How to create a “Post Message” pop-up at login

What’s a "Post Message" and why would I use one?

Post Messages are short messages that appear onscreen to applicants as soon as they log in to their online application. These messages can be a great way to reach your applicants both before and after they submit. Instead of an email, which they may not read, ALL applicants will see your message as soon as they log in to their application. The message will continue to appear at login until the applicant acknowledges receipt. And, you can track them in AY just like you can with email.

For example:

You can write anything you want in a Post Message, but the most common use is for reminding applicants that a deadline is approaching. See the steps below:

Pull up your list of un-submitted applicants by:

Doing a search: or....

Doing a query of ‘not-submitted’

Choose who you want to post a message for (this can be multiple applicants if you want) and choose ‘Post Message’ from the drop-down menu:
Type in your subject, choose how long you want your posted message to appear, and then write your message. Finally, we recommend checking the box on the bottom of the screen so you can have a complete record of your communications in AY, then click the submit button:

You should see this message:
Applicant View
The applicants will see the following message the next time they log in. They can click ‘close window’ to temporarily get rid of the message, but to permanently delete it they must check the ‘Acknowledge’ box. This ensures your message gets through!

WebCenter view
You can also see your "Post Message" recorded in your view of ApplyYourself.

Click ‘view history’
You will see your message recorded as ‘Post Message’