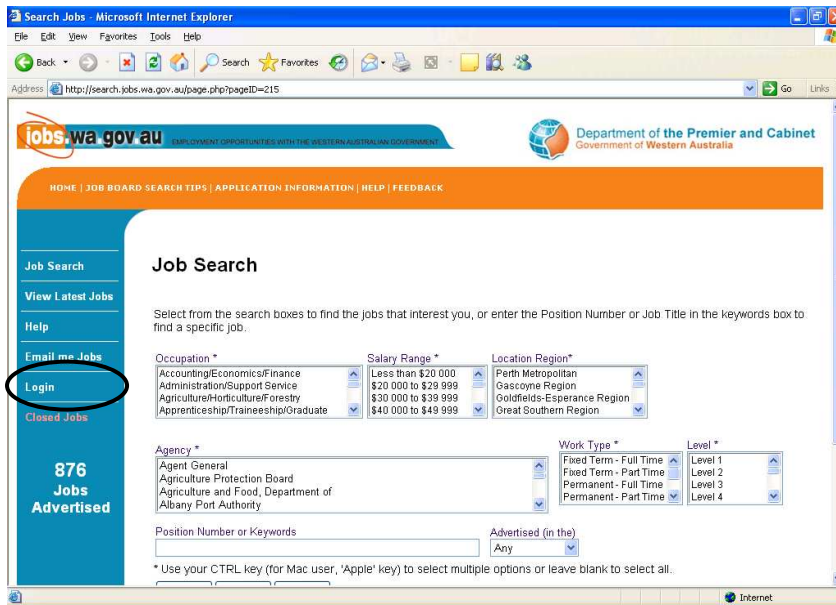




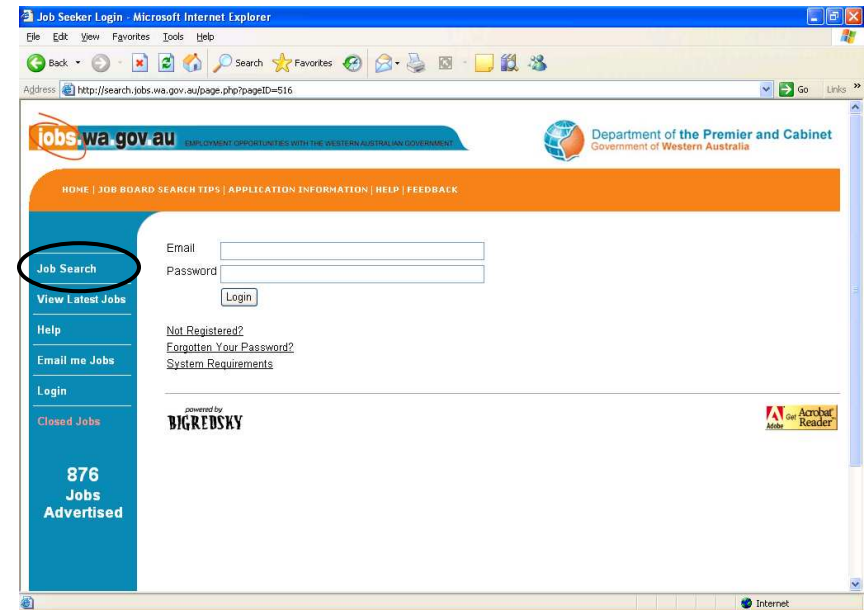
SETTING UP A USER PROFILE ON JOBSWA

Step 1 – How to Register

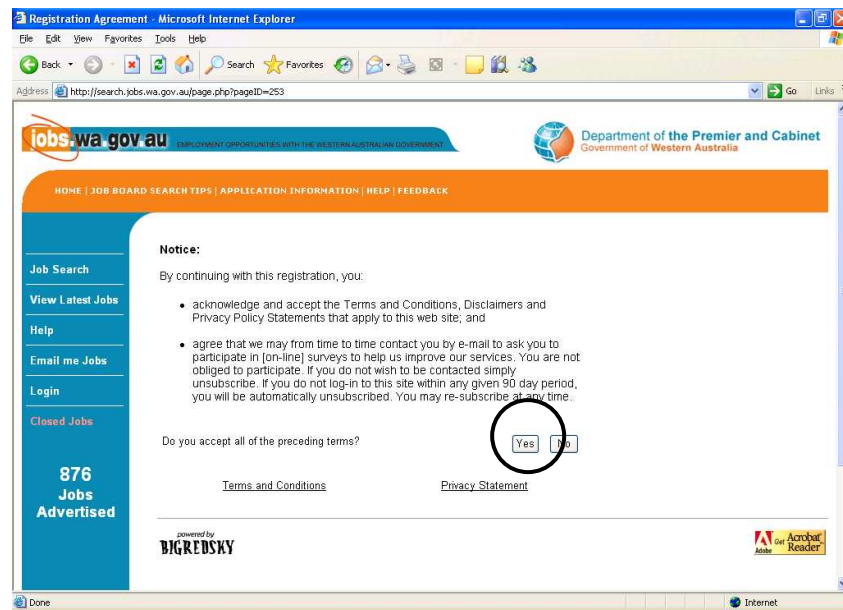
On the left hand menu, click on 'Login'



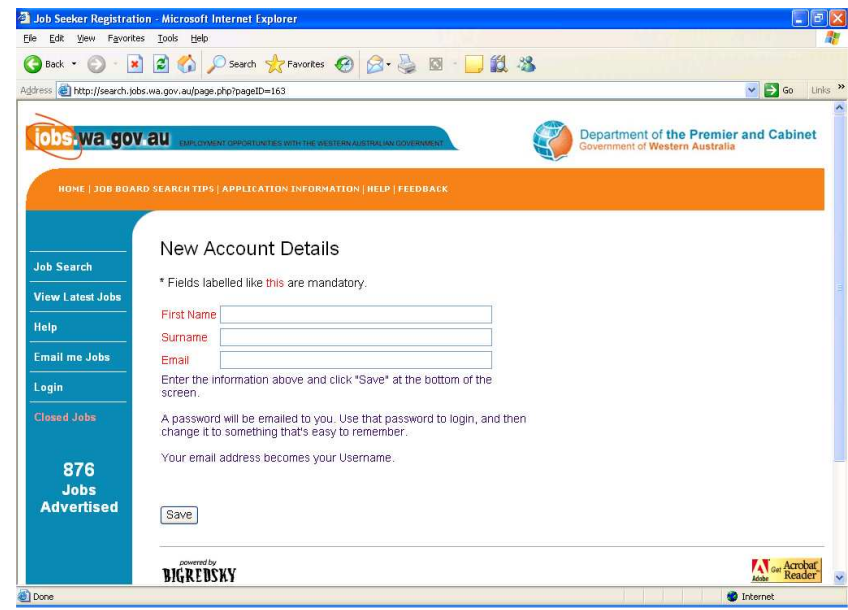
Select 'Not Registered?' in order to create a new account.



Before you can proceed, you must agree to the terms of registration. To do this, click on 'Yes'.



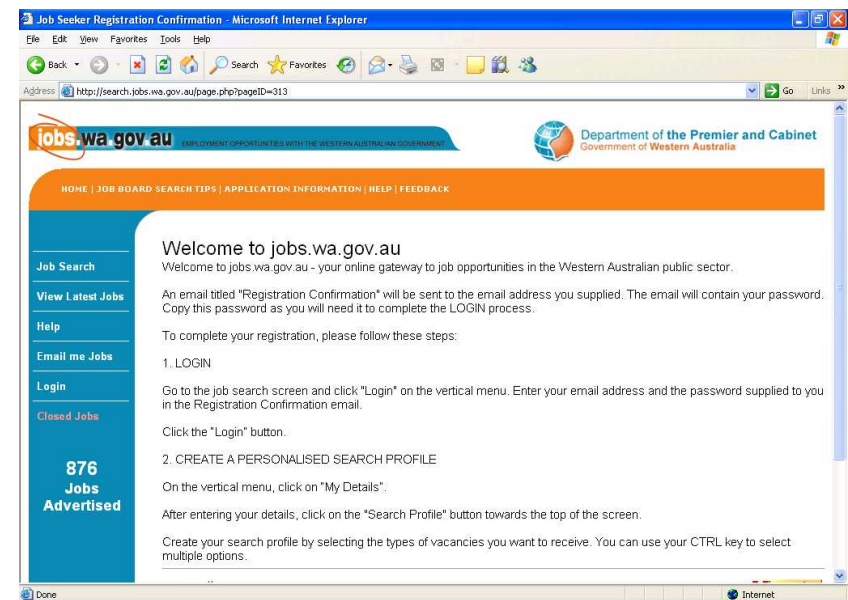
Complete your first name, surname and current email address. Click on 'Save'.



Once you have saved your details, the following screen will appear outlining the process for future logins and creating your personalised search profile.

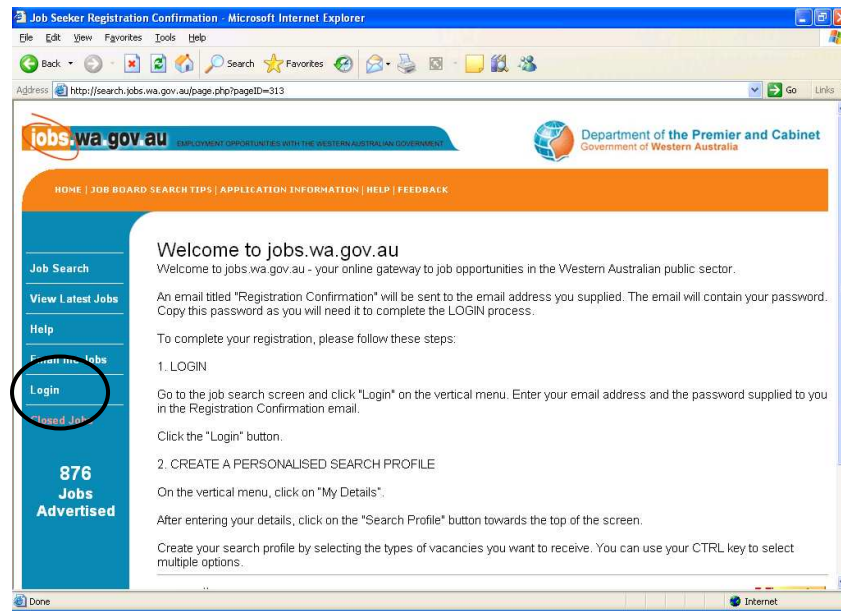
Please ensure you read these instructions as they will assist you in accessing your information in the future and setting up an automatic search facility to alert you of any advertised vacancies you are interested in viewing.

At this time, you will receive an automatic email from JobsWA with your password, as well as more instructions on how to utilise your account.

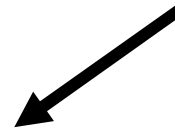
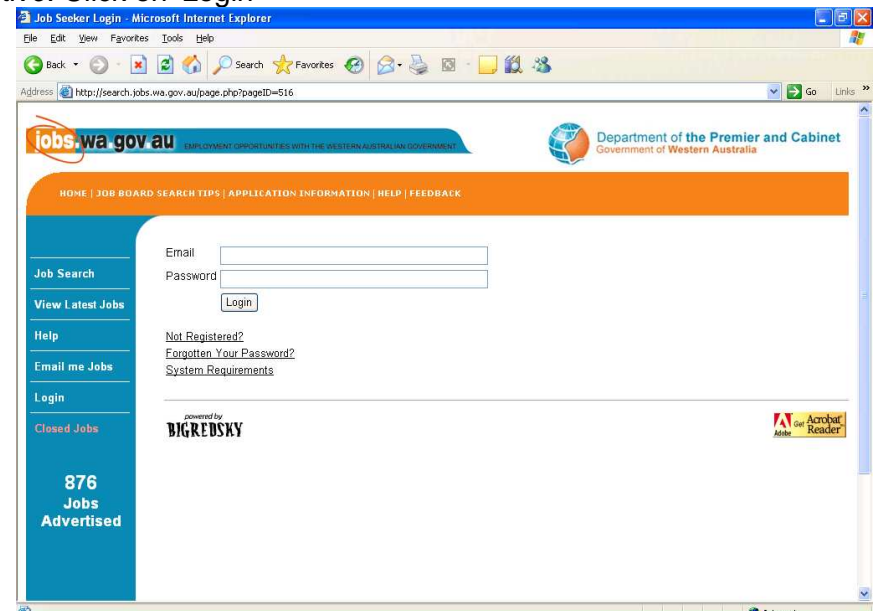


Step 2 – Logging In

On the left hand menu, click on 'Login'



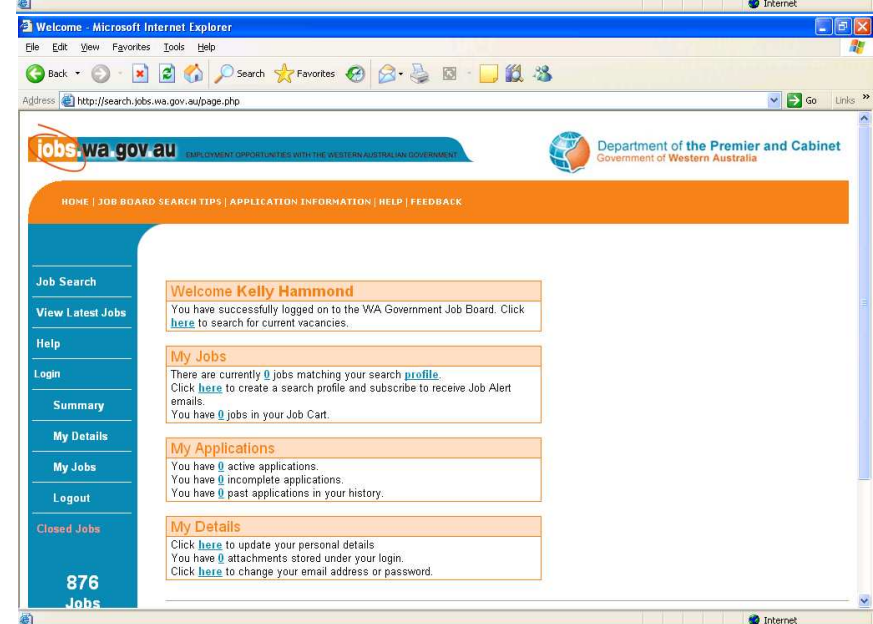
Enter in your email address and the password provided to you in an email. *Please remember that your username and password are case sensitive.* Click on 'Login'



The following screen will appear with your account details.

This screen will allow you to:

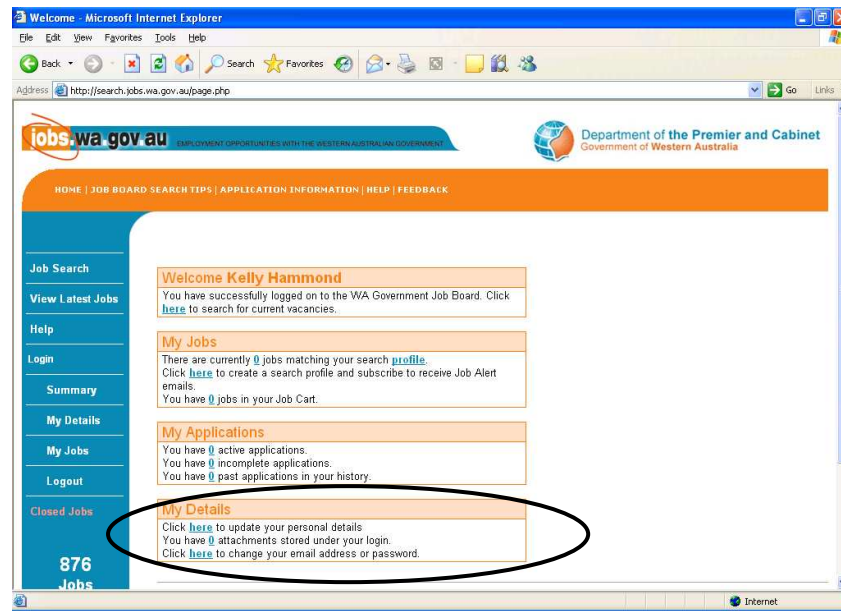
- Load your personal details
- Add attachments (*i.e. your CV and covering letter, etc.*)
- Set up a search profile for automatic notification when vacancies are advertised
- View past applications that you have submitted
- Withdraw submitted applications and resubmit applications already submitted



Step 3 – Setting Up Your Personal Details

Click on the link to the Personal Details screen.

You will need to enter in your details according to the fields displayed.



The screenshot shows the 'Personal Details' form. At the top, there are navigation buttons: 'My Personal Details', 'My Search Profile', 'My Attachments', and 'Change My Username / Password'. Below these buttons, a note states: '*Fields labelled like this (*) will become mandatory when you apply for a job online.' The form fields are as follows:

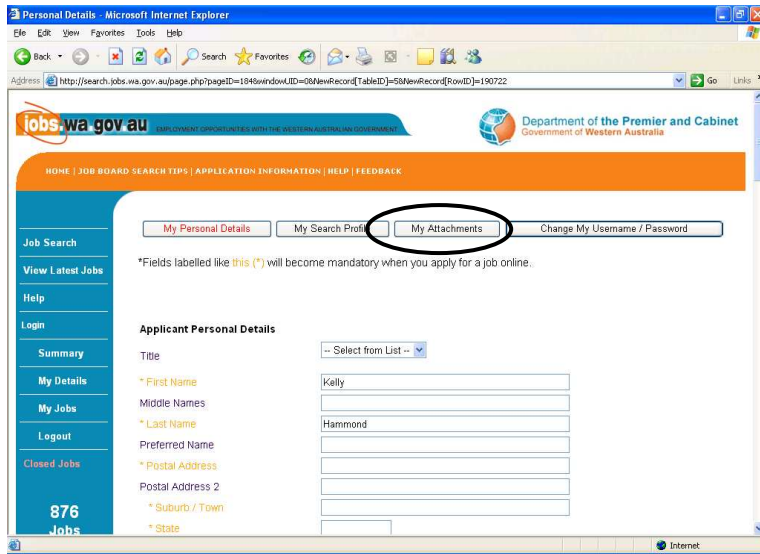
Applicant Personal Details	
Title	-- Select from List --
* First Name	Kelly
Middle Names	
* Last Name	Hammond
Preferred Name	
* Postal Address	
Postal Address 2	
* Suburb / Town	
* State	

Please note: fields labelled like *this (*)* will become mandatory when you apply for a job online.

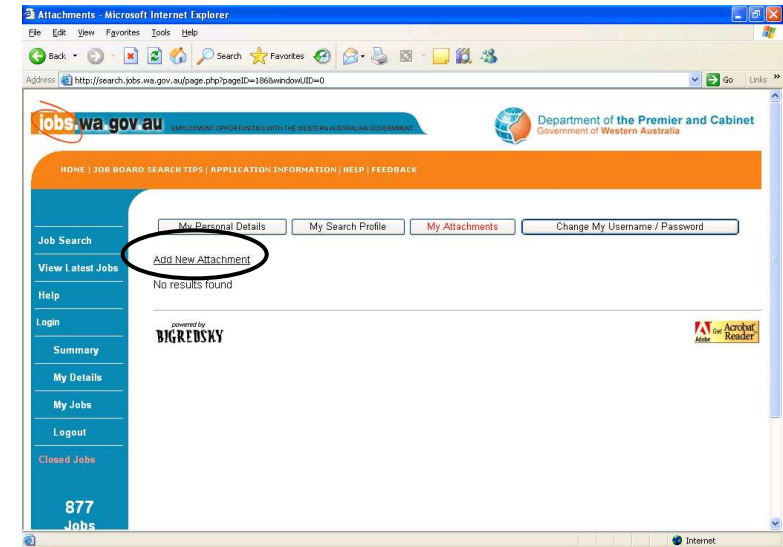
Once complete, please ensure you click on 'Save' at the bottom of the page.

Step 4 – Adding Attachments

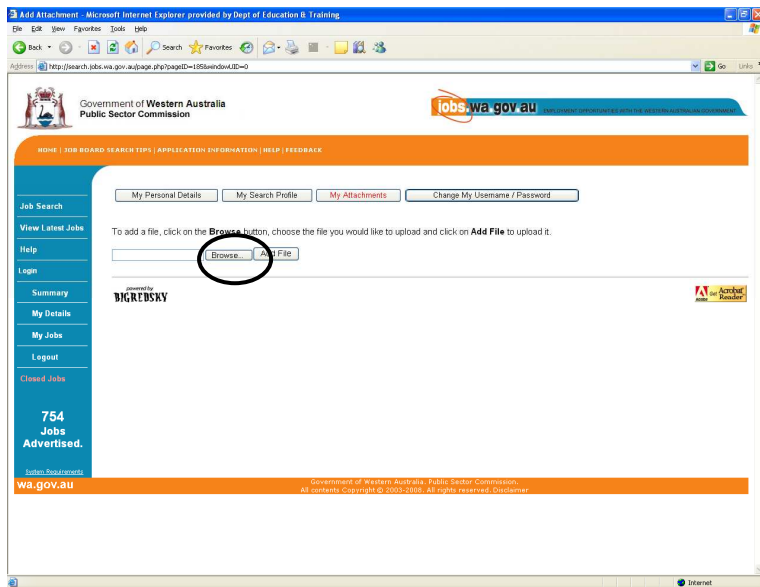
Click on the 'Attachments' button at the top of the page



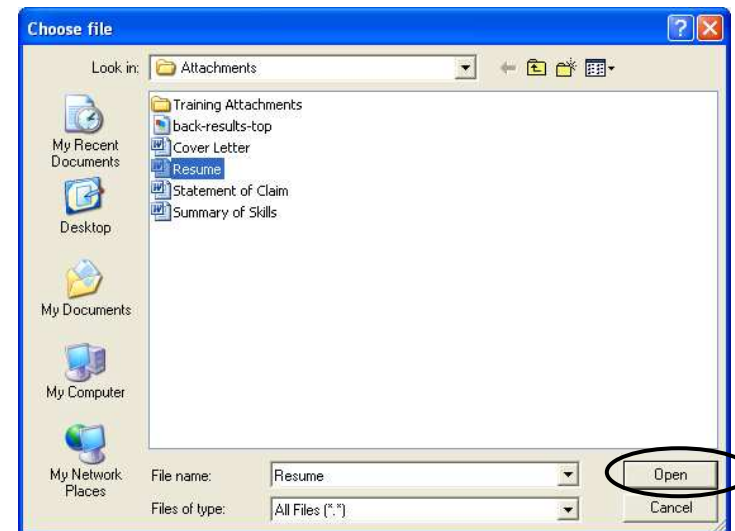
Click on 'Add New Attachment'



Click on 'Browse'



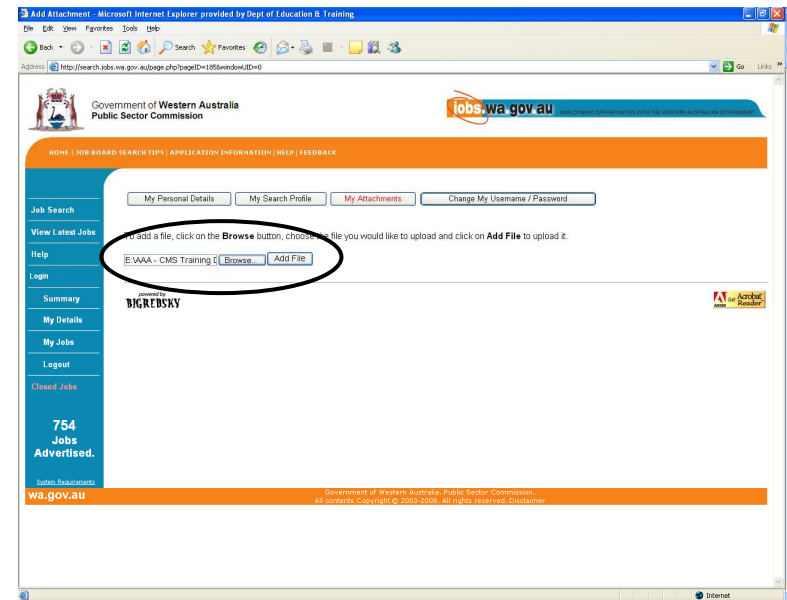
Search for your attachment on your computer's drives. Once located, click on the document name to highlight it and click on 'Open'



The selected document's location/name will appear in the 'Attachments' page (as indicated).

Click on 'Add File' to upload it to your JobsWA profile.

Repeat these steps to add any additional attachments to your account profile.



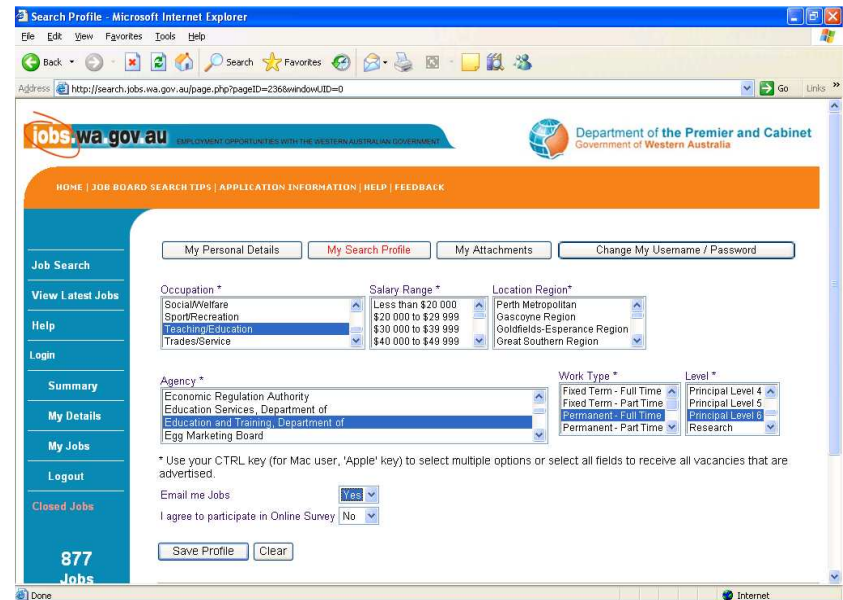
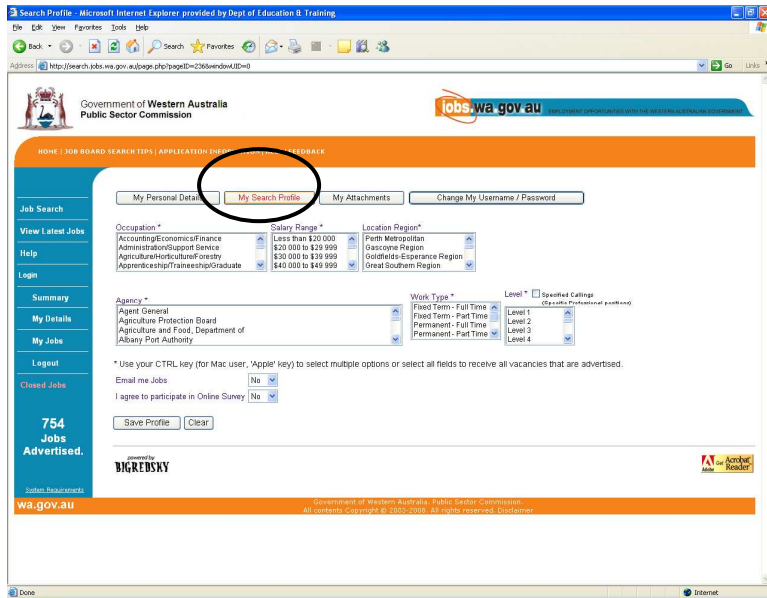
Step 5 – Setting Up a Search Profile

A search profile allows you to set up a function to identify specific vacancies matching your criteria and automatically notify you of a job vacancy.

To do this, click on the 'My Search Profile' button at the top of the page.

The JobsWA search options will appear, allowing you to select the specifics about the vacancy/s you may be interested in. Some of the search options include:

- Occupation
- Salary Range
- Location Region
- Agency
- Work Type
- Level



To ensure that you are emailed about any vacancies matching your search options, you must also ensure that the 'Email me Jobs' question at the bottom is 'YES'.

Please ensure that you click on 'Save Profile' when you have completed.