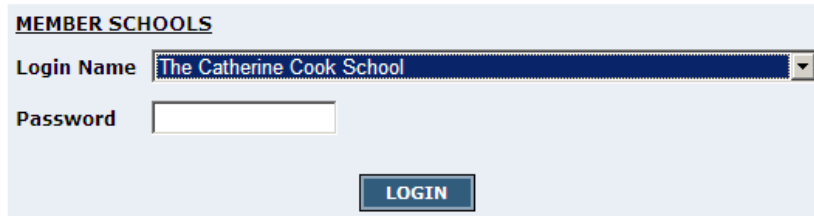


JOB BOARD UPDATE INSTRUCTIONS

The ISACS website allows members to post jobs that can be viewed by the public as well as other ISACS members.

To access the JOB BOARD, you must first login:

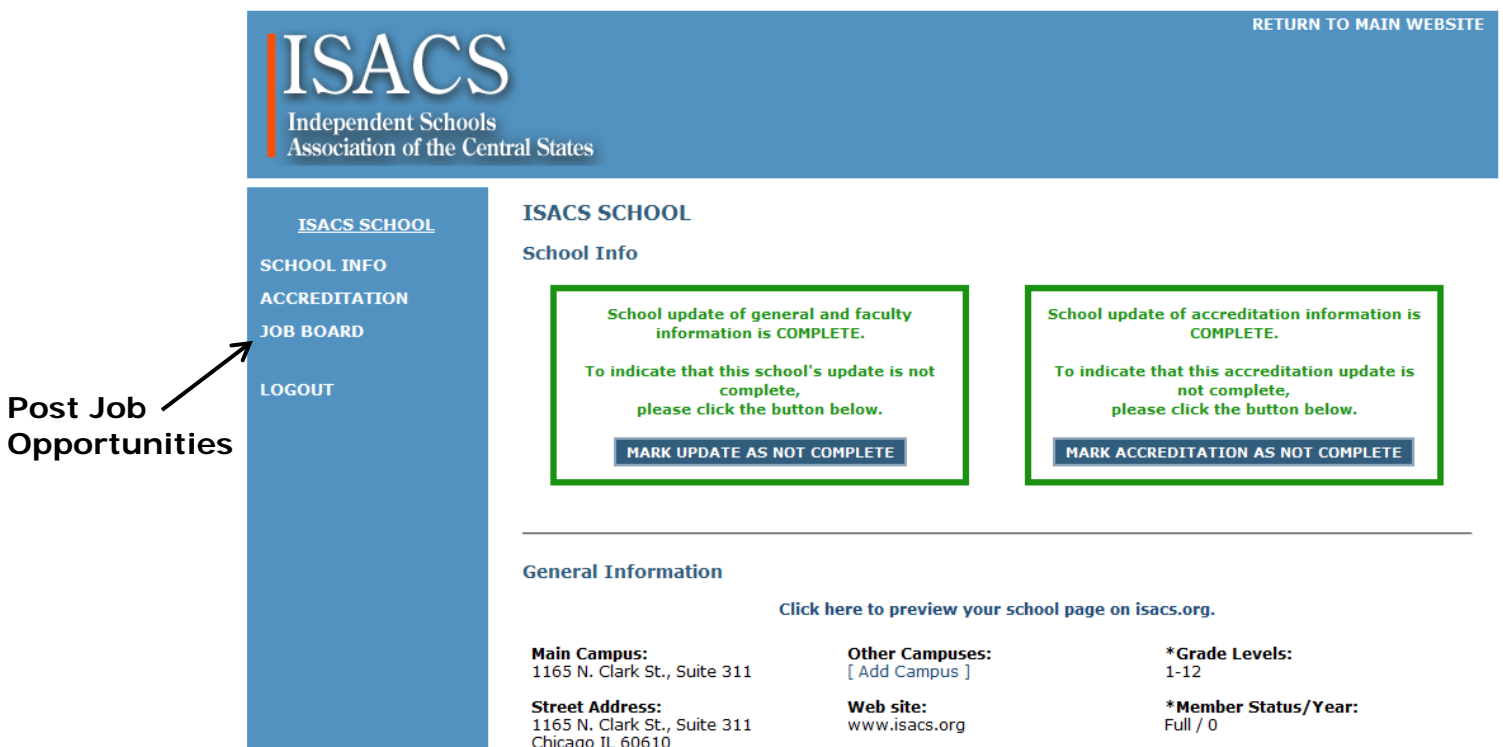
1. Click **MEMBER LOGIN** on the left side of the homepage, www.isacs.org. The box below will appear.



2. In the light blue box, select your school from the drop-down list next to **Login Name**.
3. Type in your school's 3-digit numeric **Password** (or email info@isacs.org if you need assistance).
4. Click **LOGIN**.

If your login is successful, you will see a page displaying the school's name along the top. The screen should resemble the image below.

The JOB BOARD is accessed by clicking on the link on the left hand side of the webpage.



To add a job, click on **ADD NEW JOB** and enter:

1. Date Posted
2. Date Expires (the system default will automatically allow for the position to be posted for one month. You can enter any expiration date and the system will automatically delete the job posting on that date.
3. Job Position (select from the drop-down menu).
4. Job Title
5. Contact Name
6. Contact Email
7. Description

Scroll down and click **SUBMIT** to ensure the job posting is recorded.

Please note: the job description will be posted using the font and text styles of the ISACS website. All formatting will be removed from your post with the exception of bold, italics, underline and carriage returns. If you would like to post bullets or a hyperlink, please email info@isacs.org for assistance.

Any current job listings will appear on the Current Openings page of the Career Center on www.isacs.org and will remain in the database until the expiration date. At that time it will be automatically deleted from the ISACS database. The expiration date can be extended at any time by logging back into this page.

NOTE: Job postings can be made by your school anytime throughout the year using the same login procedure.