

How to Register as a New User

This guide is intended to guide new **external applicants** through creating a profile.

Note: If you are an active employee at UC Berkeley, you do not need to create a profile. Please use **UC Berkeley Careers** link in the UCPATH portal's **Recruiting Workcenter** page.

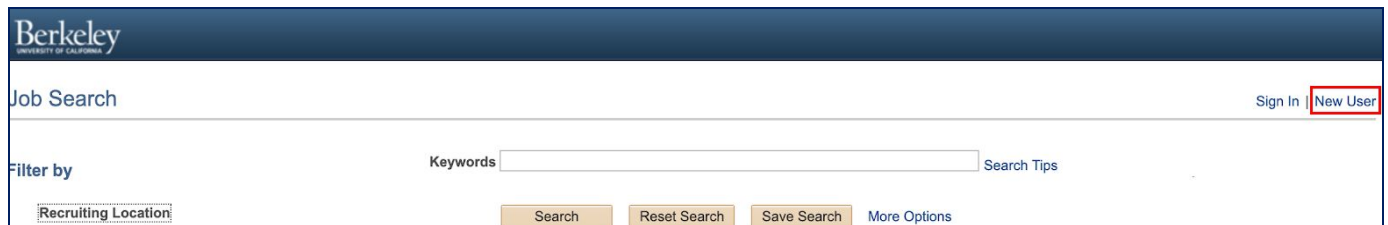
Step 1 Navigation

From the **External Applicants** page (<https://jobs.berkeley.edu/job-listings/external-applicants>), click the **External Applicants Apply Here** button.



Step 2 Registering a new account

Click the **New User** link in the top right corner. This will let you register and create a profile. Once your profile is created, you may apply for multiple jobs using the same information.



Step 3 Entering your information.

Enter your Account Information, including a **User Name** (this will become your login) a **Password**, your **Name & Contact** information (email and phone are required, address is optional).

Register

If you are new, you must first register in order to continue.

Account Information

*User Name

*Password

*Confirm Password

*First Name

*Last Name

Contact Information

*Primary Email Type

*Email Address

Primary Phone Type

*Phone Extension

Preferred Contact Method

Address Information

Country

Address 1

Address 2

Address 3

City State

Postal County

[Already Registered?](#) [Sign In Now](#)

Click the **Register** button at the bottom of the page to create your profile account.

After creating your profile, you will be taken to the landing page to browse job openings.

See the "How to Create a Saved Search with Notifications" job aid on how to save searches that will automatically email job openings you may be interested in.

See the "How to Apply for a Job: External Applicants" for step by step instructions to apply for jobs.