SACA View FAQ

[What do I do if I’ve forgotten my username? 1](#_Toc301791842)

[What do I do if I’ve forgotten my password? 1](#_Toc301791843)

[How can I find out what positions are available? 2](#_Toc301791844)

[How can I view an applicant’s CV? 2](#_Toc301791845)

[How can I view an applicant’s teaching statement? 2](#_Toc301791846)

[How can I view an applicant’s research statement? 2](#_Toc301791847)

[How do I open information in a new tab? 2](#_Toc301791848)

[How do I open information in a new window? 3](#_Toc301791849)

[How do I submit a comment? 3](#_Toc301791850)

[How do I delete my comment? 3](#_Toc301791851)

[When I click to view a file nothing happens. 3](#_Toc301791852)

[My question was not listed. 3](#_Toc301791853)

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

Contact: cs-recruiting@cs.uwaterloo.ca.

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

Contact: cs-recruiting@cs.uwaterloo.ca.

You may need to activate your account. Follow this URL to activate your account: <https://watiam.uwaterloo.ca/idm/user/login.jsp>

## How can I find out what positions are available?

Click **View Job Description**s in the left hand side menu. You will be taken to the **Job Descriptions** page. This page lists all available positions.

## How can I view an applicant’s CV?

Locate the applicant that you would like to view.

To open their CV in the same browser window, click on the link located beside **CV** in the **Files Uploaded** column. You will be redirected to the applicant’s CV.

To open their CV in a new tab, right-click on the link located beside **CV** and click “**Open link in new tab**”.

## How can I view an applicant’s teaching statement?

Locate the applicant that you would like to view.

To open their teaching statement in the same browser window, click on the link located beside **Teach** in the **Files Uploaded** column. You will be redirected to the applicant’s teaching statement.

To open their teaching statement in a new tab, right-click on the link located beside **Teach** and click “Open link in new tab”.

## How can I view an applicant’s research statement?

Locate the applicant that you would like to view.

To open the research statement in the same browser window, click on the link located beside **Rch** in the **Files Uploaded** column. You will be redirected to the applicant’s research statement.

To open their research statement in a new tab, right-click on the link located beside **Rch** and click “Open link in new tab”.

## How do I open information in a new tab?

Right click on the link you would like to open and click, **Open link in new tab**.

## How do I open information in a new window?

Right click on the link you would like to open and click, **Open link in new window**.

## How do I submit a comment?

Click on **SACA Review Candidates** in the left hand side menu.

Click on the pencil icon in the **Submit Review** column. Enter your review in the text box located next to **Review Comments**.

Click **Save Review.**

## How do I delete my comment?

Click on the pencil icon in the **Submit Review** column.

You will see your previously entered comments in the text box. It is recommended that you input, “\*Update\*” and a break line to separate your old comment from your new one.

Enter your updated comment and **Save Review**

## When I click to view a file nothing happens.

You may need to download Adobe Acrobat or check your browser for updates.

If you have any further issues contact cs-recruiting@cs.uwaterloo.ca.

## My question was not listed.

Consult the Cheriton School of Computer Science SACA System V.2.4 User’s Guide – SACAView.