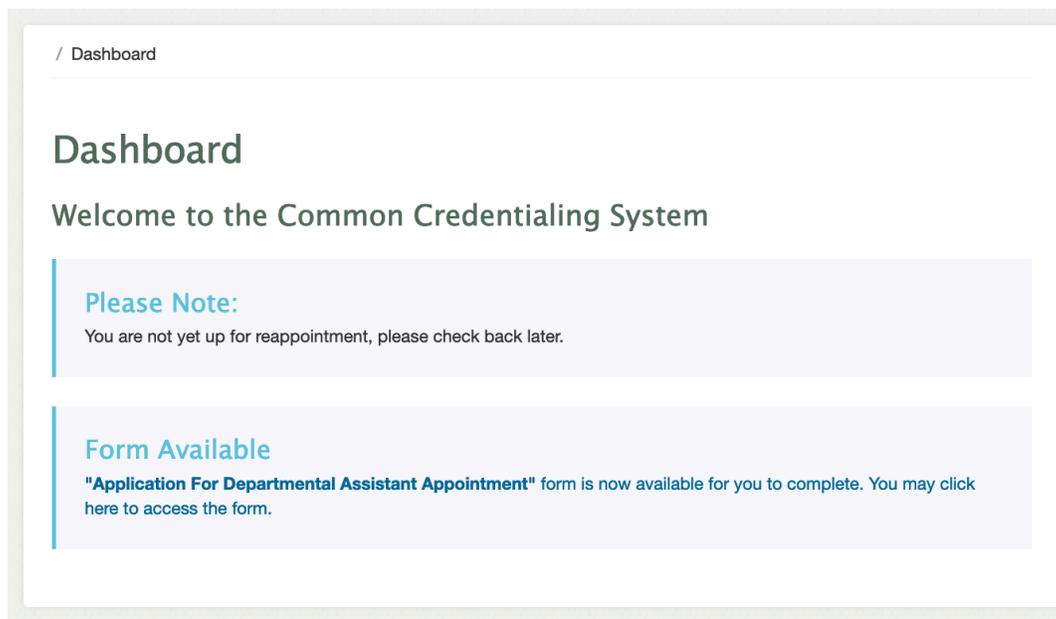
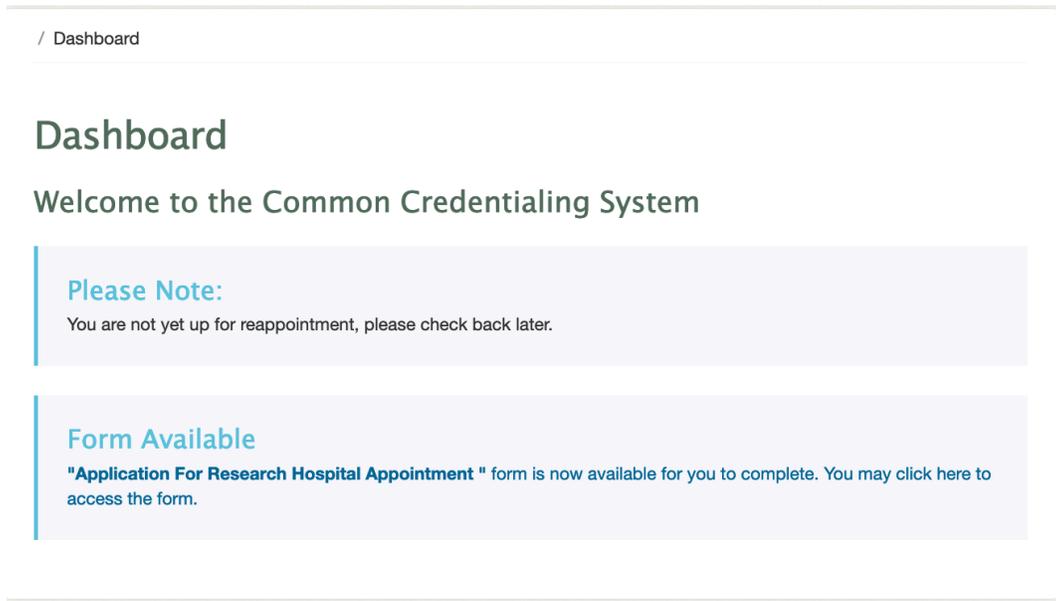


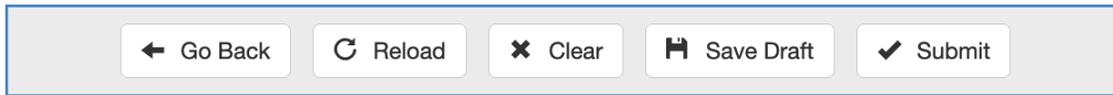
# Common Credentialing - Assistant Hiring Guide – Applicants

Once you have logged into Common Credentialing if you have an application waiting for you to complete you should see on your dashboard, something like the screenshots below.



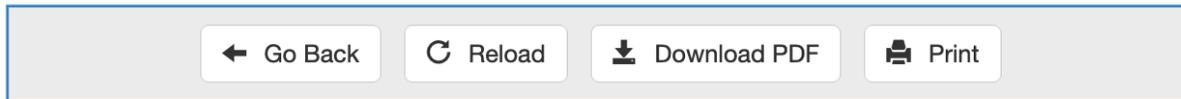
Click on the link that is presented under “Form Available” to view and begin completing the application. Please be sure to Save your form as you go to make sure that you do not lose progress (should you lose internet connection or leave the computer). The form does not autosave and if the system logs out before you complete it you could lose your progress.

When you begin your application, you will have the options to clear the form, Save the form or submit the form.

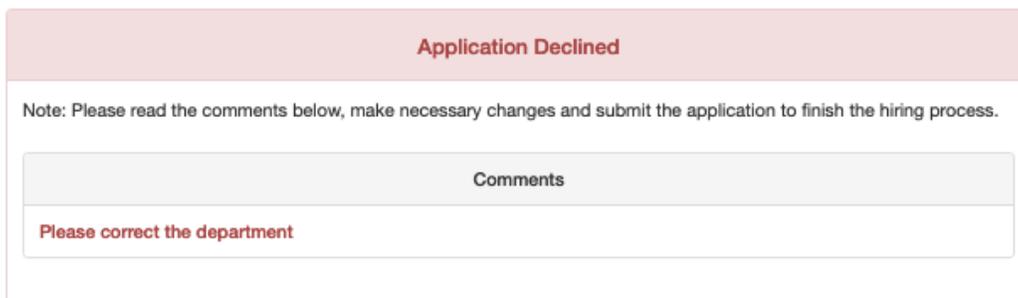


When you submit if there are errors, they will be presented to you at the top of the form in red.

If there are no errors the form will appear to you again with the options in the screenshot below. At this point your application is completed and awaiting approval and no further action is required unless the form is sent back to you for changes.



If your application was declined, you will get a notification and when you return to the application it will show you the comments left by the department.



You can then adjust and resubmit the form.