

1. Log in to ZipLine with your UANetID and password.
2. Click the **Faculty/Staff** tab.
3. Click the link **Search/Apply for Jobs** located under the “Employee Services” heading.
4. Click the **My Career Tools** link at the top of the page.

[Careers Home](#)
[Job Search](#)
[My Saved Jobs](#)
[My Saved Searches](#)
[My Career Tools](#)

[Careers Home](#)
Welcome Susan

5. The **My Career Tools** area will identify the number of applications, cover letters and attachments, saved resumes, and a link to My Profile.
6. Click the **Cover Letters and Attachments** link under My Career Tools to view or upload any additional files.

My Career Tools
[2 Applications](#)
[0 Cover Letters and Attachments](#)
[1 Saved Resumes](#)
[My Profile](#)

7. Click the **Add Attachment** link.

My Applications

Display applications from:

Application	Status	Application Date
Assistant Professor, Nursing	Applied	09/26/2011 8:27AM
Assistant Professor, Nursing	Applied	09/26/2011 8:27AM

Resumes

Resume Title	Attached File	Created
FlorenceNightingaleResume.docx	FlorenceNightingaleResume.docx	09/26/2011 9:27AM
FlorenceNightingaleResumeNew.docx	FlorenceNightingaleResume.docx	09/26/2011 10:11AM

Cover Letters and Attachments

You have not added any attachments

[+ Add Attachment](#)

8. Select the **Type of Attachment** from the drop-down. Enter the **Attachment Purpose** in the field provided. Attachment Purpose is limited to 30 characters. **Both of these fields are required.**
 - a. The following types of attachments are permitted: Cover Letters, OIF, Personal References, Professional References, Reference Attachments, and Transcript Attachments.
9. Click the **Add Attachment** link.
 - a. Browse to the location of the file and click **Upload**.
 - b. The filename should be listed under the Attachment Purpose.

My Attachments and Cover Letters

Add Attachments

Cover Letters and Attachments

*Attachment Type:

*Attachment Purpose:

[Florence NightengaleCover.docx](#)

10. Click **Save and Return** if you have no additional files to upload. Select **Save and Add More** to upload additional files.