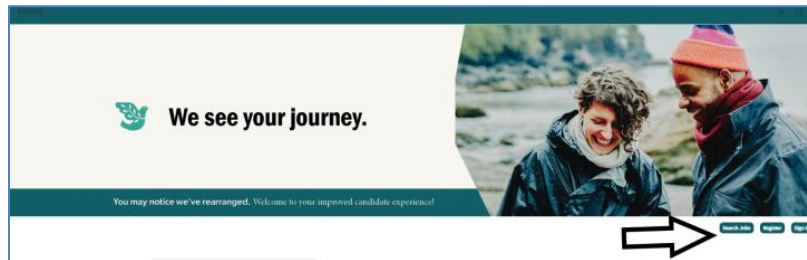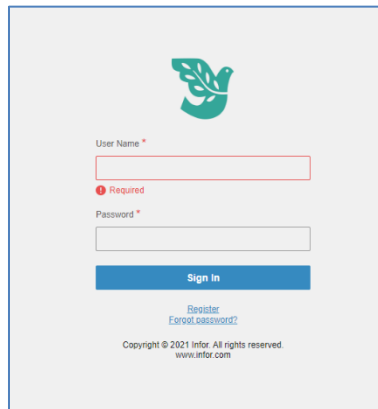# Accessing Applications

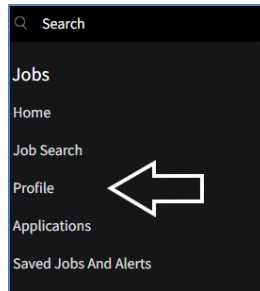## Checking the status of submitted applications, editing, or withdrawing applications.

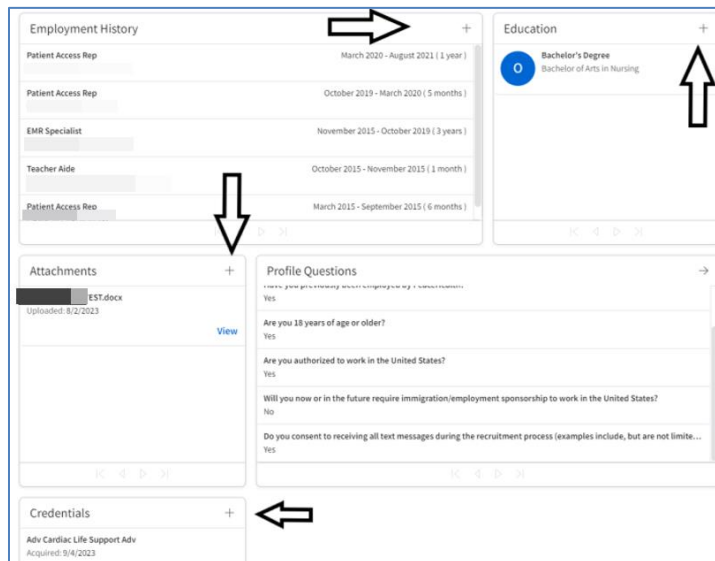1. Access PeaceHealth's external Career Site.

2. Choose **Sign In.**

3. Return user, select **Login** and enter your username (email address) and password.

    a. **Note**: If you forgot your password, select "Forgot password?"
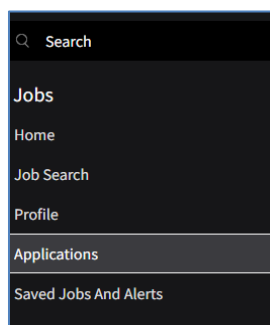

4. Edit any **Profile** information.

5. Add or Edit **Employment History**, **Education**, **Attachments** and **Credentials.**

6. Select **Applications** to find a list of all the applications you have submitted.

7. Find the application you wish to edit or withdraw.

8. The **status** of your application is visible under the title of the position.

9. To see the application select, **View.**

   a. **Note:** Your application can only be edited if it has not been reviewed by the recruiter.

10. To **Withdraw** an application from a position you no longer wish to be considered for, select **Withdraw**.

11. For Confirmation you would like to withdraw, select **Ok**.