Edit a Listing

Important note before you start: As we are using a job board technology for the program listing, there are certain instances where your listing will be referred to as a “job,” not a residency.

Instructions

1. Sign in to the Programs Listing Home Page. If you do not have an account, you do not have anything to edit and you should begin by creating a new account.
2. Click on “Manage Jobs”

3. Scroll to see the list of current positions being advertised. Next to the one you’d like to edit, click on the carrot to drop down a menu and select “Edit”
4. Edit the field(s) of your choosing, check “I Agree” and click on “Update Job”
Your listing is now updated. It may take a few minutes or longer to update on the [http://residencyshowcase.ashp.org/jobs](http://residencyshowcase.ashp.org/jobs) live Residency Showcase listings page.