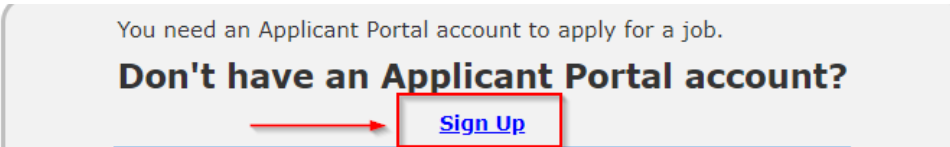


1. Visit the applicant portal: <https://apsb.applicantportal.com/applicant/login.php>.

2. Click “Sign Up” on the right side of the page.



3. On the next screen, complete your profile. Be sure to fill in all required information marked with a red line. Once complete, click “Submit” at the bottom of the screen.

4. Your profile is now created. Next, you will need to build your resume**.

5. Click “My Resume” at the top right of the screen.



6. Click “Add New” on the right of each section. Complete each section applicable to you.



7. Once you have built and saved your resume, you will need to apply for a position**.

8. Click “Job Search” at the top of the screen.



9. You can search current job openings by keyword, browse by category, or browse by location.

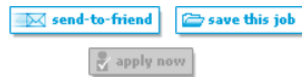
10. Once you have clicked on the position you are interested in applying for, click “apply now” on the right side of your screen.



If the “apply” now button is gray, you will need to complete the section(s) listed in the yellow box. After the items are completed, the "Apply Now" button should be available.

Contact Information:

Contact information is not available.



NOTE: You need to complete the following items before you can apply for this job. The following Resume Section(s) are required for this job:
Education - College, University, Technical Schools
Certification
Attachments

11. Complete all required information on the next page. Click “submit”. You have then successfully submitted your application.