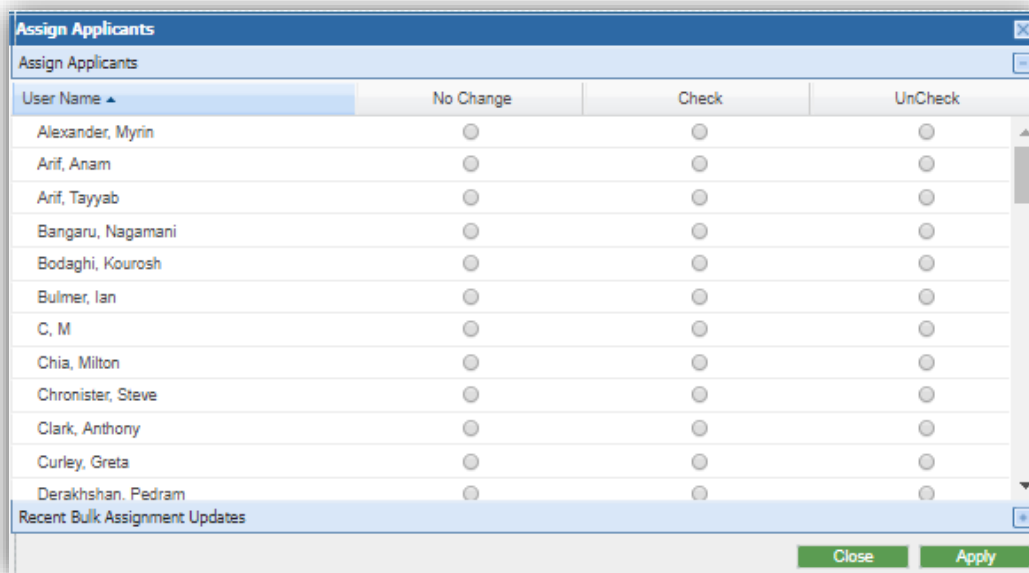


1. Under the *Applications* tab, click *View Current Results*.
2. Select the applicant(s).
3. Select a bulk action from the bottom of the table to perform on selected applicants
4. Select *Assign Applicants* from the dropdown list.
5. Click the *Go* button.
6. Make the appropriate changes.
 - The *No Change* option incurs no changes
 - The *Check* option will assign the users to the applicants.
 - The *Uncheck* option will unassign any users to the applicants.
 - Click *the Recent Bulk Assignment Updates* drawer to view recent bulk applicant assignments.



NEED HELP? [Contact the Client Technical Support](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413