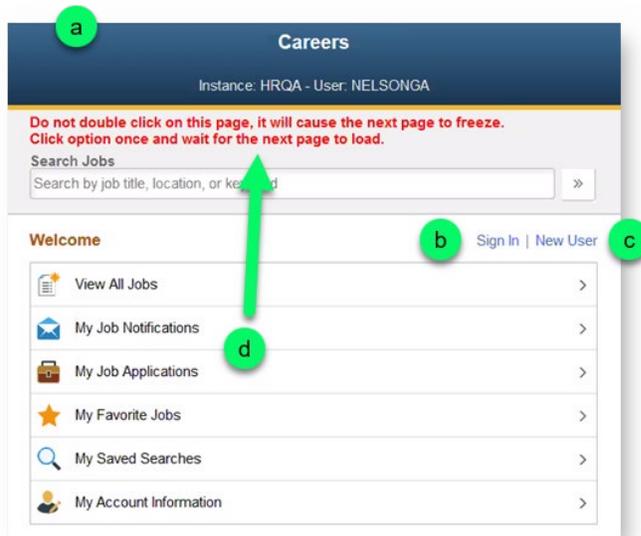


## Accessing the PeopleSoft Careers Page

In order to view current job postings or apply for a job, you will first need to access the PeopleSoft Careers page. Please note that **Internal** users (**Current Employees** of the University) and **External** users (**Prospective Employees** of the University) have slight differences throughout this guide. These differences are noted where appropriate.

1. On your campus HRS site, follow the appropriate link to either search for Staff or Academic jobs and then choose **Current Employee\*** or **Prospective Employee**.

*\*Current employees will encounter a login screen; log in with your university credentials.*



- a. You will be directed to the **Careers** homepage.
- b. If you're a returning **External User**, click the **Sign In** link to open the **Sign In** dialog window. Enter your user name and password, and then click the **Sign In** button.

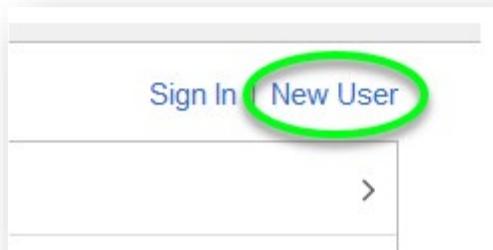
- c. Click the **New User** link if you are not currently registered with the university and want to apply for a job opening. Instructions for registering are in the *Registering for an Account* topic.
- d. **Note** that double-clicking items on this page will cause the next page to freeze. Click an item only once, and then wait for the next page to load.

## Registering for an Account (External Users)

External users can view job openings without registering and signing in. However, if you want to apply for a job or use other features like saving searches or emailing job postings, you will need to register with the Careers site first.

This procedure begins where [Accessing Careers](#) left off.

1. From the **Careers** page, click the **New User** link.



2. The **New User Registration** page appears.

 A screenshot of the 'New User Registration' page. The page has a blue header with 'UM SYSTEM' and 'Instance: HRQA - User: NELSONGA'. Below the header is a navigation bar with 'Already Registered? Sign In Now' and a green 'Register' button. The main content area is titled 'Account Information' and contains several form fields: '\*User Name', '\*Password', '\*Confirm Password', 'Name Format' (set to English), '\*First Name', '\*Last Name', '\*Email Address', and 'Phone'. A green circle with the letter 'a' is placed over the 'User Name' field. Another green circle with the letter 'b' is placed over the 'Register' button. Below the account information is a section for 'Address Information'.

- a. Fill in the fields on the New User Registration form.  
**Note:** Fields with an asterisk (\*) are required fields.
  - b. When you're finished completing the form, click the **Register** button.
3. A valid email address is required in order for the system to communicate with you.

**IMPORTANT:** If you encounter problems signing in at any time in the future, PLEASE FIRST TRY USING the **Forgot User Name** link.

The problem is almost always related to having entered the wrong username; however, if **Forgot User Name** doesn't help, please try **Forgot Password**.

 A screenshot of the 'Sign In' page. It features a white background with a grey header containing the text 'Sign In' and a close button. Below the header are two input fields: '\*User Name' and '\*Password'. A green 'Sign In' button is positioned below the password field. Underneath the button are two links: 'Forgot User Name' and 'Forgot Password'. At the bottom of the page, there is a question 'Are you a new user?' followed by a 'Register Now' link.