

DEA Career Gateway

Step-by-Step Guide for Applicants

APPLICANT PROCESS

	-
Find Job Openings	DEA Career Gateway USAJOBS

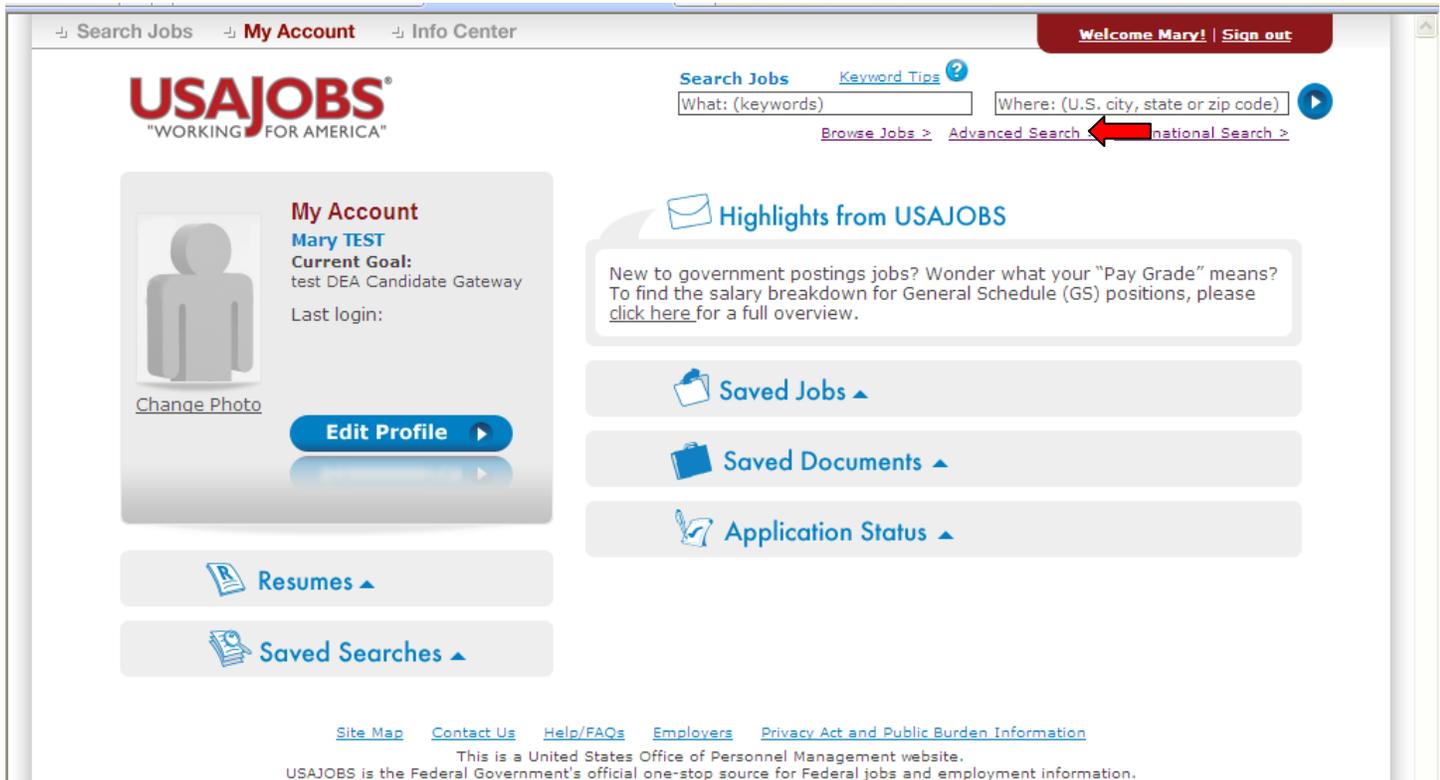
DEA CAREER GATEWAY

External Applicants	Unregistered <ul style="list-style-type: none">- View list of job postings- Search for job postings- Register for USA Jobs account- Connect to the DEA Career Gateway to register for DEA account Registered <ul style="list-style-type: none">- Maintain name and contact information- Submit applications (with or without selecting specific jobs)- Save search criteria- Save a list of job openings- Upload attachments- Receive email notification of receipt of application submitted through DEA Career Gateway- View status of applications submitted through DEA Career Gateway
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UNREGISTERED APPLCANTS

Unregistered applicants must first have or create a new account in USAJOBS, select a DEA job, then create a new account in the DEA Career Gateway.

1. Create a new account or access your current account for USAJOBS at <http://www.USAJOBS.gov/>.
2. To apply for DEA jobs, sign back on to USAJOBS and select **Advanced Search**.



The screenshot shows the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". A red banner at the top right says "Welcome Mary! | Sign out". The main header features the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo is a search bar with "What: (keywords)" and "Where: (U.S. city, state or zip code)" fields. A red arrow points to the "Advanced Search" link in the search bar. The "My Account" section displays the user's name "Mary TEST", current goal "test DEA Candidate Gateway", and a "Last login:" field. There is a "Change Photo" link and an "Edit Profile" button. Below this are links for "Resumes" and "Saved Searches". A "Highlights from USAJOBS" section contains a message about "Pay Grade" and a link to "click here for a full overview". At the bottom, there are links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". A footer note states: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

3. Scroll to the Agency Search section and select Drug Enforcement Administration under JUSTICE, DEPARTMENT OF.



4. Scroll to the bottom of the page and click on Search for Jobs.



5. Scroll through the current job openings and select the job you want then click on **Apply Online**.

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". A user is logged in as "Mary!" with a "Sign out" link. The main search area includes a "Search Jobs" button, a "Keyword Tips" link, and input fields for "What: (keywords)" and "Where: (U.S. city, state or zip code)". Below the search area, there are tabs for "OVERVIEW", "DUTIES", "QUALIFICATIONS & EVALUATIONS", "BENEFITS & OTHER INFO", and "HOW TO APPLY". The "OVERVIEW" tab is selected, displaying the job listing for "Drug Enforcement Administration".

Drug Enforcement Administration

Job Title: Program Analyst
Department: Department Of Justice
Agency: Justice, Drug Enforcement Administration
Job Announcement Number: H-DEA-OD-11-0017-DEU

SALARY RANGE: \$62,467.00 - \$97,333.00 /year
OPEN PERIOD: Monday, November 15, 2010 to Friday, November 19, 2010
SERIES & GRADE: GS-0343-11/12
POSITION INFORMATION: Full-Time Permanent
PROMOTION POTENTIAL: 13
DUTY LOCATIONS: 1 vacancy - Arlington, VA
WHO MAY BE CONSIDERED: Applications will be accepted from United States citizens and nationals.

JOB SUMMARY:
TOUGH WORK. VITAL MISSION. Challenge yourself! You have the power to help combat drug trafficking. Be a part of DEA! It's tough work, but a vital mission. Whatever your background or expertise, your work at DEA will be tremendously rewarding because it will

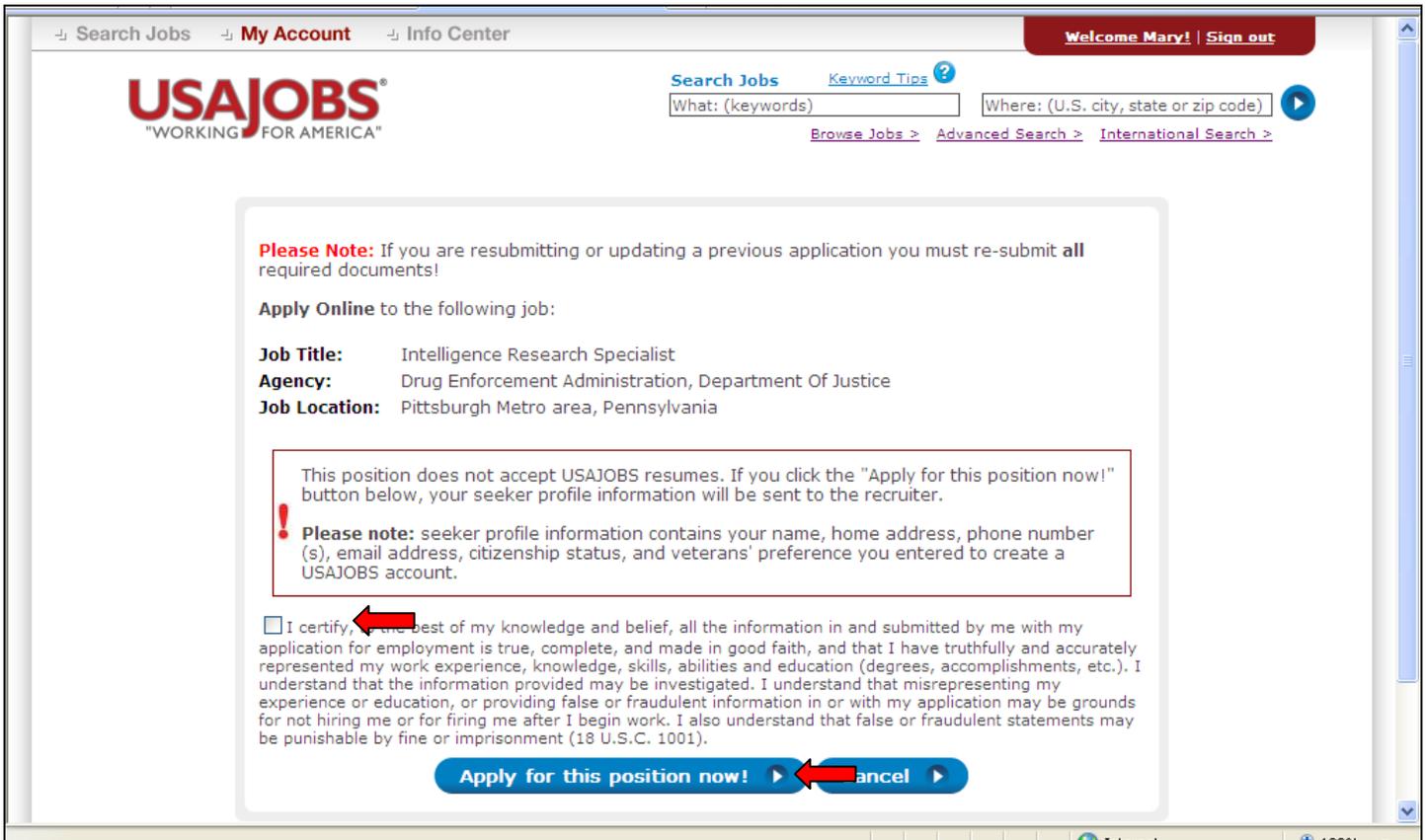
Go to section of this Job: [Dropdown menu]

Apply Online ▶ (Red arrow pointing to this button)
Print Preview ▶
Save Job ▶
Share Job ▶

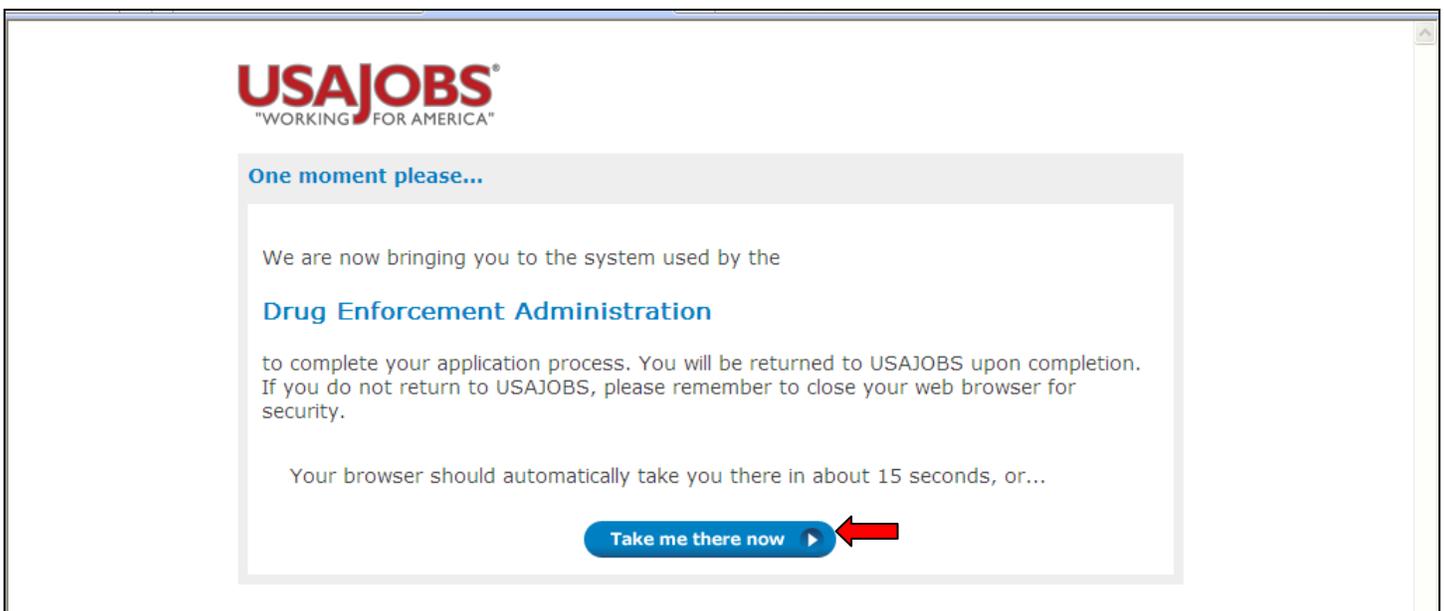
Agency Information:
Department Of Justice - DEA
8701 Morrissette Dr
HQ Staffing Unit (HRRH) - ATTN:
Vanessa Willis
Springfield, VA 22152
US
Fax: 202-307-4321

Questions about this job:
Vanessa Willis
Phone: 202-307-7138
Fax: 202-307-4321

6. Certify the information is true then click on **Apply for this position now!**



7. Click on **Take me there now** to be connected to the DEA Career Gateway.



This takes you to the vacancy you selected on the DEA Career Gateway website. Scroll to the bottom of the vacancy announcement and click on Apply Now.

WHAT TO EXPECT NEXT:

We will notify you of the outcome after each step of the recruitment process has been completed. After making a tentative job offer, we will conduct a suitability/security background investigation. We expect to make a final job offer within 80 days after the closing date of the announcement.

The hiring office requires the successful completion of a structured interview process and writing skills assessment. If you are contacted for an interview, you should allocate four hours to participate. No telephonic interviews will be conducted. Failure to confirm interview will result in discontinuation of your application.

[Email to Friend](#) [Save Job](#) [Apply Now](#) 

8. Register as a new user by clicking on Register Here or Register Now.

Login

You must login or register in order to continue. [Register Here](#) 

Login

User Name: Password:

[Login](#) [Login Help](#) [Register Now](#) 

[Return to Previous Page](#)

9. Click on My Career Tools and complete the registration process under Edit Profile.

Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools

Feeds provide updated website content

My Career Tools

[Edit Profile](#)

My Applications

Display applications from: Within Last Week Refresh

You have not submitted any applications.

Resumes

You do not have any saved resumes.

Supporting Documentation

You have not added any attachments

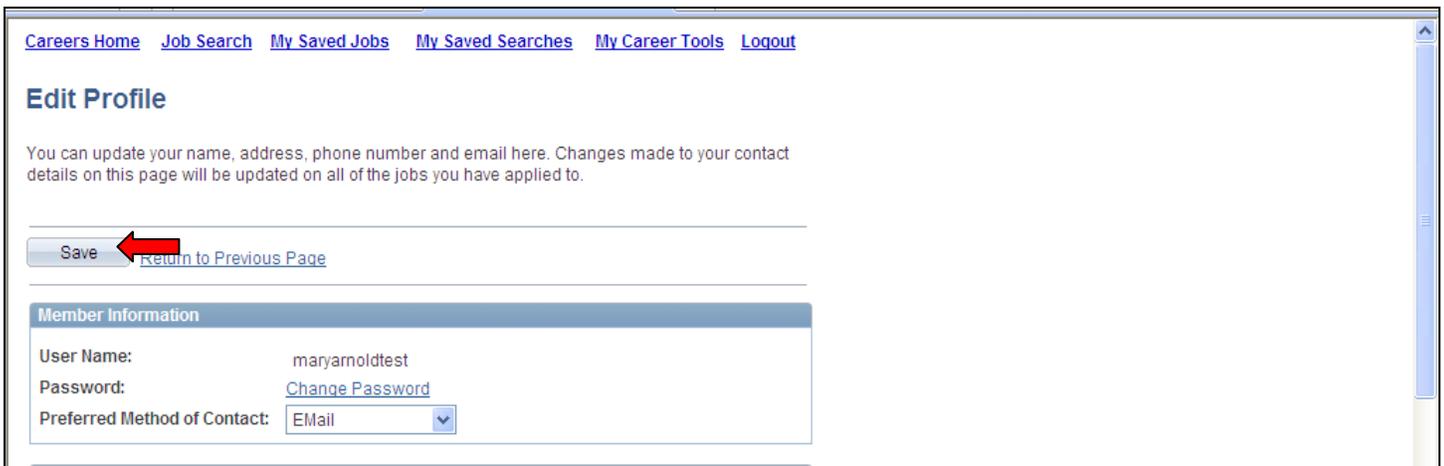
[+ Add Attachment](#)

Job Offers

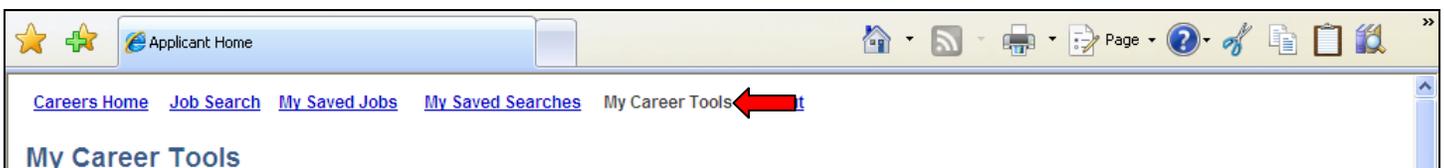
You do not have any online job offers at this time.

[Return to Previous Page](#)

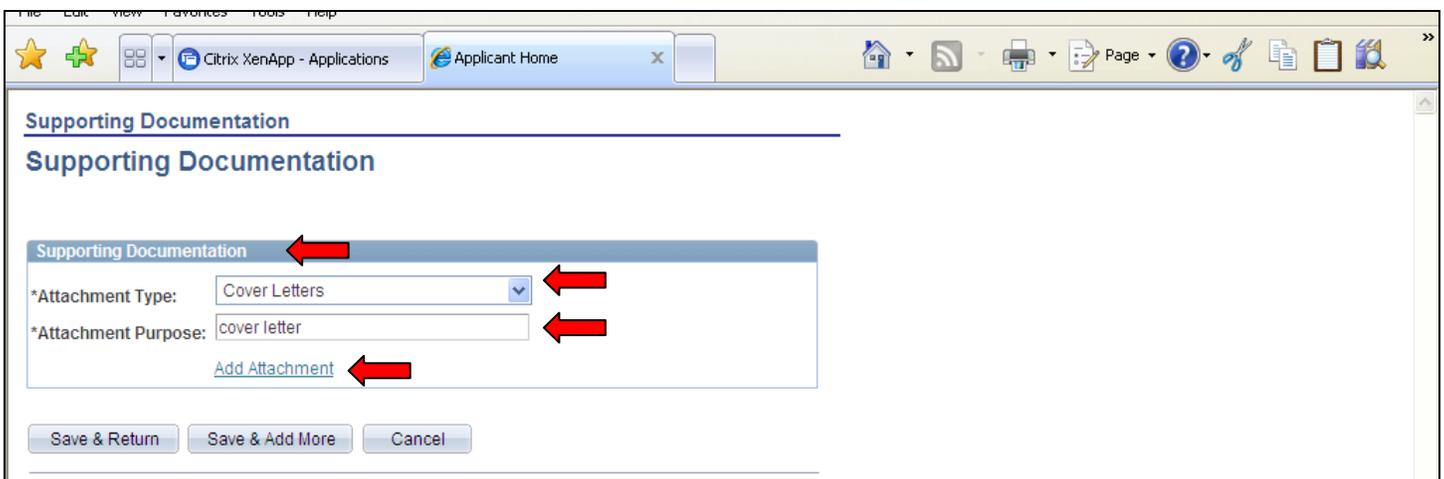
10. Be sure to **Save** the data.



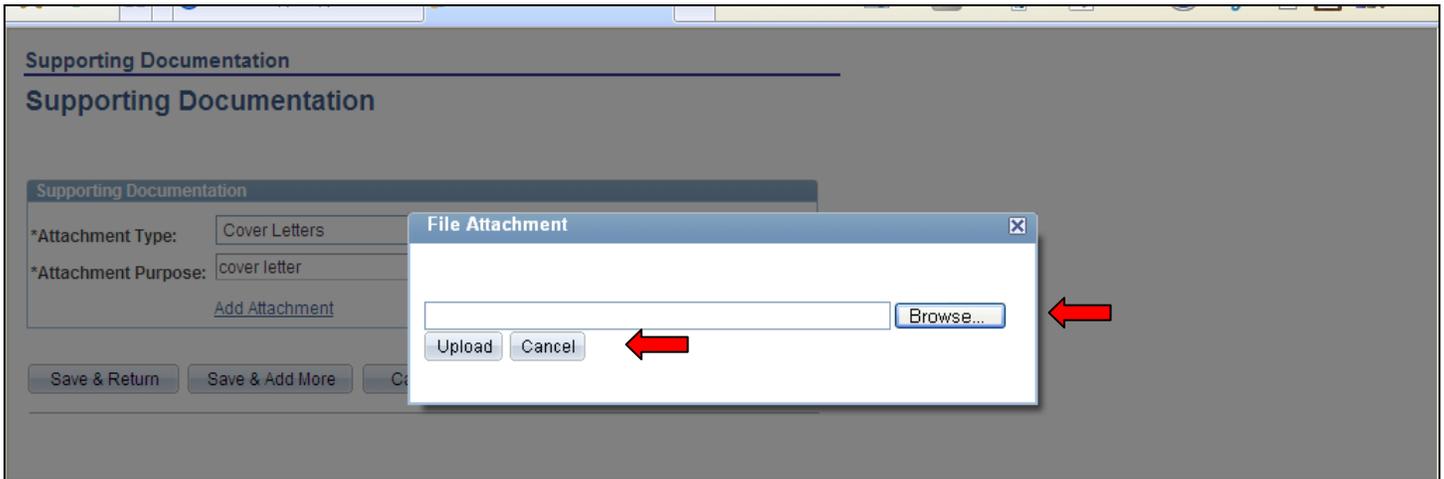
11. To add attachments such as SF-50, DD-214, cover letters, resume's etc., navigate to the **My Career Tools** page.



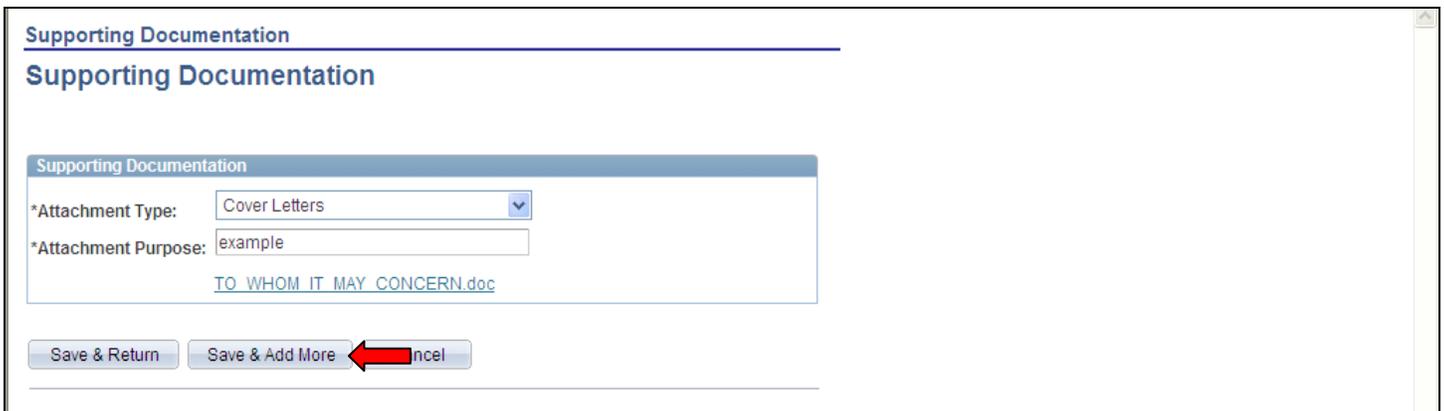
12. Scroll to the **Supporting Documentation** section and select **Add Attachments**; select Attachment Type from the drop down box; type in attachment purpose and Click on the **Add Attachment** hyperlink.



13. Click on **Browse** then search for and select the document from your files saved elsewhere then click on **Upload**.



14. Click on **Save & Add More** to add and upload additional attachments then click on **Save & Return** when all attachments have been added.



15. Go to the Careers Home page and click on the Select box next to each job for which you wish to apply. Then click on Save Selected Jobs if you wish to save them and apply later or click on Apply for Selected Jobs to apply now.

Careers Home  [Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home
Welcome Mary

Basic Job Search

Keywords:

Posted:

[Advanced Search](#) [Search Tips](#)

My Career Tools

- [0 Accepted/Unaccepted Applications](#)
- [1 Cover Letters and Attachments](#)
- [0 Saved Resumes](#)
- [My Profile](#)

Notifications

You do not have any notifications.

Job Posting Information

◀◀ First ◀ Previous | Next ▶▶ Last ▶▶

Latest Job Postings

Select	Date	Job Title	Job ID	Location
<input checked="" type="checkbox"/> 	10/2010	Intelligence Research Specialist	503971	Las Vegas, NV
<input checked="" type="checkbox"/> 	10/2010	Intelligence Research Specialist	503975	Buffalo, NY
<input checked="" type="checkbox"/> 	09/2010	Intelligence Research Specialist	503978	Miami, FL
<input type="checkbox"/>	11/09/2010	Intelligence Research Specialist	503976	Philadelphia Metro area, PA
<input type="checkbox"/>	11/09/2010	Intelligence Research Specialist	503980	Pensacola, FL

[Select All](#) [Deselect All](#)



16. Select and complete the appropriate Resume Option then click on Continue.

Apply Now

Choose Resume

Resume Options

How would you like to proceed?

Copy and paste resume text

Use an existing resume

Apply without using a resume

Continue [Return to Previous Page](#)

17. Complete the Application Questionnaire and Terms and Agreements then click Continue.

Application Questionnaire

Are you a U.S. Citizen?

Yes

No

If selected for employment with the DEA, are you willing to undergo a comprehensive background investigation, which includes but is not limited to: contact with all references, employers, co-workers, personal associates and review of your credit history, criminal history and military service.

Yes

Terms and Agreements

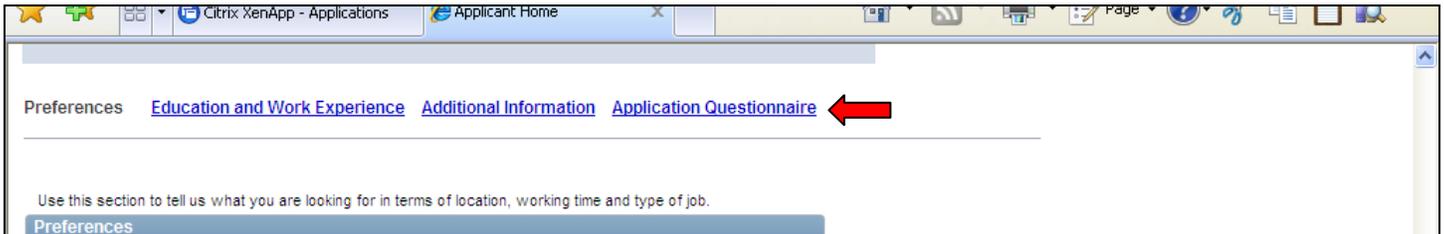
I certify that if I am offered employment with the DEA, I will be required to successfully complete a pre-employment drug test, an employment and education background check, and a criminal investigation.

I agree to these terms

I do not agree to these terms

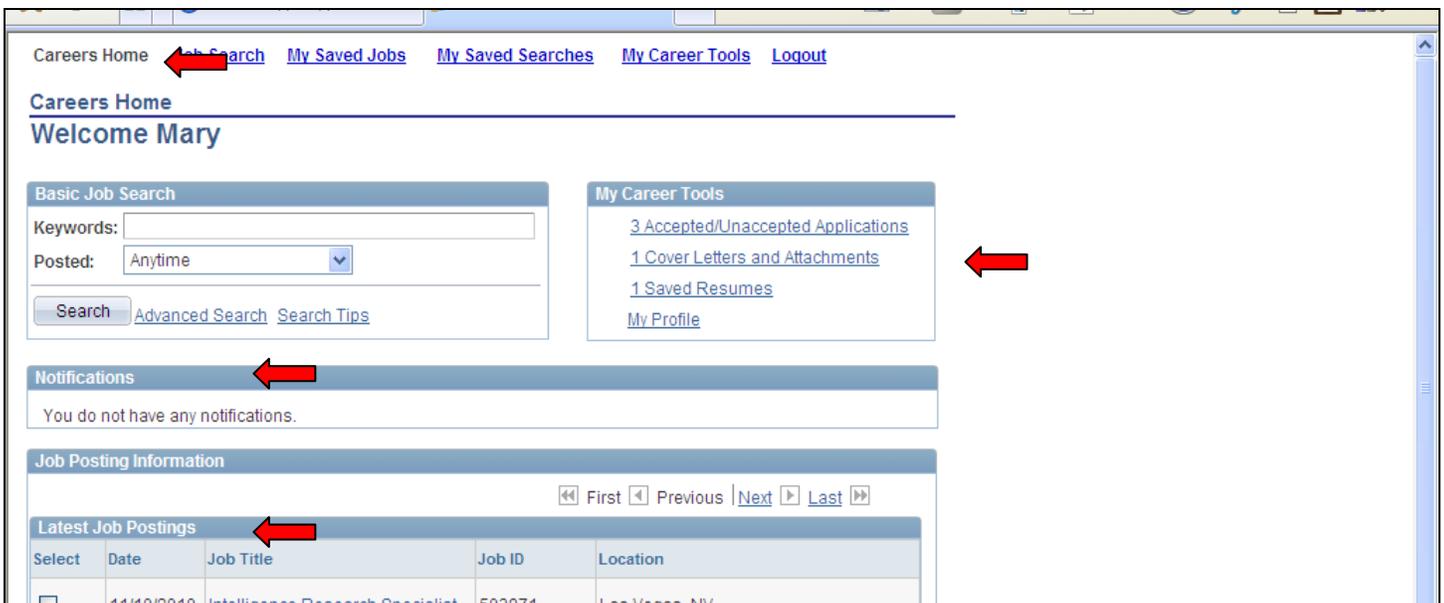
Continue [Return to Previous Page](#)

18. When you pass the Pre-Application Questionnaire you will click on **Continue** and complete all items under each of the following page tabs: **Preferences**, **Education and Work Experience**, **Additional Information** and **Application Questionnaire**. Make sure to click on **Save** on each page tab after you have completed the information for that page tab.



19. Once you have completed and saved your application, click on **Submit**. Then complete Ethnic Group Question, Agree to Terms and attach supporting documentation as needed then click on **Submit**.

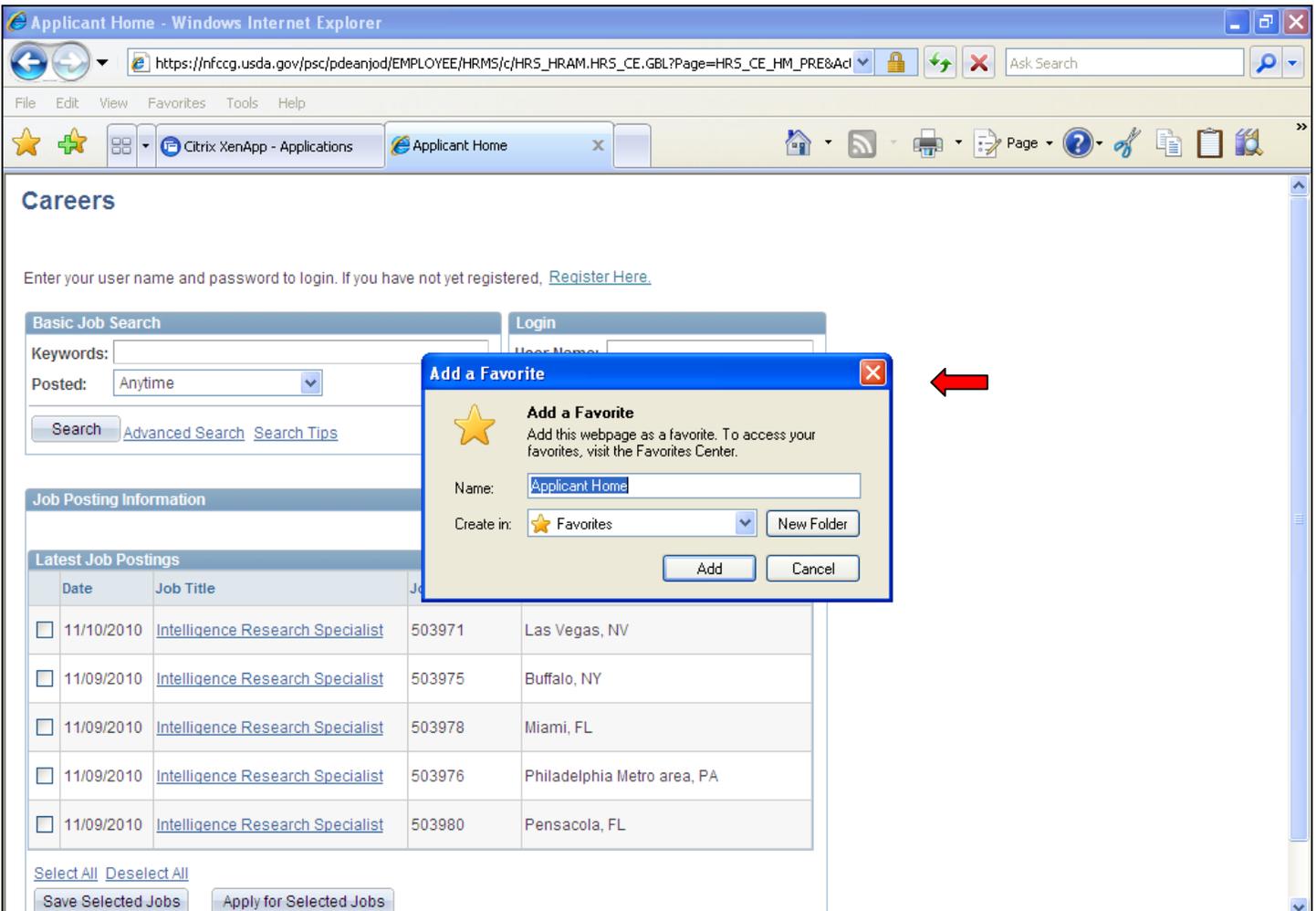
20. Return to the **Careers Home** page to see the status of your application(s). You can also see any Notifications you have received from DEA as well as the Latest Job Postings.



21. Click on the Logout hyperlink to exit the system.



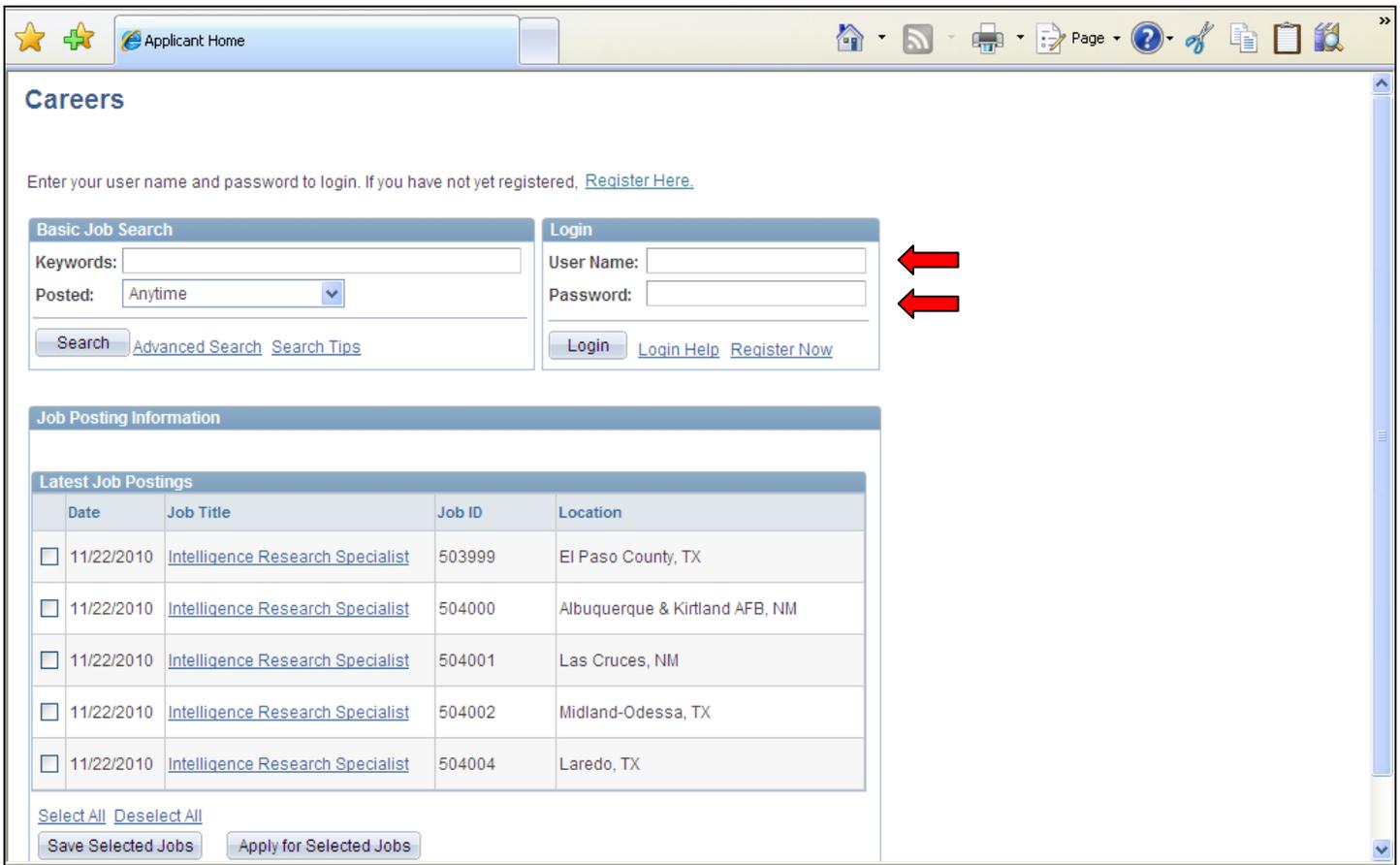
22. Be sure to add the website as a Favorite on your browser for future sessions.



REGISTERED APPLICANTS:

Once you have completed the DEA Career Gateway registration, you may, retrieve notifications from DEA regarding your current application(s), see a listing of new vacancies, search and/or apply for new jobs and add additional resumes and attachments.

1. From your browser, navigate to the DEA Career Gateway that you previously saved as a Favorite then enter your User Name and Password for this site.



Applicant Home

Careers

Enter your user name and password to login. If you have not yet registered, [Register Here](#).

Basic Job Search

Keywords:

Posted:

[Advanced Search](#) [Search Tips](#)

Login

User Name:

Password:

[Login Help](#) [Register Now](#)

Job Posting Information

Latest Job Postings

	Date	Job Title	Job ID	Location
<input type="checkbox"/>	11/22/2010	Intelligence Research Specialist	503999	El Paso County, TX
<input type="checkbox"/>	11/22/2010	Intelligence Research Specialist	504000	Albuquerque & Kirtland AFB, NM
<input type="checkbox"/>	11/22/2010	Intelligence Research Specialist	504001	Las Cruces, NM
<input type="checkbox"/>	11/22/2010	Intelligence Research Specialist	504002	Midland-Odessa, TX
<input type="checkbox"/>	11/22/2010	Intelligence Research Specialist	504004	Laredo, TX

[Select All](#) [Deselect All](#)

2. Retrieve notifications from DEA if any exist. (Note that you should have received an email from the DEA Career Gateway if you have any notifications pending.)
3. Search and apply for new jobs through the Basic Job Search function or from the Latest Job Postings list and add supporting documents or resumes through the My Career Tools page. *NOTE: Due to Federal hiring mandates all applicants should apply to Federal jobs via the USAJobs website.*
4. Please note that applications can be edited prior to submission. Once you have completed and submitted an application, it cannot be edited; you will need to submit a new application to incorporate changes.

Applicant Home

[Careers Home](#)
[Job Search](#)
[My Saved Jobs](#)
[My Saved Searches](#)
[My Career Tools](#)
[Logout](#)

Careers Home
Welcome Mary

Basic Job Search

Keywords:

Posted:

[Advanced Search](#)
[Search Tips](#)

My Career Tools

[3 Accepted/Unaccepted Applications](#)
[1 Cover Letters and Attachments](#)
[1 Saved Resumes](#)
[My Profile](#)

Notifications

You do not have any notifications.

Job Posting Information

Latest Job Postings

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	11/22/2010	Intelligence Research Specialist	503999	El Paso County, TX
<input type="checkbox"/>	11/22/2010	Intelligence Research Specialist	504000	Albuquerque & Kirtland AFB, NM
<input type="checkbox"/>	11/22/2010	Intelligence Research Specialist	504001	Las Cruces, NM
<input type="checkbox"/>	11/22/2010	Intelligence Research Specialist	504002	Midland-Odessa, TX
<input type="checkbox"/>	11/22/2010	Intelligence Research Specialist	504004	Laredo, TX

[Select All](#)
[Deselect All](#)

DEA CAREER GATEWAY HELPFUL HINTS – Add Degree(s):

1. To add degree(s) and school information to a job application, navigate to the Education and Work Experience page and click on Add Degrees.

Preferences Education and Work Experience **Personal Information** Application Questionnaire

Indicate your highest level of education by selecting a value from the drop-down list below.

Education History

Highest Education Level: Master's Degree

If you have any Employment Information, enter it in this section.

Work Experience

Employer	Job Title	Start Date	End Date	Delete
Dept. of Commerce	Systems Analyst	01/20/2000	03/20/2005	

[+ Add Work Experience](#)

To add Degrees to your application, select the Add Degrees hyperlink below.

Degrees

You have not added any Degrees to your application

[+ Add Degrees](#)

[Previous](#) [Careers Home](#) [Next](#)

2. Add details, including those under the US Federal section and click **OK** to save or **Apply and Add Another** to add additional degrees.

Add Degrees

Details

*Degree:

*Date Acquired: 11/22/2010

Major Code:

Major Description:

Country:

State:

School Code:

School Description:

Minority Institution

Minor Code:

Minor Description:

Average Grade:

▶ Germany

▶ Japan

▼ **US Federal**

Credit Hours (USF):

Credit Hours Type (USF):

▶ French Public Sector

Year Acquired:

GPA:

Graduated

Terminal Degree for Discipline

Educator:

OK Cancel **Apply and Add Another**

- a. Degree – select appropriate degree from drop down box. Note that the system only allows you to view up to a maximum of 100 records initially.

The screenshot shows the 'Add Degrees' interface with a 'Look Up' dialog box. The dialog box has a search section with a dropdown menu set to 'Description' and a text input field for 'begins with'. Below the search section are buttons for 'Look Up', 'Cancel', and 'Advanced Lookup'. The 'Search Results' section shows a table with two columns: 'Description' and 'Content Item ID'. The table lists various degree types such as 'Advanced Level', 'Associate of Arts', 'Associate of Applied Science', etc. A red arrow points to the 'View 100' link in the search results section.

Look Up

Look Up Degree

Search by: Description begins with

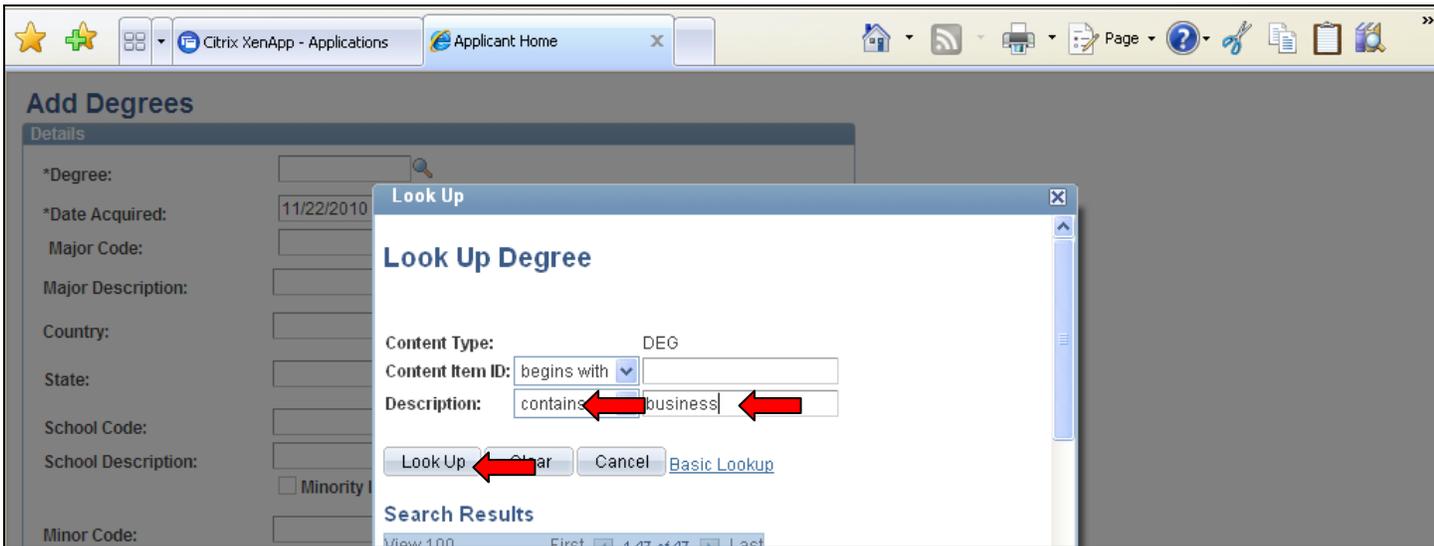
Look Up Cancel Advanced Lookup

Search Results

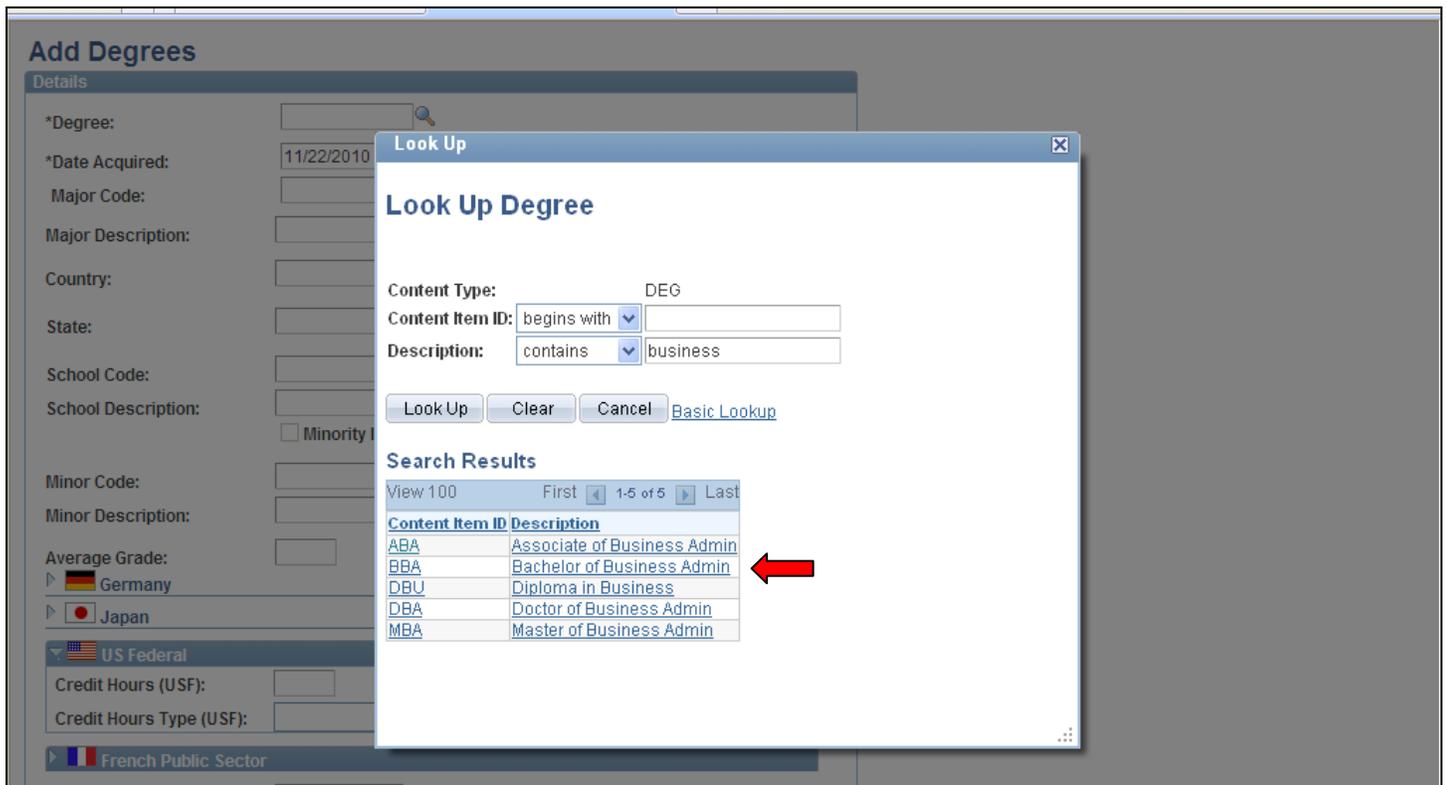
View 100 First 1-47 of 47 Last

Description	Content Item ID
Advanced Level	A
Associate of Arts	AA
Associate of Applied Science	AAS
Associate of Business Admin	ABA
Associate of Engineering	AE
Associate of Science	AS
Bachelor of Arts	BA
Bachelor of Business Admin	BBA
Bachelor of Engineering	BE
Bachelor of Fine Arts	BFA

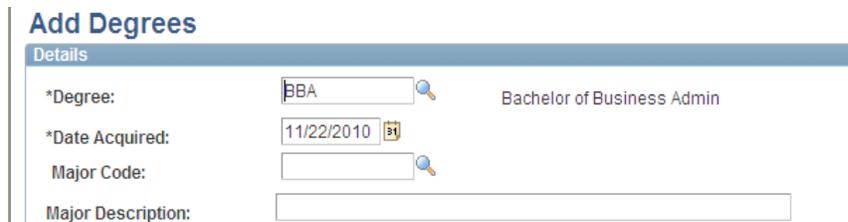
- To streamline your search and view only those degrees applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered the word “Business”), then click on **Look Up**.



- the system now shows only the degree descriptions containing the character(s) you entered in the Advanced Look Up request. Select the appropriate degree from the Description column.



- For this example, I selected Bachelor of Business Admin and the system returned me to the Add Degrees section to continue.



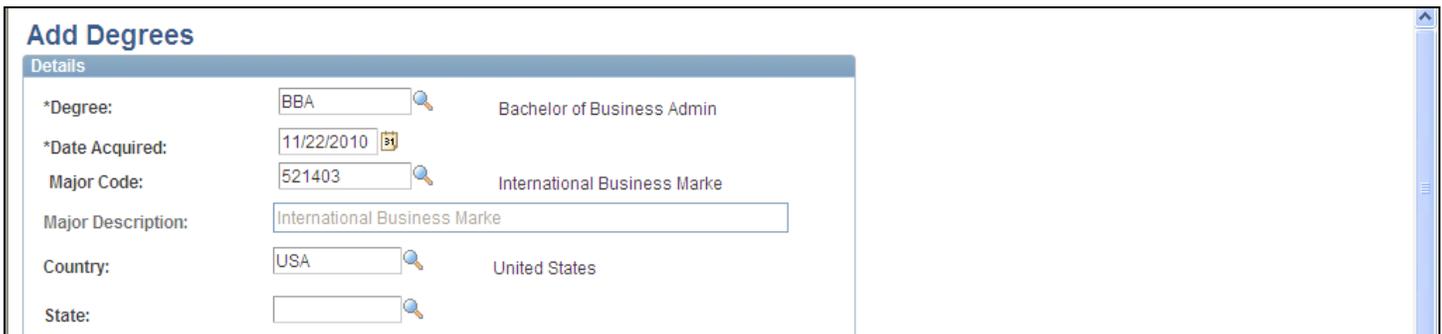
- b. Major Code – Select the Look Up icon next to Major Code and again note that the system only brings up a maximum of the first 100 possible majors initially. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered the word “Business”), then click on **Look Up**. The system returns only those majors containing the character(s) you entered. Scroll down and select your major (for this example I selected “International Business Marke”) and the system returned me to the Add Degrees section to continue.

Add Degrees

Details

*Degree:	<input type="text" value="BBA"/>	Bachelor of Business Admin
*Date Acquired:	<input type="text" value="11/22/2010"/>	
Major Code:	<input type="text" value="521403"/>	International Business Marke
Major Description:	<input type="text" value="International Business Marke"/>	
Country:	<input type="text"/>	
State:	<input type="text"/>	

c. **Country** – Select the Look Up icon next to Country to select the country in which you obtained your degree. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered “U”), then click on **Look Up**. The system returns only those countries containing the character(s) you entered. Scroll down and select the country (for this example I selected United States) and the system returned me to the Add Degrees section to continue.



The screenshot shows a web form titled "Add Degrees" with a "Details" section. The form contains the following fields and values:

Field	Value	Lookup Icon	Selected Value
*Degree:	BBA	🔍	Bachelor of Business Admin
*Date Acquired:	11/22/2010	📅	
Major Code:	521403	🔍	International Business Marke
Major Description:	International Business Marke		
Country:	USA	🔍	United States
State:		🔍	

d. **State** - Select the Look Up icon next to State to select the state in which you obtained your degree. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered “N”), then click on **Look Up**. The system returns only those countries containing the character(s) you entered. Scroll down and select the state (for this example I selected New York) and the system returned me to the Add Degrees section to continue.

Add Degrees

Details

*Degree:	<input type="text" value="BBA"/>		Bachelor of Business Admin
*Date Acquired:	<input type="text" value="11/22/2010"/>		
Major Code:	<input type="text" value="521403"/>		International Business Marke
Major Description:	<input type="text" value="International Business Marke"/>		
Country:	<input type="text" value="USA"/>		United States
State:	<input type="text" value="NY"/>		New York
School Code:	<input type="text"/>		
School Description:	<input type="text"/>		

School Code – Please note that there are thousands of schools to select from. You must carefully define your search criteria to prevent the system from freezing up and risking the loss of data on your application or stopping the process before you have finalized and submitted your application for consideration. Select the Look Up icon next to School Code to select the school from which you obtained your degree. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, type in the Country and State you selected from the previous sections, select contains from the Description drop down box, type in the appropriate character(s) for your search, then click on **Look Up. The system returns only those schools containing the character(s) you entered. Scroll down and select the school (for this example I will select Albany Business College).**

Add Degrees

Details

*Degree: BBA Bachelor of Business Admin

*Date Acquired: 11/22/2010

Major Code: 521403

Major Description: International

Country: USA

State: NY

School Code:

School Description:

Minority I

Minor Code:

Minor Description:

Average Grade:

US Federal

Year Acquired:

GPA:

Graduate

Terminal

Look Up

Look Up School Code

School Code: begins with

Country: begins with USA

State: begins with NY

Description: contains bus

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

School Code	Country	State	Description
NY002	USA	NY	ALBANY BUSINESS COLLEGE
NY085	USA	NY	BRYANT & STRATTON BUSINESS INS

- The system returned me to the Add Degrees section to continue.

Add Degrees

Details

*Degree:	<input type="text" value="BBA"/>		Bachelor of Business Admin
*Date Acquired:	<input type="text" value="11/22/2010"/>		
Major Code:	<input type="text" value="521403"/>		International Business Marke
Major Description:	<input type="text" value="International Business Marke"/>		
Country:	<input type="text" value="USA"/>		United States
State:	<input type="text" value="NY"/>		New York
School Code:	<input type="text" value="NY002"/>		ALBANY BUSINESS COLLEGE
School Description:	<input type="text" value="ALBANY BUSINESS COLLEGE"/>		
	<input type="checkbox"/> Minority Institution		
Minor Code:	<input type="text"/>		
Minor Description:	<input type="text"/>		

- e. **Minor Code** – If you wish to add a minor code, select the **Look Up** icon next to **Minor Code** and again note that the system only brings up the first 100 possible degrees initially. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the **Advanced Lookup** hyperlink, select **contains** from the **Description** drop down box, type in the appropriate character(s), then click on **Look Up**. The system returns only those majors containing the character(s) you entered. Scroll down and select your minor (for this example I selected “Accounting and Finance”) and the system returned me to the **Add Degrees** section to continue.

The screenshot shows the 'Add Degrees' web application. The main form displays details for a Bachelor of Business Administration degree. A 'Look Up' dialog box is open, showing a search for 'account' in the 'Description' field. The search results list several major codes, with '520304 Accounting And Finance' selected.

Major Code	Description
520301	Accounting
520305	Accounting And Business/Manage
301601	Accounting And Computer Scienc
520304	Accounting And Finance
520302	Accounting Technician
520399	Accounting, Other

- f. Verify the data is correct. Pay close attention to Date Acquired (the system defaults to the current date so you must enter the date you received your degree. Under School Description, indicate if the school is a Minority Institution. Under the US Federal section be sure to indicate year acquired, GPA and check the box to indicate you Graduated or Received a Terminal Degree for Discipline. There is also an Educator box to fill in additional information if needed. *The Educator box would be an appropriate place to enter information on a school or degree not found in the lookup boxes for those fields.* Don't forget to click on **OK** to save or **Apply and Add Another**. Then continue on to complete the other sections of your application.

Add Degrees

Details

*Degree: BBA Bachelor of Business Admin

*Date Acquired: 11/22/2010

Major Code: 521403 International Business Marke

Major Description: International Business Marke

Country: USA United States

State: NY New York

School Code: NY002 ALBANY BUSINESS COLLEGE

School Description: ALBANY BUSINESS COLLEGE

Minority Institution

Minor Code: 520304 Accounting And Finance

Minor Description: Accounting And Finance

Average Grade:

US Federal

Year Acquired:

GPA:

Graduated

Terminal Degree for Discipline

Educator:

OK Cancel Apply and Add Another

DEA CAREER GATEWAY HELPFUL HINTS – Supporting Documentation

1. To attach supporting documentation to your application, navigate to [My Career Tools](#), scroll down to the Supporting Documentation Section and click on the [Add Attachment](#) hyperlink.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) 

My Career Tools

Mary Test
1111 Lonely Street
Heartbreak, VA 22151
USA
[Edit Profile](#)

My Applications

Display applications from:

|

Applications In Progress

Application	Status	Application Date
Intelligence Research Specialist	Applied	11/19/2010 2:46PM
Intelligence Research Specialist	Applied	11/19/2010 2:46PM
Intelligence Research Specialist	Applied	11/19/2010 2:46PM
Intelligence Research Specialist	Not Applied	11/22/2010 10:26AM

Resumes

Resume Title	Attached File	Created
Test Resume		11/19/2010 3:16PM

Supporting Documentation



File Name	Attachment Type	Uploaded	Edit Attachment	Delete
TO_WHOM_IT_MAY_CONCERN.doc	Cover Letters	11/19/2010 2:23PM	Edit Attachment	

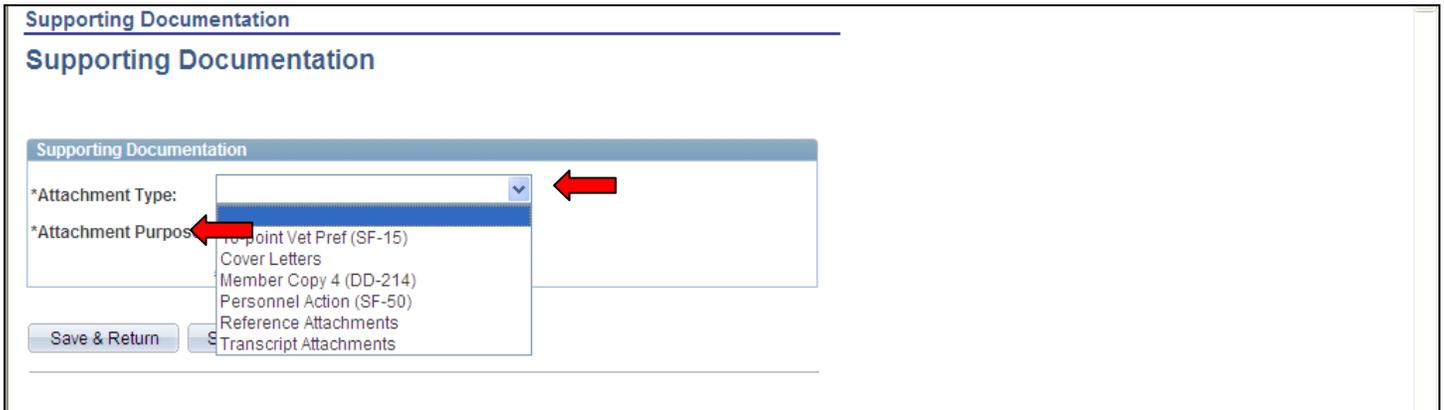
[+ Add Attachment](#) 

Job Offers

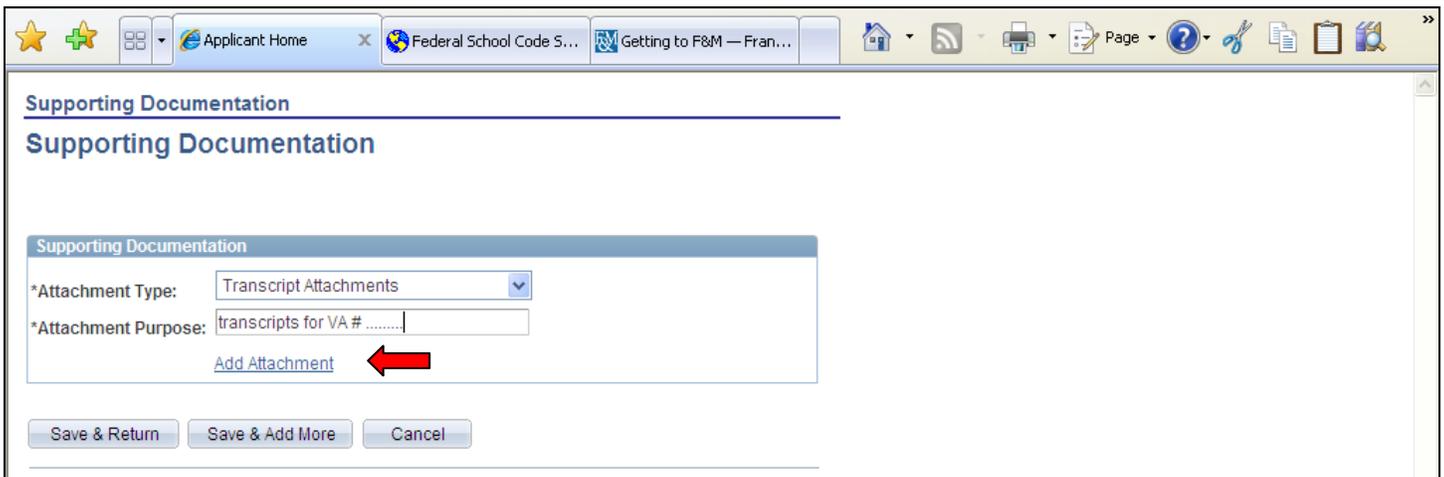
You do not have any online job offers at this time.

[Return to Previous Page](#)

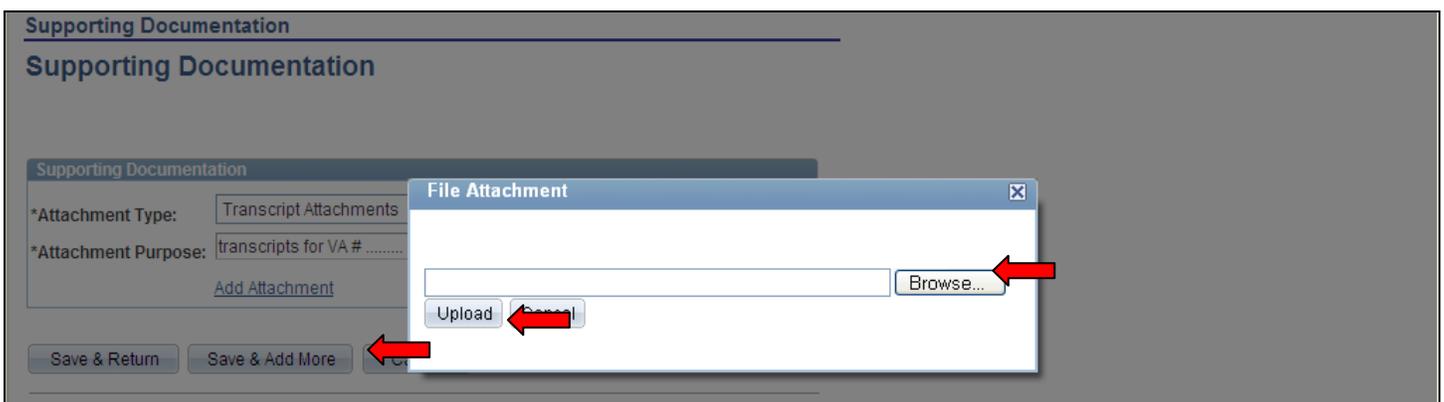
2. Select the attachment type from the drop down list and enter the attachment purpose.



3. Click on the Add Attachment hyperlink.



4. Click on **Browse** then search for and select the document from your files saved elsewhere and click on **Upload**. Select **Save & Return** if no more attachments or **Save & Add More** until all attachments have been saved.



DEA CAREER GATEWAY HELPFUL HINTS – Add Resume:

1. To add a resume to an application, select the job you wish to apply for and click on **Apply Now**. You can **Copy and paste resume text**, **Use an existing resume**, or **Apply without using a resume**.

Apply Now

Choose Resume

Resume Options

How would you like to proceed?

Copy and paste resume text

Use an existing resume

Apply without using a resume

[Continue](#) [Return to Previous Page](#)

- a. To copy and paste resume text, click the radio button next to that option and then click **Continue**.

Apply Now

Choose Resume

Resume Options

How would you like to proceed?

Copy and paste resume text

Use an existing resume

Apply without using a resume

[Continue](#) [Return to Previous Page](#)

- Type in a resume title. Copy the data you wish to enter from another file and paste the data into the large open text field. You may click the checkmark to run a spell check on the data in that text field. Click **Continue**.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Applicant Home, Federal School Code S..., Getting to F&M — Fran...
- Page Title:** Apply Now
- Section Header:** Enter Resume Text
- Resume Text Section:**
 - Title:** A text input field with a red arrow pointing to it.
 - Language:** A dropdown menu currently set to "English".
 - Resume:** A large text area with a rich text editor toolbar. A red arrow points to the spell check icon (a checkmark) on the right side of the toolbar.
 - Text Area:** A large empty text area with a red arrow pointing to it.
- Buttons:** At the bottom left, there are "Continue" and "Close" buttons, with a red arrow pointing to "Continue". A "Return to Previous Page" link is also present.

- b. To use an existing resume, click the radio button next to that option, select the previously saved resume to use and then click **Continue**.

The screenshot shows a web form titled "Choose Resume" under the heading "Apply Now". The form contains a section titled "Resume Options" with the question "How would you like to proceed?". There are three radio button options: "Copy and paste resume text", "Use an existing resume", and "Apply without using a resume". The "Use an existing resume" option is selected, indicated by a red arrow. To the right of these options is a dropdown menu labeled "Resume to Use:" with a list containing "Select Resume...", "Select Resume...", and "Test Resume". The first "Select Resume..." option is highlighted with a blue bar, also indicated by a red arrow. At the bottom of the form, there is a "Continue" button and a link labeled "Return to Previous Page", both indicated by red arrows.

- c. To apply without using a resume, click the radio button next to that option and then click **Continue**.

The screenshot shows the same "Choose Resume" form. In this instance, the "Apply without using a resume" option is selected, indicated by a red arrow. The "Resume to Use:" dropdown menu is not visible. The "Continue" button and "Return to Previous Page" link at the bottom are also indicated by red arrows.

Fields

Fields are single items of information displayed on pages. A field may be represented in various ways:

- **LOOKUP (search icon)** – If the information for this field is known, the user types directly into the field. If the information is not known, the user clicks the search icon (lookup) button and selects the correct value.



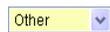
- **Radio button** – If a solid circle appears inside the button, then the option is selected. If the button is empty, then the option is not selected. The user can only select one radio button in a group. Click a radio button to select it (any previously selected radio button is automatically deselected).



- **Date field** – The user can enter a date in MMDDYY or MMDDYYYY format (it is not necessary to enter the slashes) or the user can click the Calendar Icon to select a date from the calendar. The system defaults to the current date if the field is required and no date is entered.



- **Drop-down list** – This field permits only a specific list of valid values. Click the drop-down list arrow to select from the list.



- **Edit field** – Type information directly into this field. There is usually a limit to the number of characters that the user can enter.



- **Long Edit field** – This text entry field that enables the user to type multiple lines of a text or copy and paste text from another document. The lines automatically wrap as the user types. The user can also press the Enter key to move to the next line. This field is not validated or formatted. Click the box with the checkmark to activate spell check for the information typed in the long edit field.



- **Checkbox** – If the checkbox appears empty, then the option is not selected (unchecked). If there is a checkmark in the box, then the option is selected (checked). Click the checkbox to check or uncheck an option.



- **Required Fields** - Field names that are preceded with an asterisk are required fields. The user must enter data in these fields before proceeding.



- **View-Only Fields** – There are times when the user may only be allowed to view the information, not modify it. These view-only fields appear grayed out and it is impossible to alter their values.



- **Default Fields** – It is common for some information to default on the page, whether or not the field is view-only. On many occasions the information needed in a field is repetitive from session to session or may be related to another field that has been previously entered. To make data entry more efficient (and consistent), these fields are populated.

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