<u>Checking mandatory rights:</u>

- Log onto the State of Connecticut, Online Employment Center at https://jobapscloud.com/ct

- Select the **'My Applications'** link (*in the gray box at the top of the page*)

- Enter your JobAps **User ID** and **Password** and click **Retrieve Application** *(your personal status board will launch)*

- Scroll down to the header '**Submitted and Unfinished Applications'**

- Under the **Job Title/Bulletin Number** (1st column), locate any Job Number starting with **MAND** (mandatory rights). The naming convention will be: MAND-job class code-F

- Under the **Status/Disposition** (4th column), select the link titled **View Approved Rights** where you can see the specific right you have to that job class title