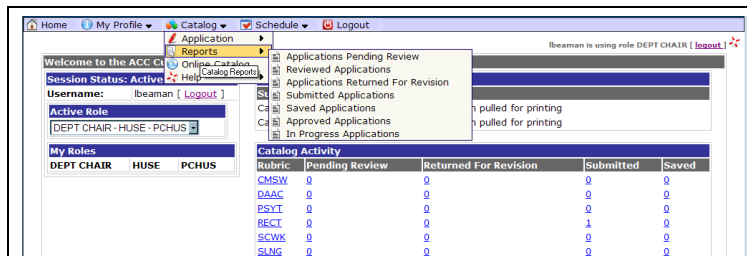


Saved Applications

The Saved Applications menu lists the applications you have saved to complete at a later date.



1. Select **Saved Applications** from the **Report** drop down menu.



2. This screen displays all applications that have been saved and not submitted.

3. The application opens with the information you entered previously already filled in. Make changes to the application. See the [Course Definitions](#) for definitions of the course detail fields.

4. Click **Save and Close** to finish the application at a later date, or click **Continue Course Application**.

5. Review the application for changes and enter a justification for the application. Click **Submit Application**. The application is submitted for review by the next level supervisor.

Note: Saved courses will be deleted from the system after 60 days.