

## Create an Account

New applicants create an account including User Name, Password, and Contact Information. Keep the user name and password in a location you can refer to and use each time an application is submitted. If a password is forgotten, use the Forgot My Password link to retrieve. Do not create a new account—profile updates and contact information is linked to the account and will not be forwarded to hiring departments if a new account is created and updated.

**Note:** With the July 2013 upgrade, most applicant accounts will not be converted to the new system. If you receive a message that your account does not exist, please click Register Now and create a new account.

<b>Step 1</b>	Navigate to the UConn Jobs Website at <a href="http://www.jobs.uconn.edu">http://www.jobs.uconn.edu</a> .
<b>Step 2</b>	Click <b>Search &amp; Apply</b> .
<b>Step 3</b>	Click <a href="#">Register Now</a> or <a href="#">click here to Register</a> .

The screenshot shows the 'Careers' page with a login prompt: 'Enter your user name and password to login. If you have not yet registered, [Register Here](#).' Below this are two main sections: 'Basic Job Search' and 'Login'. The 'Basic Job Search' section includes a 'Keywords:' text input field, a 'Posted:' dropdown menu set to 'Last Month', and buttons for 'Search', 'Advanced Search', and 'Search Tips'. The 'Login' section includes 'User Name:' and 'Password:' text input fields, and buttons for 'Login', 'Login Help', and 'Register Now'. The 'Register Now' button is highlighted with an orange box. At the bottom of the page, there is a 'Job Application' section with a 'Last' button.



**Important:** An asterisk (\*) preceding a field name indicates that it is a required field which must have a valid entry. If data is invalid or missing from the required fields, an error message will display with a list of fields that need to be corrected.

**Step 4**

Type a unique **User Name** and **Password**. Retype password to confirm. Click [Register](#).

**Register**

Enter your new user name and password.

Enter Registration Information

\*User Name:

\*Password:

\*Confirm Password:

[Register](#) [Return to Previous Page](#)



**Tip:** Keep your user name and password in a location you can refer to. Not only can you apply for UConn positions by logging in, you can also update your profile/contact information and track your submitted applications.

**Step 5**

Click [My Profile](#) and enter contact information.

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

Careers Home  
**Welcome Peggy**

Basic Job Search  
Keywords:   
Posted: Last Month  
[Search](#) [Advanced Search](#) [Search Tips](#)

My Career Tools  
[0 Accepted/Unaccepted Applications](#)  
[My Profile](#)

**Click My Profile**

**Completion**

Logged in with new account.

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home  
**Welcome**

Basic Job Search  
Keywords:   
Posted: Last Month  
[Search](#) [Advanced Search](#) [Search Tips](#)

My Career Tools  
[0 Accepted/Unaccepted Applications](#)  
[My Profile](#)

Job Posting Information  
« First Previous Next Last »

Latest Job Postings

Date	Job Title	Job ID	Location
06/14/2013	<a href="#">Assistant/Associate Clinical Professor</a>	2013636	Storrs Campus