



Summer 2017

**REAP STATES**

- Connecticut
- Iowa
- Kentucky
- Michigan
- Missouri
- New Mexico
- Ohio
- Pennsylvania
- Texas
- U.S. REAP

**HELP DESK:**

Call:  
314-692-1205  
1-800-288-8115

e-mail:  
Help Desk  
admin@reapmail.net

Fax:  
314-692-1297

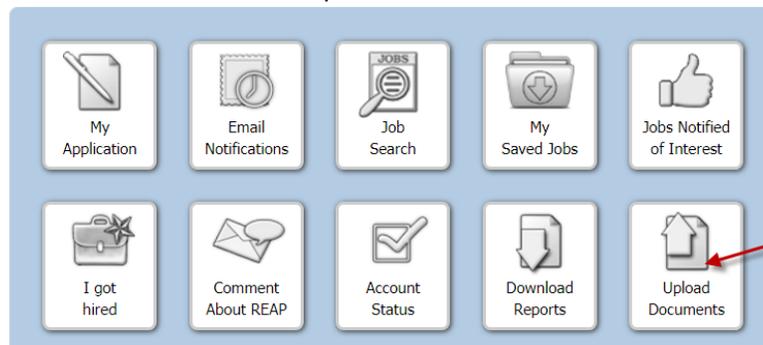
To: Applicants  
From: The REAP Team  
RE: Helpful Tips and Announcements

**We hope that you have been enjoying your summer. In an effort to enhance your REAP experience, we have compiled answers to some of our top questions below.**

### How to Edit a Previously Uploaded PDF Resume

If you would like to edit your previously uploaded PDF Resume, please follow these instructions:

1. Edit your resume (outside of REAP) using you're a word processing software program such as Microsoft Word or Google Docs.
2. Convert the document to PDF format (if you need help with this process, give us a call at 1-800-288-8115).
3. Log in to REAP. Click on "Update" or "My Home"
4. Click on the box labeled "Upload Documents".



5. From the list of documents, choose "Your Resume".
6. Remove your previously uploaded resume by clicking on "delete".

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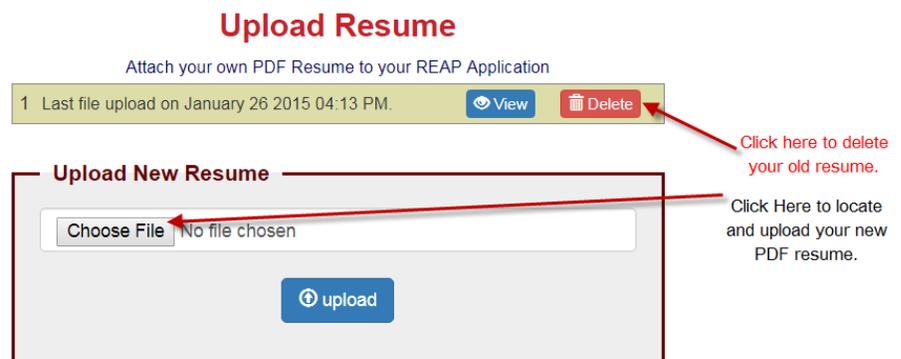
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7. Click on "Choose file", locate the edited resume file on your computer and then click on "Upload".



## How to Edit Your REAP Application

If you would like to make changes to your REAP application please follow these steps:

1. Log in.
2. Click on "Update" or "My Home"
3. Click on the box that says "My application".



4. Click on the appropriate subsection (Registration, Job Preferences, Work History, etc.), then click on the resume section you would like to edit.
5. Make the changes.
6. Once you are done, click on "final submission", next click on "Submit Application" and then click on "Activate" to change your status from "Updating Mode" to "Active Mode".



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## What to do when you encounter a problem logging in to notify a district that you are interested in a job that has been posted.

If you get the error message, "Password not Found" when you click on the "Notify District I'm Interested" box within a job posting, check the following things:

1. Make sure your username and password do not exceed 10 characters. Interestingly, the initial REAP login screen, will allow you to log in as long as you have entered the first 10 characters (each additional character is ignored). However the verification log in screen for the "Notify District I'm Interested" box is not as forgiving. It must match the 10 characters exactly and is case sensitive as well.
2. Make sure you are on the proper version of REAP (for example, if you have signed up for CTREAP only, make sure you are not viewing the job posting from USREAP).
3. If you are trying to log in from a smartphone, try doing so from a computer. Sometimes smartphones use autocorrect to automatically make the first letter in your username or password a capital, despite you making it a lower case letter.

If you are still experiencing problems, give us a call at 1-800-288-8115.

**We hope these tips are helpful for you and make your experience using REAP a pleasant one.**

**Thanks,  
Your REAP Team**