Applicant View FAQ

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Your username and password may be composed of any string of characters that is at least 8 characters in length. Please choose a username and password that you will be able to remember.

## How do I choose my username and password?.

## Can I change my username?

No.

Yes.

Log in using your username and password.

Click on **STEP 1: Confirm Profile** in the left hand side menu.

To change your password, enter your new one in the Password field and re-enter it in the Confirm Password field.

Click *Confirm*.

## Can I change my password?

## How do I delete my profile?

Contact [cs-recruiting@cs.uwaterloo.ca](mailto:cs-recruiting@cs.uwaterloo.ca)

## What do I do if I’ve forgotten my username?

Contact [cs-recruiting@cs.uwaterloo.ca](mailto:cs-recruiting@cs.uwaterloo.ca).

Create a new account to create a new username.

## Is my personal information safe?

Yes.

## How many reference letters can I upload?

You can upload each of your reference letters one at a time, or upload multiple documents at once.

\*NOTE\* Your reference letters must include letters in the filename. Filenames that are composed solely of numbers (i.e. “1234.pdf”) cannot be replaced if uploaded

## The confirmation page has all my information but my password. Do I need to re-enter my password before I click confirm?

You do not need to re-enter your password.

If you wish to change your password, please enter your new password in the **Password** field and re-enter it in the **Confirm Password** field.

Click *Confirm*.

## Can I use any format when uploading my documents?

The system will only accept and display ‘.PDF’ files.

## Can I delete any uploaded documents?

No, you will need to upload new ‘.PDF’ ones in their place.

## How do I change any documents that I have already uploaded?

Upload a new ‘.PDF’ document in its place.

## Why can I not open my documents for view after uploading them?

Please ensure that each file has is a ‘.PDF’ file and is less than or equal to 10 MB in size.

## Where do I submit reference letters?

\*NOTE\* You cannot submit your reference letters. You must contact your referee(s) and tell them to use one of the following methods:

E-mail: [cs-recruiting@cs.uwaterloo.ca](mailto:cs-recruiting@cs.uwaterloo.ca)

Post: Chair, Advisory Committee on Appointments  
David R. Cheriton School of Computer Science  
200 University Avenue West  
University of Waterloo  
Waterloo, Ontario, Canada N2L 3G1

## Can I delete my submission for a position?

To withdraw a submitted application, contact [cs-recruiting@cs.uwaterloo.ca](mailto:cs-recruiting@cs.uwaterloo.ca).

## When is the due date for applications?

## Can I make changes to my application once I have clicked “Submit”?

You may still make changes until your application is under review.

Log in with your username and password.

Click *STEP 3: Submit Application*.

If you are brought to a page entitled **Application Received**, your submission is now under review and you may only make changes to your profile (located in *STEP 1: Confirm Profile*)

## What browser should I use when using your online application software?

Please use Firefox, Internet Explorer or Safari.

## Are new positions going to be posted?

All job postings will first be listed in the Fall term. The fall term begins in September.

## My question wasn’t listed.

Consult The Cheriton School of Computer Science SACA System V.2.4 User’s Guide.

The troubleshooting section of this guide will provide you with more problems and their solutions