How to Register as a New User

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

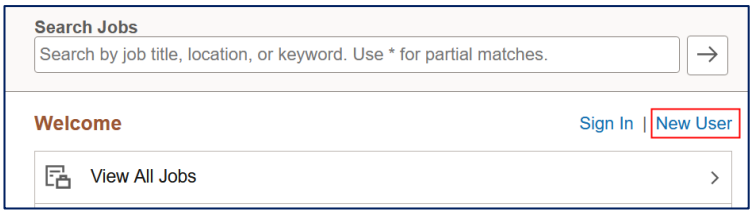
If you are an active employee at UC Berkeley, do not need to create a profile. Please use **UC Berkeley Careers** link in the UCPath portal's **Recruiting Workcenter** page.

Step 1 Navigation

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

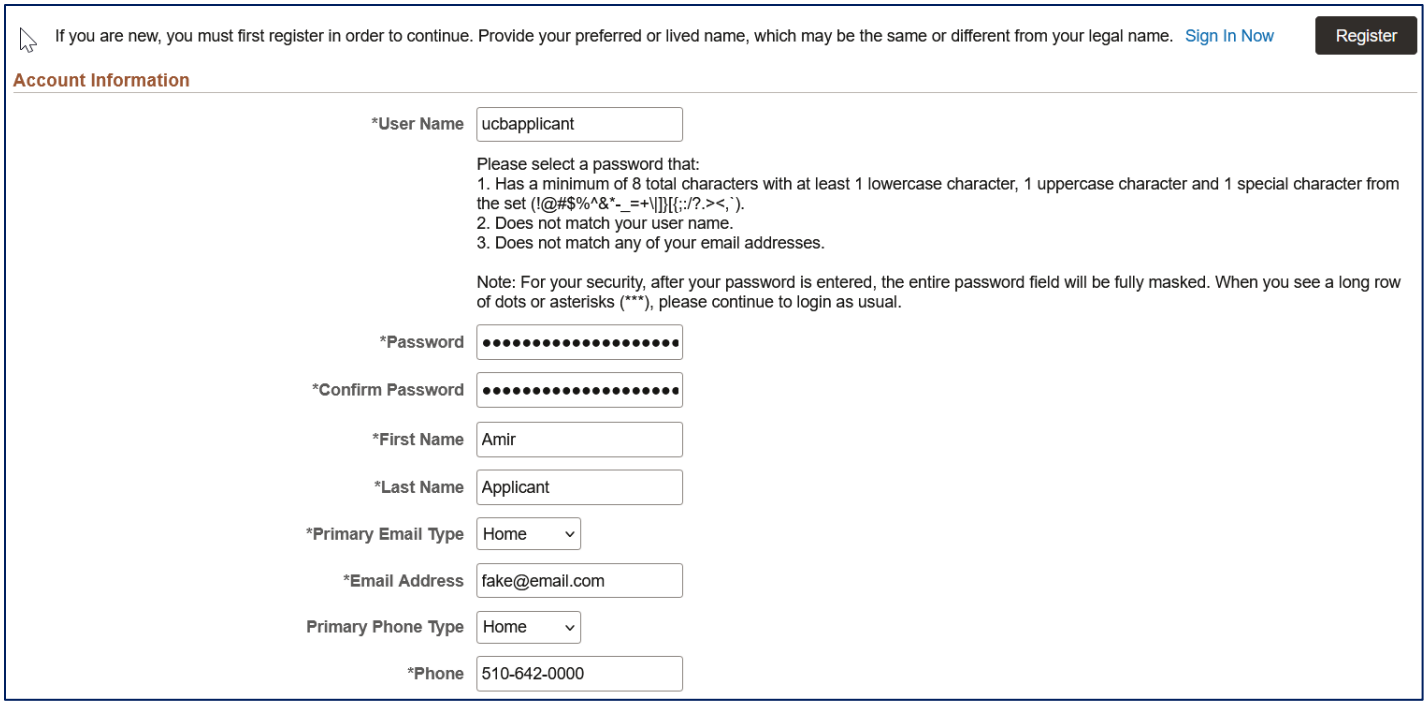
Step 2 Registering a new account

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 jobs using the same information.

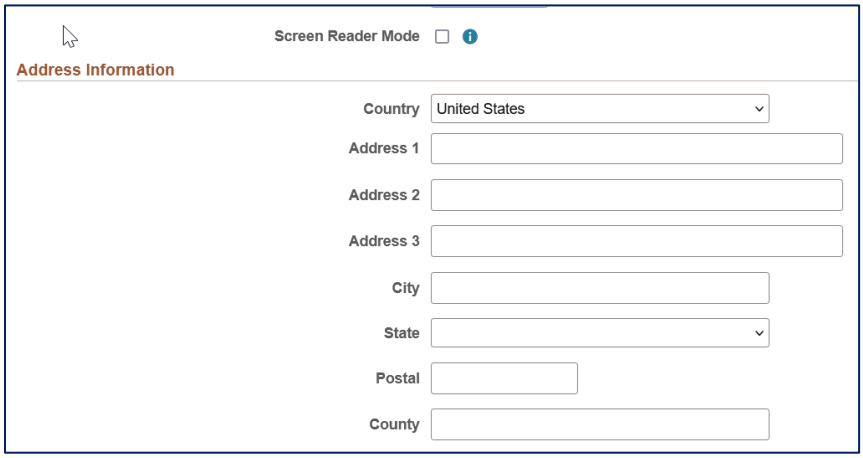


Step 3 Entering your information.

Enter your Account Information. Required fields are:
User Name (this will become your login);
Password
Name (This can be your Lived Name, if your Legal name differs, that will be collected upon hiring)
Contact information (email and phone are required, address is optional).



If you use a Screen Reader, you can click the **Screen Reader Mode** checkbox (this can also be turned on later in your profile if you decide to enable it later.)



Scroll back up and click the **Register** button at the top of the page to create your profile account.

After creating a profile, you will be taken to the landing page to browse and apply for job openings.

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