
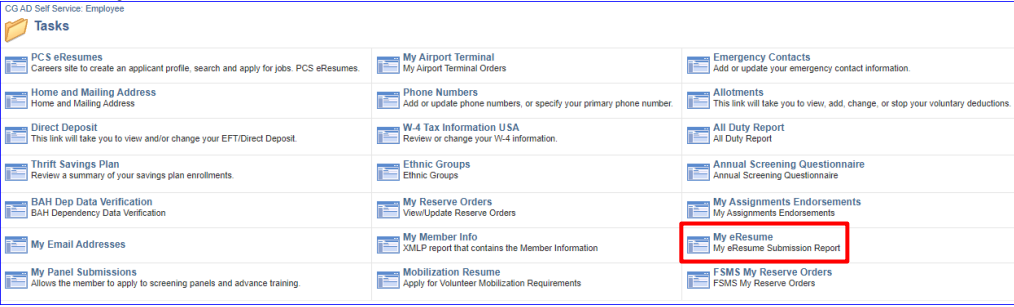


My eResume Submission Report

Introduction This guide provides the procedures for members to view their My eResume Submission Report in Direct Access (DA).

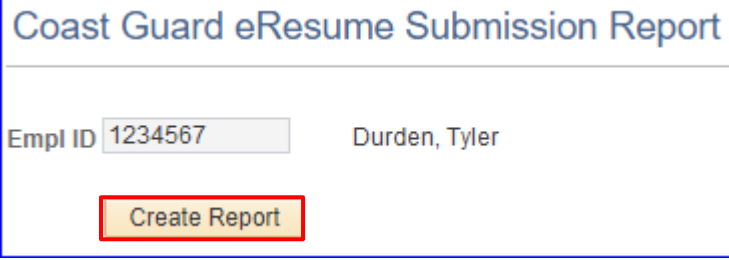
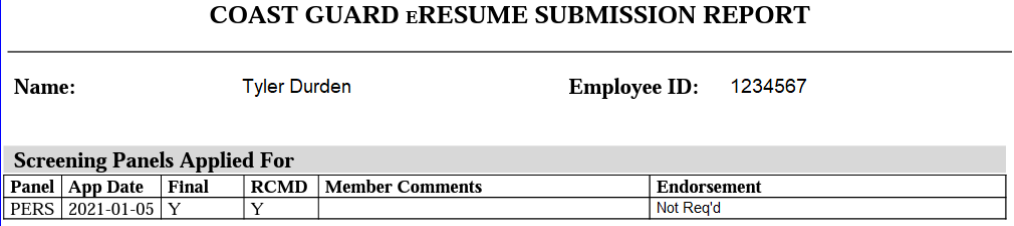
Procedures See below.

Step	Action
<p>1</p>	<p>Select 12 More... under Tasks in the Employee pagelet.</p>  <p>The screenshot shows a window titled "Employee" with a refresh icon and a settings icon. It contains two columns of links. The left column lists: Tasks, PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, and 12 More... (highlighted with a red box). The right column lists: View, My Profile, My Global Email Address, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, and 8 More...</p>
<p>2</p>	<p>Select My eResume.</p>  <p>The screenshot shows the "CGAD Self Service: Employee" page with a "Tasks" section. It contains a grid of 12 task cards. The "My eResume" card, which includes the sub-link "My eResume Submission Report", is highlighted with a red box. Other visible tasks include PCS eResumes, Home and Mailing Address, Direct Deposit, Thrift Savings Plan, BAH Dep Data Verification, My Email Addresses, My Panel Submissions, My Airport Terminal, Phone Numbers, W-4 Tax Information USA, Ethnic Groups, My Reserve Orders, My Member Info, and Mobilization Resume.</p>

Continued on next page

My eResume Submission Report, Continued

Procedures,
continued

Step	Action
3	<p>The Coast Guard eResume Submission Report page will display. The member's Empl ID and Name will auto-populate. Click Create Report.</p> 
4	<p>The Coast Guard eResume Submission Report will open in a new window. The report will provide a list of all the positions the member has applied for and may be multiple pages depending on the number of eResumes the member has submitted.</p> 
5	<p>To exit, 'X' out of the report window. To return to the Self Service menu page, click the Home icon in the upper right corner of DA.</p> 