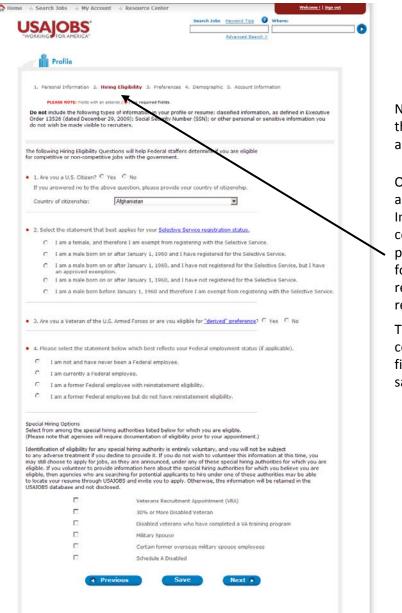
Improvements to USAJOBS<sup>®</sup> have been implemented and it is important that you, as a current account holder, are aware of the changes and what you need to do to benefit from these changes. This tutorial will highlight these improvements and will provide guidance for what you need to do when you first sign in.

A Home 🗉 Search Jobs 🗉 My Account 🗉 Resource Center Sign In to your existing account by clicking on "Sign In" on the USAJOBS homepage Due to security enhancements, you will be required to reset your password upon your first sign in attempt. Advanced Sea Step 1: Enter your username or email address and your old password Search Jobs 👂 Individuals with Disabilities | Veterans | Students and Recent Graduates | Senior Executives | Special Heing Events Step 2: Answer your three security questions. If unable to answer these, you 🖪 🕒 🛗 Fallow USA1005 will be able to send yourself an email with password reset instructions. Site Map Contact Us Help/FAQs Privacy Act and Public Burden Information FOLA About Us USA.gov This is a United States Office of Personnel Management website. USAUGB5 is the Federal Government's official one-stop source for Federal jobs and employment information. Step 3: Reset your password From your account page you are able Step 4: Login and update your Profile info to: Review your saved resume(s) and 🟫 Home 🗉 Search Jobs 🗉 My Account 🗉 Resource Center other documents 2 t: Keyword Tips OBS Advanced Search > Radius: 20 mile •Build or upload new resumes and Highlights from USAJOBS supporting documents My Account Test Did you know that the U.S. Federal Government offers a Child Care Subsidy Program to assist Do you now use of employees with the high outventments of childs a Crima Cit is subsolver you and to assu-certain groups of employees with the high cost of child care. It is just one more benefit of working for America Find outs meed about this program and make sure to visit <u>www.opm.gov</u> for information on other great. Federal employment benefits and programs. Current Goal: Edit or complete your profile Last login: 09/26/2011 02:37 PM Change Photo 🗂 Saved Jobs 🔺 Create new saved jobs Edit Profile 🌘 Saved Documents Create new saved searches 🕒 Resumes 🔺 🧑 Application Status 🔺 Saved Searches Check application status of past Site Map Contact Us Help/FAOs Privacy Act and Public Burden Information FOIA About Us USA.gov This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information applications USAJOBS Highlights from USAJOBS Expand the "Resumes" section to review My Account ne to the new USAJOIISI If you are an exi and edit all your profile information for an b. While you are there, check out some of BS profile will help you: Saye time during a sch application ing user, please take a few r aracy, as it has been transfer Current Goal: any resumes that you have saved to your Last login: 10/03/2011 11:00 AM account. Edit Profile From your account page, you also have the Saved Jobs Resumes option to Build or Upload a new resume. Saved Documents -Resume 1: Test View | Edit | Duplice JOBS allows your application for employment maximum flexibility by giving you the abil e up to 10 attactments along with your resume such as: DO-214, SF-15, SF-50, OF-30 scripts or other types of documents. Expand the "Saved Documents" section to review any documents that were previously sume 2: a | Deletuploaded and saved to your account. Please enter a name for this attachment(100 characters max) Cover Letter Browse... You also have the option to Upload new documents. You have saved 0 of 10 possible doo View All Resume

Application Status .

Saved Searches

Contact Va



Navigating to **your Profile**, you will notice there are now five different sections listed across the top.

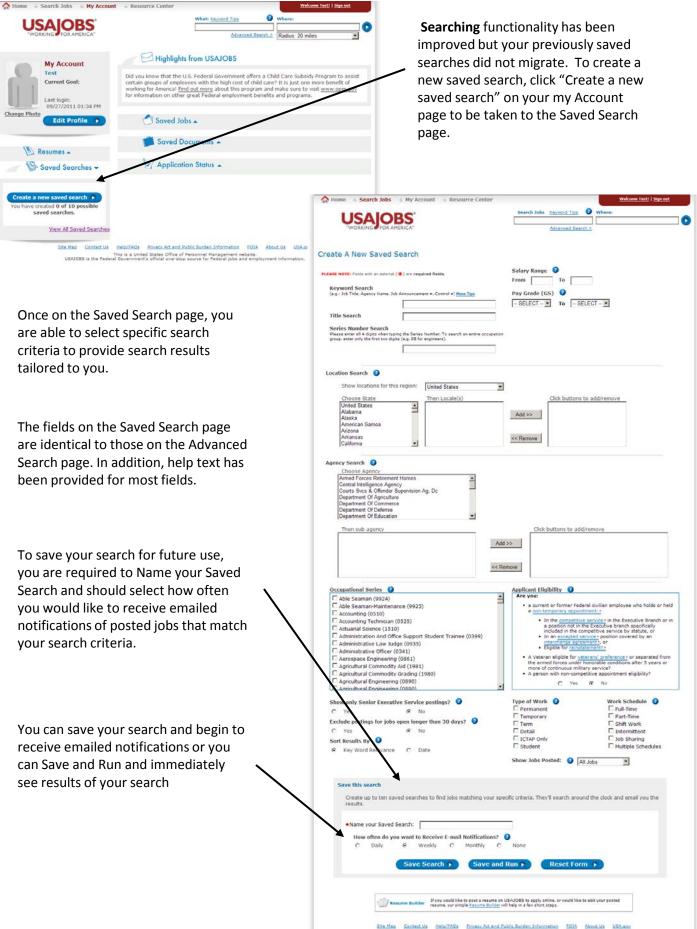
One significant improvement is the addition of the Hiring Eligibility section. In this section, you will answer common questions a single time. By providing these answers, you can be found more easily by agency representatives when they conduct a resume search.

To ensure your information transferred correctly, thoroughly review each field in all five sections, update your information and save any changes.

Ste Max Sontext Val Held/TAOs Broacy Act and Public Burden Information FOIA Shout Val VSA.cos This is a United States Office of Personnal Management website. UEADOBS is the Federal Government's official one-stop source for Federal Date and employment - <u>Comparent</u>

From your My Account page, add a job by clicking on "**Saved Jobs**," click "Begin your job search" and you will be redirected to the Search Jobs – Main Page. From here, begin your search and click "Save Job" on any job announcements you wish to save. These jobs will then appear within the "Saved Jobs" section of your account. Previously saved jobs did not migrate.





This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Search Jobs 🗄 My Account 🗄 Resource Center Advanced Search has been enhanced 2 whe by combining "Browse Jobs, Advanced Search > Radius: 20 miles Advanced/International Search, Jobs Highlights from USAJOBS in Demand, and Most Popular Jobs." Did you know that the U.S. Federal Government offers a Child Care Subsidy Program to assist certain groups of employees with the high cost of child Care? It is just one more benefit of working for America I <u>Find out more</u> about this program and make sure to visit <u>www.opm.gov</u> for information on other great Federal employment benefits and programs. .ast login: 01/01/0001 12:00 AM Edit Profile 🗂 Saved Jobs 🗕 You currently do not have any active saved jobs. Begin your job search. Saved Searches 🔺 Saved Documents 🔺 Application Status 🔺 Site Map Contact Us Help/FAQs Privacy Act and Public Burden Information FOIA About Us USA.gov This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment info A Home - Search Jobs - My Account - Resource Cente in Keyword Tipe 🗿 who USAJOBS

From the Advanced Search page, you are able to select search criteria from several different fields. Searches can be as broad or specific as you like.

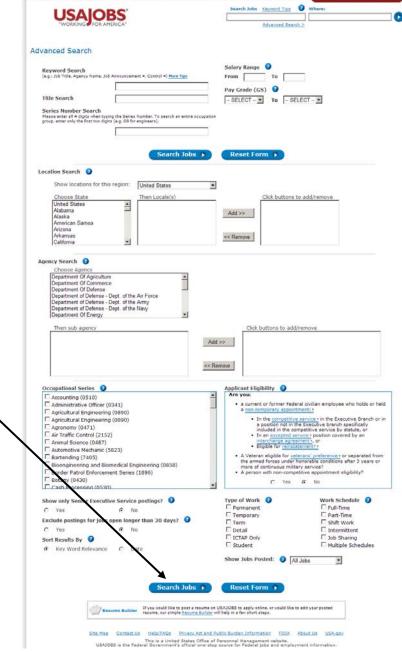
A Home

My Account

Current Goal:

🕑 Resumes 🔺

Once you have entered your search criteria, simply click "Search Jobs" to view current job opportunity announcements matching your search criteria.



If you require additional information or assistance, please review the contents of the Resource Center or contact USAJOBS customer support through the Contact Us page.