HELP SHEET

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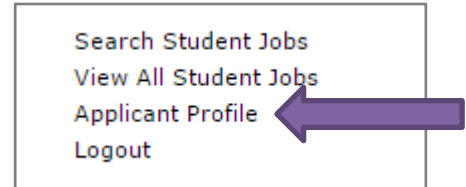
How to set-up your Applicant Profile to apply to Student Jobs:

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

> Search Student Jobs
> View All Student Jobs
> Applicant Profile
> Logout

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".

Applicant Login

Please enter your applicant login information below.

If this is your first time applying to a position with the University of Portland please select 'Create an Account'.

Login Information
User Name:

Password:
☐ Display characters

[Login] or Create an Account
Forgot Password?

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**.

Create Account

Personal Information
*First Name:

*Last Name:

*Address:

Apartment/Unit:

*City:

*State:
- State -

*Postal Code:

Country:
- Country -

Banner ID *(if applicable)*:

Contact Information
*Email:

*Phone:

Login Information
*User Name:

Please enter a user name.

*Password:
☐ Display characters

*Confirm Password:
☐ Display characters

You must enter a password

Your password must be at least 3 characters long

[Save]

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.

You are now logged in. Welcome, Willama

Candidate Profile
Name: Willama Pilot
Email: finstu11@up.edu
Phone: 503-943-7311
Banner ID *(if applicable)*:   00200000000
LinkedIn Access: No
Change Password Edit 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.

Documents to Complete

Scholarship Assistant - Incomplete

Pre-Screening Survey

Name	Application Start Date	Submission Date	Action	Job Close Date
Pre-Screening Survey	06/22/16 at 10:53 AM		Start	