



Update Finalized Applications

OSCAR allows you to add, edit, or delete documents and recommenders on finalized applications to available positions. **Note:** You cannot make changes to finalized applications to filled or expired positions.

Step 1 - Prepare Updated Documents

Whether you are replacing a document that you have uploaded to OSCAR as a PDF file or a document that you created in OSCAR such as a grade sheet or a cover letter written with the online editor, you **must** change the **Document Label** (name). The Update function will not work correctly if you attempt to replace an application document with one having the same name or label as the document currently attached to the application.

- For updated PDF documents, simply enter a unique **Document Label** when you upload the replacement document to your My Documents tab.
- For grade sheets or online editor cover letters, make sure to change the **Document Label** before you save your changes.

Step 2 - Attach Documents to Application/Select Recommenders

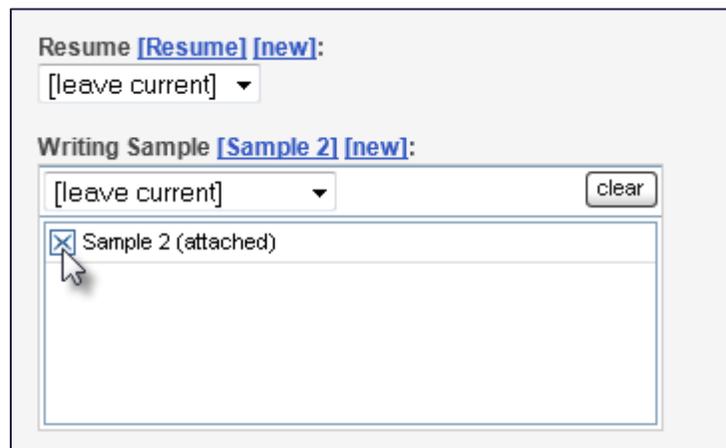
1. Select **My Applications > Clerkship Applications** or **My Applications > Staff Attorney Applications** from the main navigation to display your list of clerkship or staff attorney applications.



2. Locate the application in the list, and click the **Edit** button to display the Position Details tab.

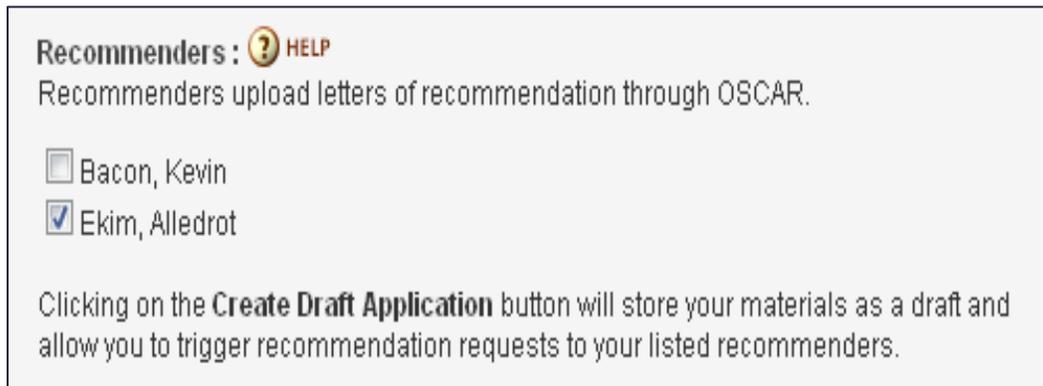
	Mar 20, 2014 2:16 pm Conf #: 20140320- f20c1a4c	Sep 17, 2014 2:11 pm Conf #: 20140917-41afe490	<input type="button" value="Withdraw"/> <input type="button" value="Edit"/>
	May 30, 2014 12:16 pm Conf #: 20140530-1bc084bc		<input type="button" value="Withdraw"/> <input type="button" value="Edit"/>

- Use the Build an Application box to make changes to your application:
 - To update application document, use the drop-down menus to select the documents you wish to include with the application. To remove a writing sample or grade sheet, roll over the selection box to open and click the  icon to remove the document. Select a new document from the drop-down menu.



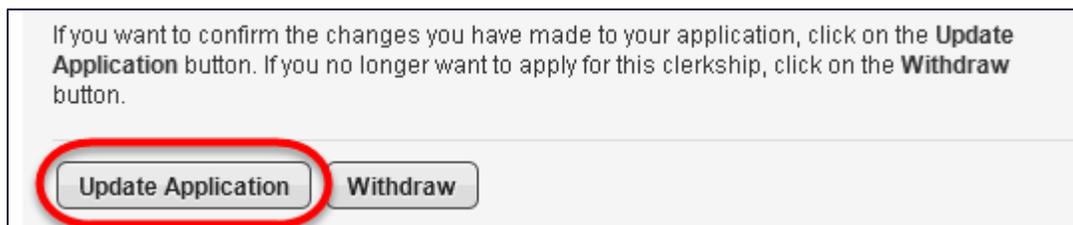
The screenshot shows a form with two sections. The first section is titled "Resume [Resume] [new]:" and contains a dropdown menu with "[leave current]" selected. The second section is titled "Writing Sample [Sample 2] [new]:" and contains a dropdown menu with "[leave current]" selected and a "clear" button. Below the dropdown is a list box containing one item: "Sample 2 (attached)" with a small "X" icon to its left. A mouse cursor is hovering over the "X" icon.

- To update recommender selections, scroll down to Recommenders and use the check boxes to select or de-select recommenders for the application.



The screenshot shows a section titled "Recommenders : ? HELP". Below the title is the text "Recommenders upload letters of recommendation through OSCAR." There are two checkboxes: "Bacon, Kevin" (unchecked) and "Ekim, Alledrot" (checked). Below the checkboxes is the text "Clicking on the **Create Draft Application** button will store your materials as a draft and allow you to trigger recommendation requests to your listed recommenders."

- Once you make your changes, click the **Update Application** button.



The screenshot shows a text box with the following text: "If you want to confirm the changes you have made to your application, click on the **Update Application** button. If you no longer want to apply for this clerkship, click on the **Withdraw** button." Below the text are two buttons: "Update Application" and "Withdraw". The "Update Application" button is circled in red.

- OSCAR will prompt you to confirm your changes and to verify that all information in the application is true and correct. Click **OK** to continue.

Are you sure you want to update? ✕

By clicking OK, I hereby confirm that all data entered in this application are true and correct. Your verification of data will be displayed in your application packet(s). Any misrepresentation in OSCAR may result in your application(s) being purged from OSCAR.

6. OSCAR updates the application. You will receive a confirmation email, and the Last Updated column under **My Applications > Clerkship Applications** or **My Applications > Staff Attorney Applications** will show when the application was most recently updated and display a confirmation number.

Application Status ▾	Date Finalized ▾	Last Updated	Options
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	May 30, 2014 12:16 pm Conf #: 20140530-1bc084bc		<input type="button" value="Withdraw"/> <input type="button" value="Edit"/>



Contact OSCAR

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