3:

Click "Applicants" tab



Posting: [REDACTED] Adjunct POOL (d)

Current Status: Reposted

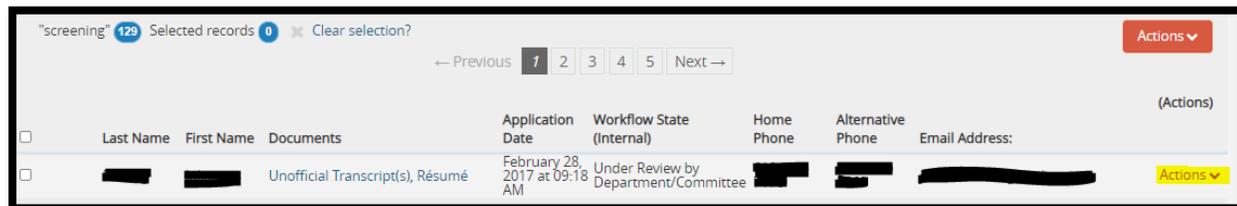
Position Type: Adjunct | Created by: [REDACTED]

Department: District Wide | Owner: HR-Employment

Summary | History | Applicants | Reports

Step 4:

Click "Actions" and select "View Application"



"screening" 129 Selected records 0 Clear selection?

← Previous 1 2 3 4 5 Next →

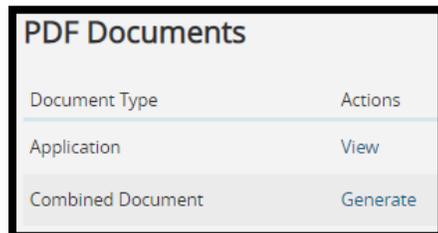
Actions

	Last Name	First Name	Documents	Application Date	Workflow State (Internal)	Home Phone	Alternative Phone	Email Address:	(Actions)
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Unofficial Transcript(s), Résumé	February 28, 2017 at 09:18 AM	Under Review by Department/Committee	[REDACTED]	[REDACTED]	[REDACTED]	Actions

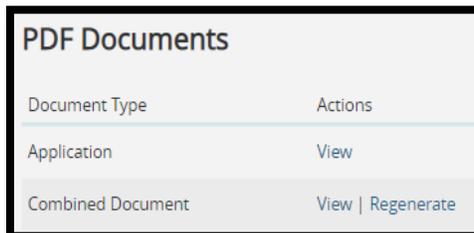
Step 5:

Click "View" to view the application only OR

Click "Generate" to create a Combined Document and click "View" to view the application including attachments



Document Type	Actions
Application	View
Combined Document	Generate



Document Type	Actions
Application	View
Combined Document	View   Regenerate