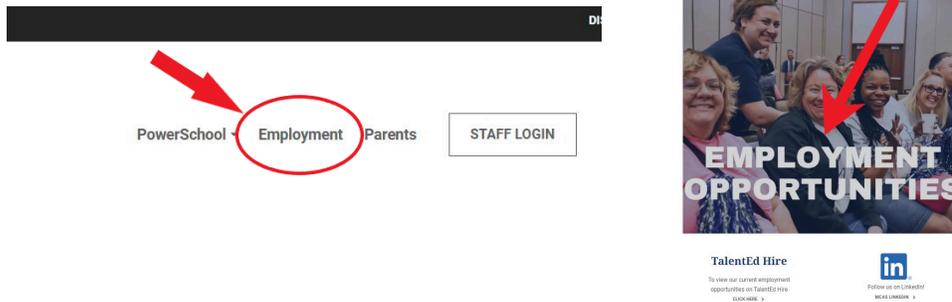
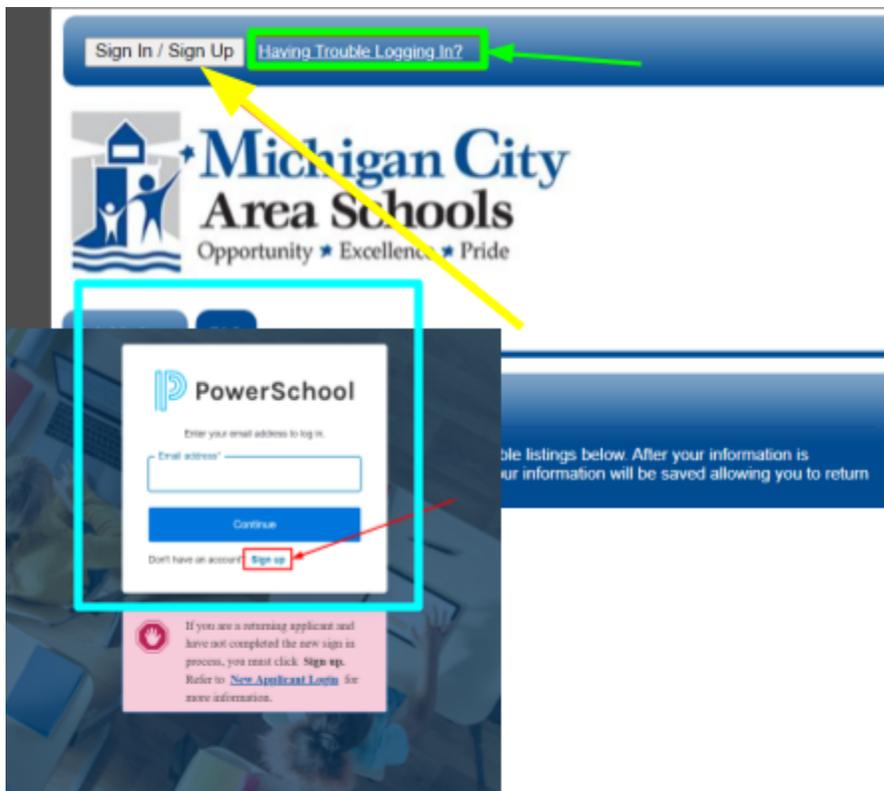


How to create a new MCAS Applicant Tracking Account and see **INTERNAL** job postings.

- I. Go to the [MCAS](#) website and click on “Employment.”
Then click the large picture that says “Employment Opportunities.”

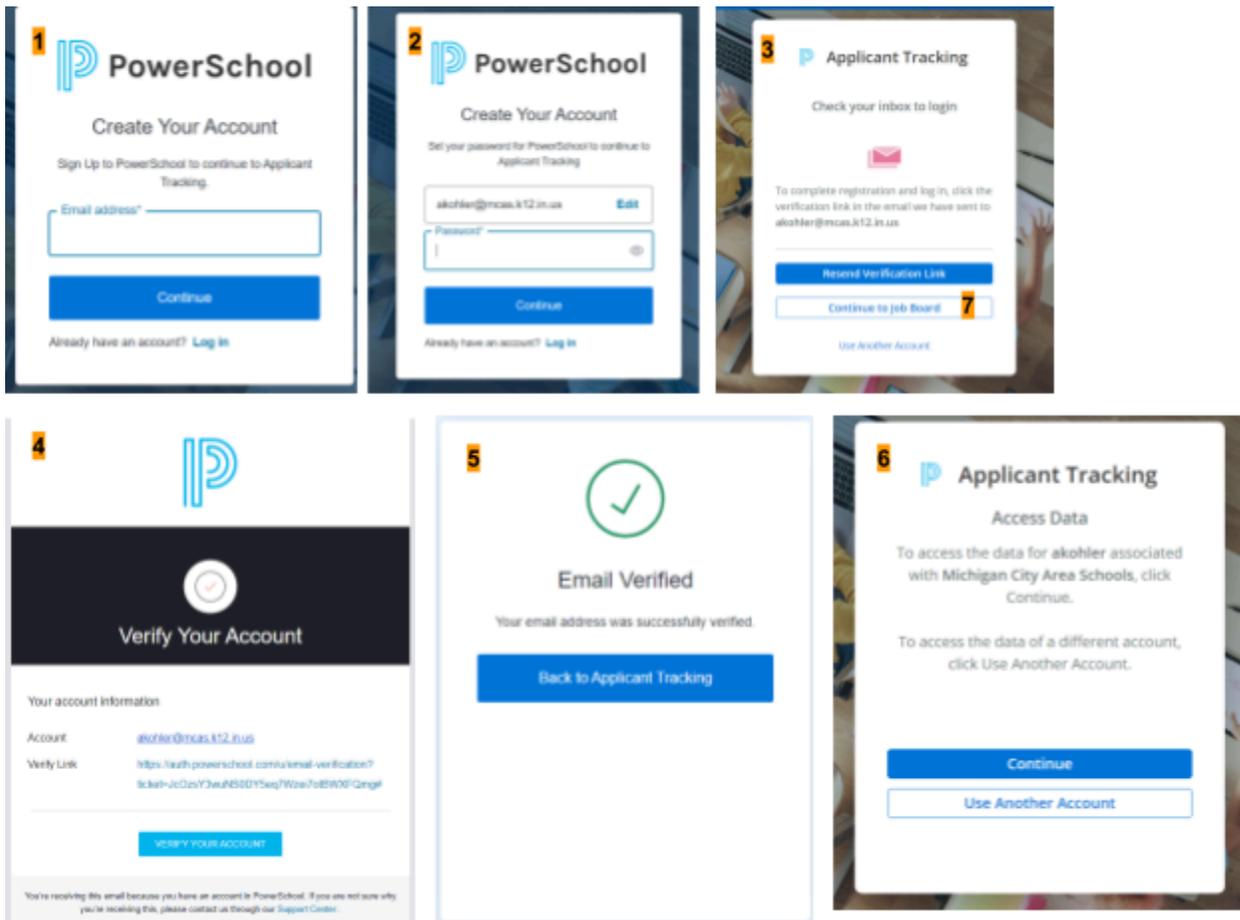


- II. To set up your **INTERNAL EMPLOYEE ACCOUNT**, please click: **Sign In / Sign Up.**
 - A. To create your new account, please **Sign Up**
 - B. **If you already have created an account with the new platform, please sign in with your verified MCAS email and skip step 3(III.)
 - C. If you have forgotten your password after creating an account, please click **“Having Trouble Logging In?”** and follow the steps to sign in.

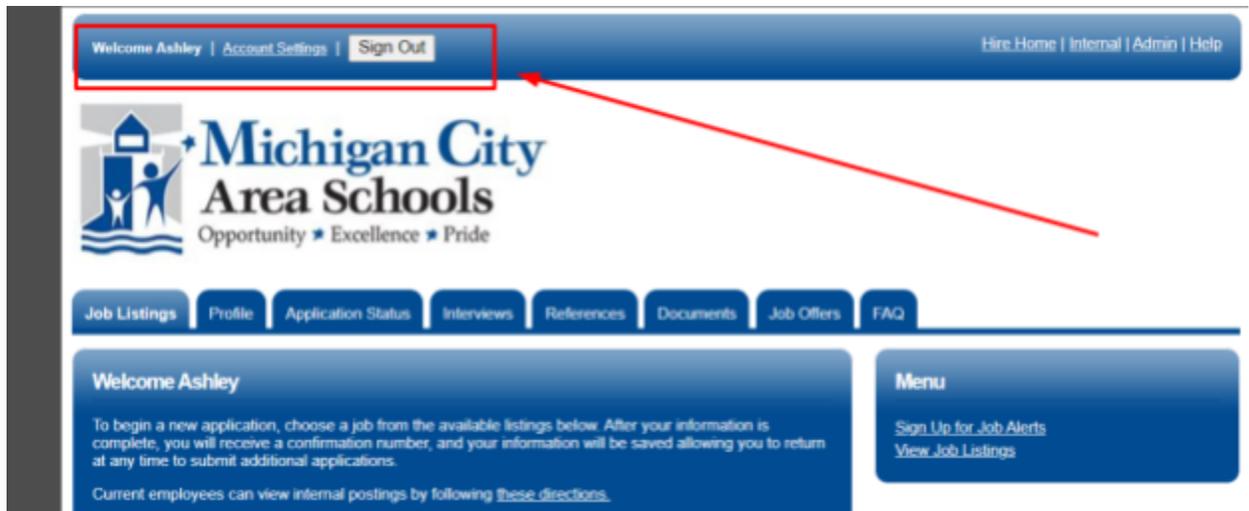


III. Once you click **Sign Up**, you will only complete this process once.

- A. 1. You will enter your MCAS email address and click **Continue**
- B. 2. You will create a password and click **Continue**
- C. 3. It will send a verification link to your MCAS email. If you did not receive it, you can resend it.
- D. 4. Click to verify your email.
- E. 5. Once verified you can click **Back to Applicant Tracking**
- F. 6. **Continue**
- G. 7. **Continue to the Job Board**



IV. Make sure you are signed in. (You will see your name along the top if you are signed in)



V. Click on **JOB LISTINGS**. Here you will see all current internal and external postings.

