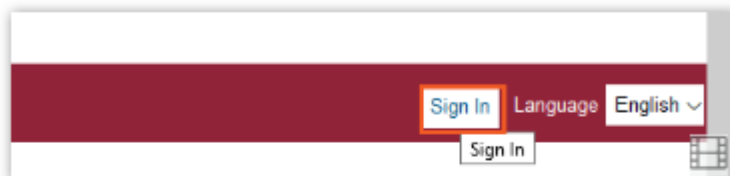


1 Applying for job opportunities requires you to create a candidate profile within the system.

Click **Sign In**.

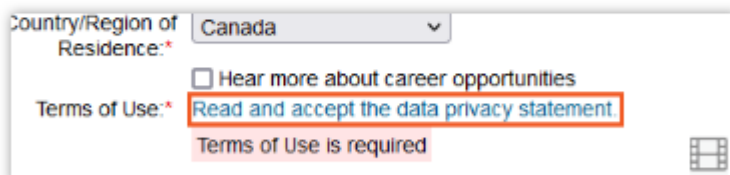


2 Click **Create an account**.

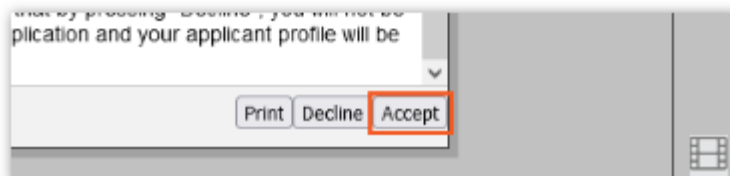


3 Enter all the required information.

Click **Read and accept the data privacy statement**.

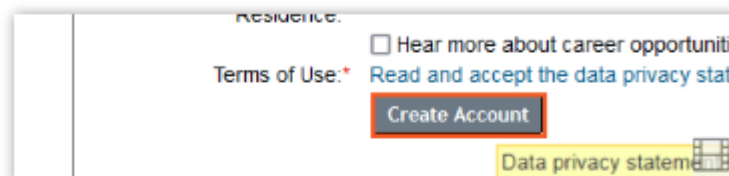


4 Click **Accept**.

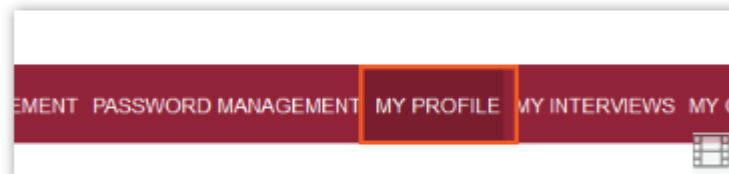


5 Click **Create Account**.

It is very subtle, but once you accept the data privacy statement and hover over the create account, it shows you that you have accepted the privacy statement.

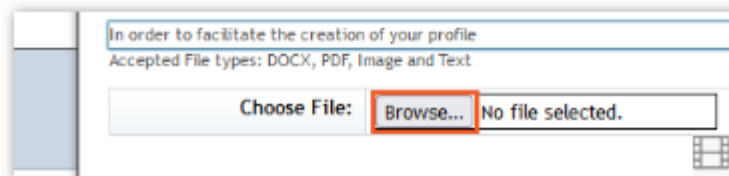


6 Click **MY PROFILE**.

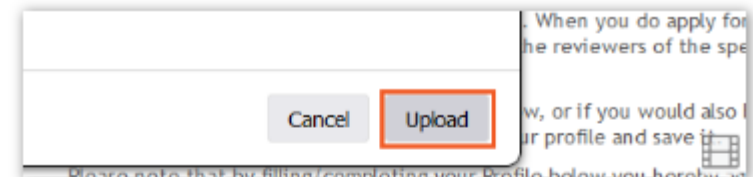


7 You must upload your resume in order to start your profile. You will not be able to save your information at the end of the profile creation process without having done this step.

Click **Browse...**



8 Click **Upload**.

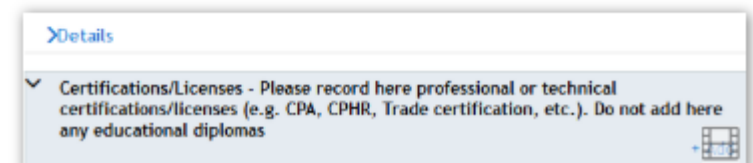


9 The Employment History tab is autopopulated when you upload your CV/resume. In order to complete your profile, that information **has to be verified for accuracy**.

10 To finalize your profile, you need to add contact information. This information will only be used for recruitment purposes. It allows the Talent Team to contact you should they have any questions on your candidacy.

You can include in the following sections: certifications, licenses as well as computer and language skills that are relevant to your candidacy.

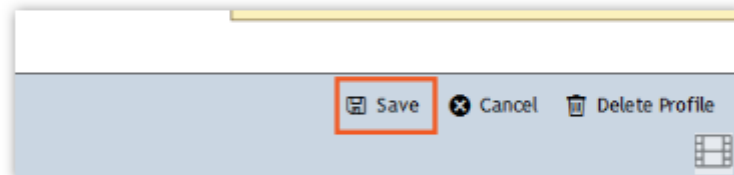
Click **the inner vertical scrollbar**.



- 11 All mandatory fields (with *) must be completed in order for your candidate profile to be finalized.

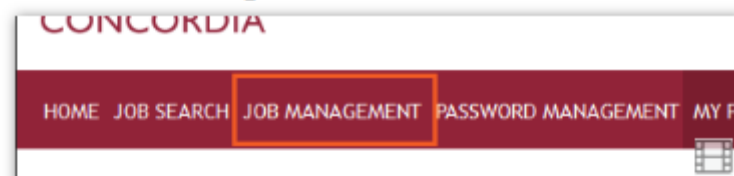
Scroll to the top of the page to click the **Save** button.

Click **Save**.



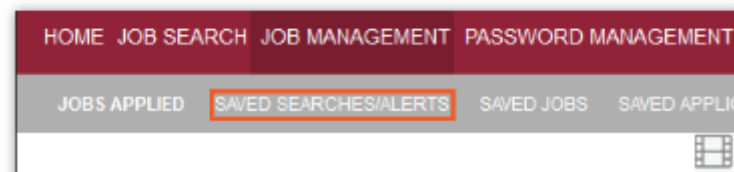
- 12 The next steps explain how to navigate and use the different tabs in your newly created account.

Click **Job Management**.



- 13 In this section, you will be able to view saved jobs. The opportunities will remain on this section until they are no longer posted. Keep in mind to apply to the opportunities prior to the posting end date.

Click **Saved Searches/Alerts**.



- 14 You can view any saved job alerts that have been set up from the **Job Search** section.

Click **Saved Jobs**.



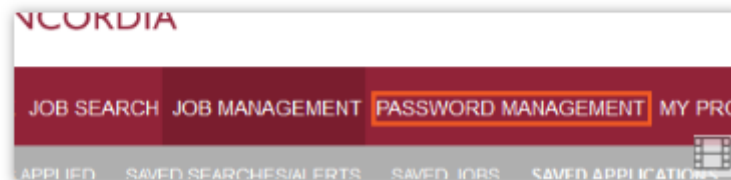
- 15 Any jobs that were saved in the job search will show here. Any pending applications that are saved will show here in order to continue and submit them, or delete them.

Click **Saved Applications**.



- 16 You can update your password under Password Management. Note that the password must meet the University's password policy.

Click **Password Management**.



- 17 Click **Sign Out** when you finish using Concordia Career's account

