How to set-up your Applicant Profile to apply to Student Jobs:

1. Select Applicant Profile from the left hand menu in the Student Job Board.

2. This will take you to the Applicant Login Page. If you have not logged in before you will need to select “Create an Account”.

3. This will take you to the Create Account page; you will be required to enter your Personal Information. Students are required to create their account using their UP Email address.

4. Your username can be the same as your email address.

5. Once you create your account, you will see your Candidate Profile. You can always edit or make changes to your account by logging in to your profile.

6. Once you login you will also be able to view your history. You can see all the jobs that you have applied to, the status of those jobs and access any outstanding paperwork that you might need to complete.