I. Go to the <u>MCAS</u> 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.)

in

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

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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.

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