REAP
Regional Education Applicant Program

notes
for Applicants

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

It's back to school time and REAP is here to assist with your employment search. In this brief newsletter, we've included a couple of tips that will make your application process with REAP a smooth one. These tips are based on frequently asked questions that we have received over the last few months.

How to find your REAP ID.

Your REAP ID allows employers to search for your application with ease. Increasingly, REAP employers are requesting that candidates provide their REAP ID.

How to Find it:

1. Log in

2. Click on "My Home" or "Update".

3. Make sure all subsections of your REAP application are finished and you have completed your final submission to make your application active.

4. In the center of the screen you'll see several boxes (each box has its own function).

5. Click on the box that says "Download Reports" (See Illustration A)

6. Click on "Application Form", this will download a copy of your standard application.

7. Open your standard application. In the upper right hand corner you will see your REAP Id# (See Illustration B)
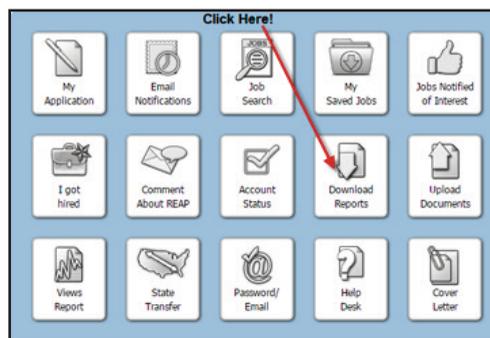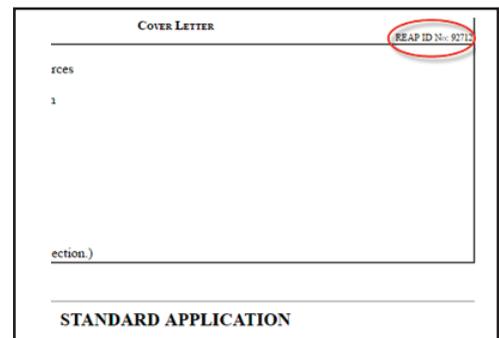

Illustration A

Illustration B

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for Human Resources Personnel

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How to view, delete and replace old documents

As you gain new work experience, you may need to view, delete or replace one or more documents that you previously uploaded (a resume, a recommendation letter, etc.). Here are the instructions on how to complete this task:

1. Log in

2. Click on "My Home"

3. Click on the "Upload Documents" box

4. Click on the appropriate document (resume, transcript, etc.)

5. If you have previously uploaded a document, you will see two buttons, "View" or "Delete" (See Illustration C).

6. Click on "View" if you'd like to view the document only. (A PDF copy of the document will be downloaded to your computer).

7. If you wish to delete a document, click on the "Delete" button.

8. Once you have deleted the document, you may replace it with an updated or edited version of the document. All revisions must be completed in the user's word processing software (i.e. Microsoft Word) and then converted to a PDF. To replace a document, click "choose file", locate the file on your computer, click "upload."
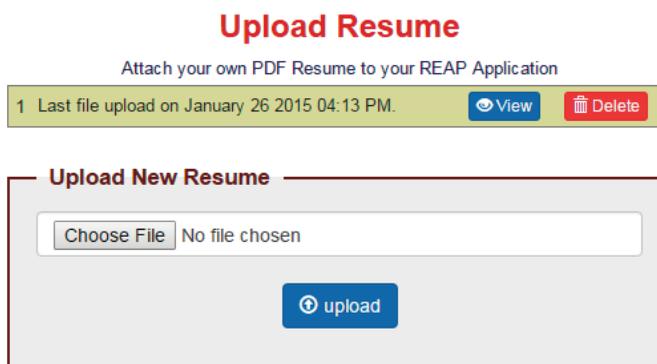

Illustration C

Retracting a Job Notification of Interest

Illustration D

The following tip is for applying to job postings that use the REAP application. Once you have notified a job you are interested in a position by clicking on the "Notify District I'm Interested" icon (See illustration D at left), it cannot be retracted.

If you notified a district that you were interested in a position in error or have found employment elsewhere, the best course of action is to inform the district by email that you are no longer interested in the position.

We hope that the information provided helps to make searching for positions on REAP an even better experience for applicants. We strive for continuous improvement and appreciate your feedback and suggestions.

Best Regards,
Your REAP Team

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