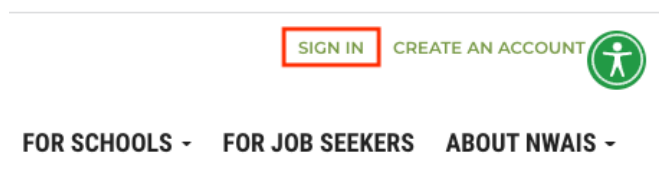


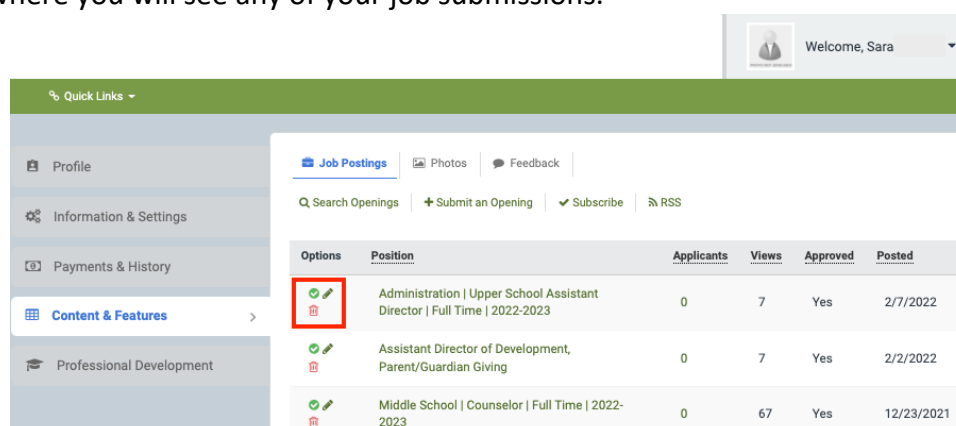
Editing a Job Opening on the NWAIS website

To edit a job opening you have posted on the NWAIS website:

1. On the NWAIS homepage, you first need to Sign in.



2. Go to your member Welcome tab on the upper right-hand corner and select Account + Settings from the drop-down menu. From there you can select the Content and Features tab where you will see any of your job submissions.



3. Select the Job title to view the submission
4. Select the pencil icon to edit your submission
5. Select the red trash can to delete your submission
6. You can also select the green circle with an arrow if you would like to unpublish the opening but keep it for later use or reference. This will convert it to a yellow circle with an x.

Once you have hit the Submit button, your submission will be reviewed and re-approved within 24 hours unless posted on a weekend or holiday.

Note: If you are not the person who posted the job opening, you will need to contact tech@nwais.org with the information concerning the job opening and what edits you would like made.