

NEOED Training Manual

How to Download Applications in Bulk and Close Posting

NEOED

Username

Password

All fields are required

Log In

[Forgot your username or password?](#)

[Login with SSO](#)

WEBINARS

Fall 2025 Product Release: Webinar Recordings

New product enhancements are coming soon!

Get a first look at what's coming to your NEOED products this October. Click below to watch your product webinars on demand and get ready for the new updates:

[WATCH NOW](#)

To sign in to NEOGOV, click the Login button on the left.

Accessing NeoEd

Enter the following link into your web browser:

<https://login.neoed.com/signin?siteCode=IN>

Sign in to NeoEd using your daily credentials.

Your username is your **ALCORN** username.

Your password is the password you created when setting up your account.

If you have forgotten your username or password, select “**Forgot your username or password**” located beneath the login fields.

NEOED

Username

Password

All fields are required

Log In

[Forgot your username or password?](#)

[Login with SSO](#)

WEBINARS

Fall 2025 Product Release: Webinar Recordings

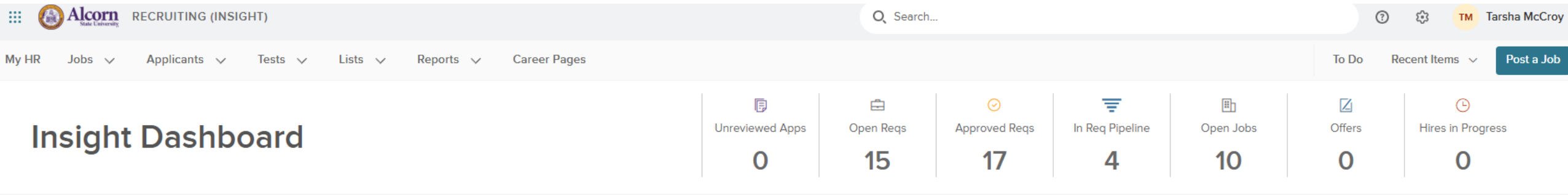
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To sign in to NEOGOV, click the Login button on the left.

After you login to the system, you should see the **Insight Dashboard**.



Alcorn State University RECRUITING (INSIGHT) Search... TM Tarsha McCroy

My HR Jobs Applicants Tests Lists Reports Career Pages To Do Recent Items Post a Job

Insight Dashboard

Unreviewed Apps	Open Reqs	Approved Reqs	In Req Pipeline	Open Jobs	Offers	Hires in Progress
0	15	17	4	10	0	0

If you don't see the dashboard, select the 9 dots on the left side.



The following menu will appear. Select **Recruiting (Insight)** under Talent Acquisition.



Alcorn State University RECRUITING (INSIGHT)

- Home
- Analytics & Reporting
- Talent Acquisition**
 - Hiring Center (OHC)
 - Recruiting (Insight)**
 - Salary Study
- Training & Development**
 - Learning
 - Onboarding
 - Performance

From the Recruiting (Insight) Dashboard, select **Open Jobs**

Alcorn State University RECRUITING (INSIGHT)

My HR Jobs Applicants Tests Lists Reports Career Pages

Search... Tarsha McCroy

Insight Dashboard

Unreviewed Apps	Open Reqs	Approved Reqs	In Req Pipeline	Open Jobs	Offers	Hires in Progress
0	17	15	4	11	0	0

A list of your job postings will be displayed.
Select the **posting** for which you would like to print applications.

Job Postings

+ Add

Current Jobs	Bulk Actions		Filter	Reset	Search						
Job #	Job Title	Job Listing	Department	Status	Adv. From	Adv. To	Last Updated	Assigned To	Application Qua...	Action	
<input type="checkbox"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>		
<input type="checkbox"/>	FY202600...	Adjunct Instructor, Physics	Default	Chemistry and...	Active	02/09/2026	Continuous	02/09/2026	Dawn Davis	Trending High	Edit Print Close
<input type="checkbox"/>	FY202600...	Administrative Assistant II	Default	Campus Police	Active	02/09/2026	Continuous	02/09/2026	Dwantra Ande...	Trending High	Edit Print Close
<input type="checkbox"/>	FY202600...	Administrative Assistant II - Academic Affairs	Default	Office of Acad...	Active	01/30/2026	Continuous	01/30/2026	Hortense Willi...	Trending High	Edit Print Close
<input type="checkbox"/>	FY202600...	Administrative Assistant II - Human Resources ...	Default	Human Resou...	Active	01/22/2026	Continuous	01/23/2026	Tarsha McCroy	Trending High	Edit Print Close
<input type="checkbox"/>	FY202600...	Assistant Coach, Strength and Conditioning	Default	Athletics	Active	01/22/2026	Continuous	01/23/2026	Tarsha McCroy	Trending High	Edit Print Close
<input type="checkbox"/>	FY202600...	Assistant Professor, Computer Science	Default	Mathematical ...	Active	02/11/2026	Continuous	02/13/2026	Patrice Savoy	Over Limit	Edit Print Close
<input type="checkbox"/>	FY202600...	Assistant Professor, Mass Communication (Ten...	Default	English, Langu...	Active	02/09/2026	Continuous	02/13/2026	Allison Olivier	Trending High	Edit Print Close

The next page will display the title of your job posting.
From there, select the number of **active** applications.

[Back](#)

JOB NO. FY202600045

Active

**Assistant Professor, Mass
Communication (Tenured/Tenure
Track)**

Hits
118

Active
4

Total
4

Edit Job

... Actions

A list of applicants will appear.
Select **Recruitments**.

Home Recruitments View Applicants

View Applicants

Show Active Only

[View Exam Plan](#) [Show Evaluation Steps](#)

Reset



	<input type="checkbox"/>	Candidate	Job Title	Person ID	Master Profile	At Step	Score	Disposition	Notices	E-References	Received	Action
		<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>								
+	<input type="checkbox"/>	Hasan, Kazi Mehedi	Assistant Professor, Mass Communication (Tenured/Tenure Track)	55947620	View	Supplemental Questionnaire		Passed	View	3 of 3	02/12/2026 10:03 PM	
+	<input type="checkbox"/>	Beattie, Melissa	Assistant Professor, Mass Communication (Tenured/Tenure Track)	27363261	View	Supplemental Questionnaire		Passed	View	1 of 5	02/13/2026 08:39 AM	
+	<input type="checkbox"/>	Ali, Muhammad	Assistant Professor, Mass Communication (Tenured/Tenure Track)	64554433	View	Supplemental Questionnaire		Passed	View	1 of 3	02/15/2026 06:17 PM	
+	<input type="checkbox"/>	Liu, Mengmeng	Assistant Professor, Mass Communication (Tenured/Tenure Track)	65892529	View	Supplemental Questionnaire		Passed	View	0 of 3	02/15/2026 11:31 PM	

First Previous **1** Next Last Items per page

Showing 1-4 of 4 items

A list of job postings will be displayed.
Locate the position you need and select the **Print** option next to that posting to print the associated applications.

Recruitments

Active Jobs Closed Jobs

Show Applications Reset Q

Job Number	Job Title	Exam	Hits	Online	Paper	Applications
<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>				
FY202600067	Adjunct Instructor, Physics	FY202600067	83	3	0	Print Batch Entry
FY202600052	Administrative Assistant II	FY202600052	90	1	0	Print Batch Entry
FY202600007	Administrative Assistant II - Academic Affairs	FY202600007	301	3	0	Print Batch Entry
FY202600030	Administrative Assistant II - Human Resources Management	FY202600030	384	6	0	Print Batch Entry
FY202600017	Assistant Coach, Strength and Conditioning	FY202600017	274	6	0	Print Batch Entry
FY202600041	Assistant Professor, Computer Science	FY202600041	217	31	0	Print Batch Entry
FY202600045	Assistant Professor, Mass Communication (Tenured/Tenure Track)	FY202600045	118	4	0	Print Batch Entry

The following screen will appear.
First, select the option to
**Download Applications, Resumes,
and Attachments as PDF.**

Next, select **Download Now** located
at the top of the screen.

Download Applications Cancel **Download Now**

Start Date: 02/01/2026 End Date: 02/16/2026

Download Type

- Download Applications Only
- Download Applications And Resumes
- Download Applications, Resumes, And Attachments As PDF
- Download Confidential Report

* Your administrator has enabled the following applicant application attachment file types: doc, docx, ppt, pptx, pdf, gif, jpeg, jpg, png, rtf, txt, jpeg, jpg, ppt The following file types will not be included as our system does not currently support those file types for export: potx, wp, wpd

Source

- Both
- Online
- Paper

Processing Type

- Browser Real-Time
- PDF Batch

The next screen will be displayed.
To print the application and attachments you the option to:
Select All
or
Select certain applicants.
However, do not select more than 25 applicants at one time when downloading attachments.
Next, **Select Download Applications** located at the top right of the page.

Download Applications

< Previous

Next >

Download Applications

Please select only upto **25 applicants**. Downloads containing attachments can have no more than 25 applicants selected.

[Select All](#)

Ali, Muhammad

Beattie, Melissa

Hasan, Kazi

Liu, Mengmeng



Alc
Sta

You will receive a confirmation message outlining the batch details and next steps.
Once the batch has been processed, a notification email will be sent to you.
Next, select **Go back to Print Apps**

 [< Go back to Print Apps](#)

Download Applications

Candidates: 4

Your batch has been received. You will receive an email when processing is complete.

Number of Batches ahead of this batch : 2

Estimated time to start this batch : 2 ~ 3 min

Data returned with this batch will represent applications and attachments contained for each applicant at the time the batch is executed. This data may be different from what appeared when you scheduled the batch. For example: An attachment present when scheduling the batch but removed before the batch is executed, will not be included in the delivered PDF batch.

You will receive an email that looks like this notifying you that the batch has been created in the system.



donotreply@neoed.com

To: ○ McCroy, Tarsha

Reply Reply all Forward

Mon 2/16/2026 11:55 AM

Tarsha McCroy, (tarshamccroy@alcorn.edu)

Your batch request for job: FY202600045(Assistant Professor, Mass Communication (Tenured/Tenure Track)) is ready.

At the time this batch was exported, the following file types were available for export, per your agency's security settings:

doc,docx,ppt,pptx,pdf,gif,jpeg,jpg,png,rtf,txt,jpeg,jpg,ppt.

Be advised that there may be additional file types on the candidates application that were not included in this export as these file types were not allowed due to your agency's security settings.

Please sign in to neoed Insight and review your batch PDFs by going to Applicants - Print Apps - active/closed and looking up Job Number: FY202600045.

From the Recruitments Page, select the word Batch associated with the job posting.

Recruitments

Active Jobs Closed Jobs

Show Applications

All

Reset



Job Number	Job Title	Exam	Hits	Online	Paper	Applications
<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>				
FY202600067	Adjunct Instructor, Physics	FY202600067	83	3	0	Print Batch Entry
FY202600052	Administrative Assistant II	FY202600052	90	1	0	Print Batch Entry
FY202600007	Administrative Assistant II - Academic Affairs	FY202600007	301	3	0	Print Batch Entry
FY202600030	Administrative Assistant II - Human Resources Management	FY202600030	384	6	0	Print Batch Entry
FY202600017	Assistant Coach, Strength and Conditioning	FY202600017	277	6	0	Print Batch Entry
FY202600041	Assistant Professor, Computer Science	FY202600041	217	31	0	Print Batch Entry
FY202600045	Assistant Professor, Mass Communication (Tenured/Tenure Track)	FY202600045	119	4	0	Print Batch Entry

Select the action you would like to take: View, Save, or Send
View will download the applications for you to view and print
Save will save the PDF document in a file to print later or send.

PDF Batch Jobs

PDF Batch Jobs

[FY202600045 Assistant Professor, Mass Communication \(Tenured/Tenure Track\)](#)

BatchID	Type	# of Apps	Started	Completed	Action
2578873-5229917-2654169A166	Applications, Resumes, and Attachments	4	02/16/26 11:55:00 AM	02/16/26 11:55:21 AM	View Save Send



If you select **Send**, the following screen will appear. Enter the email address for each individual you would like to receive the applications with attachments. To include multiple recipients, separate each email address with a comma. Then select, **Send Email** below.

Send PDF File

*You can enter multiple email addresses delimited by commas

* Enter To:

Enter CC:

Enter Subject:

Message

Please find the attached applications and attachments for four applicants.

Job Number: FY202600045
Job Title: Assistant Professor, Mass Communication
(Tenured/Tenure Track)
PDF filename:
2578873_5129917_02162026_095500_5703941_095500.pdf

To close the position, select Open Jobs

Insight Dashboard

Unreviewed Apps
0

Open Reqs
32

Approved Reqs
2

In Req Pipeline
16

Open Jobs
27

Offers
0

Hires in Progress
0

Job Postings [view all >](#)

Reset



Then select the inactive tool

<input type="checkbox"/>	FY202600...	Assistant Professor, Mass Communication (Ten...	Default	English, Langu...	Active	02/09/2026	02/16/26 06:0...	02/16/2026	Allison Olivier	Trending Low	
--------------------------	-------------	---	---------	-------------------	--------	------------	------------------	------------	-----------------	--------------	--

Default	Chemistry and...	Active	02/09/2026	Continuous	02/09/2026
Default	Inactivate this Assistant Professor, Mass Communication (Tenured/Tenure Track)?				02/09/2026
Default	Are you sure you want to inactivate this Assistant Professor, Mass Communication (Tenured/Tenure Track)?				01/30/2026
Default	No, go back <input type="button" value="Yes, continue"/>				01/23/2026
Default	Mathematical ...	Active	02/11/2026	Continuous	02/13/2026

Select, Yes, continue.



Congratulations!!!! You downloaded the applications and closed the position!