



Lakehead
UNIVERSITY

Office of
**Student Awards
and Financial Aid**

How to View & Download Job Posting Applications

View Individual Student Applications

Login to [MySuccess portal](#).

From the landing page, click on the JOB POSTINGS tab under your name in the middle of the screen.

Find the term and your job.

Click on VIEW APPs to see the applicant list.

Under the column, APPLICATION PACKAGE, click on OPTIONS and choose one of the options (download package or quick preview) for an individual applicant.

Download All Applications as a Bundle

To preview or download all of the applications, click the black circle with 3 dots on the bottom right corner.

Choose APPLICATION OPTIONS > DOWNLOAD ALL APPLICATIONS.

Use the black OPTIONS button drop down menu to choose one of the following:

1. Download Bundle – use to view all applications in 1 PDF
2. Quick Preview option- use the arrow beside the page count at the top to advance;
3. Email Package – use to email the package to yourself or additional reviewers.

NOTES:

1. Reset your screen by clicking DASHBOARD in the blue band on the left.
2. APPLICATION STATUS can keep track of the applicant's status but does not contact the applicant for you. Applicant's must be contacted by phone or email to arrange for an interview