

How to Attach the Transcript Analysis Form to Applicant Portal:

To attach the transcript analysis form in Applicant Portal, use the following steps:

1. **Access the form** on our RRPS website at www.rrps.net:
 - a. Click the “**J**obs” link to access the Human Resources page,
 - b. Choose the “**A**pply for Jobs” tab.
 - c. Scroll to the bottom and click the link titled “**C**omplete a Transcript **A**nalysis”.

2. Once you bring up the form, **SAVE IT**:
 - a. Click “**f**ile” on the tool bar at the top on the left side.
 - b. From the drop down menu, choose “**s**ave as...”,
 - c. Choose where you wish to save the document on your computer in the “**s**ave in:” box
 - d. **R**ename the form if you wish in the file name box and click the “**S**ave” button.

3. **Enter all the information** needed on this saved form. When completed, close the form and save the changes.

4. **Log onto Applicant Portal** and click the “**M**y Resume” tab.
 - a. Choose “**M**y Documents and Letters” and click the green “Add File” button.
 - b. Click the “**B**rowse” button and find your Transcript Analysis form that you’ve saved on your computer
 - c. Double click the title to select it.
 - d. Type a description of the document then click the “**U**pload” button.
It will take a short amount of time while the document attaches, then the file name should be displayed along with the status which should read “**U**ploads **S**uccessfully”.

5. Keep in mind that you can attach any other documents saved on your computer in the same manner. If you scan transcripts, you can save them and attach/upload to Applicant Portal also.