

# Welcome to JobApply – Creating an Account and Logging in:

You can create an account either by clicking on [Apply Online](#) for a vacancy posted at [www.jobs.wisc.edu](http://www.jobs.wisc.edu) or by going to [www.uwjobapply.wisc.edu](http://www.uwjobapply.wisc.edu)

## To Create Your Account

Click Create Account.

<u>FIELD</u>	<u>ACTION</u>
Create Account	Press <Create Account>

Please provide the requested information below to create your account. You must have an account to apply for vacancies. **Note the password instructions at the top of the screen.**

<b><u>FIELD</u></b>	<b><u>ACTION</u></b>
First Name	Enter first name
Last Name	Enter last name
Email Address	Enter email address
Confirm Email	Re-enter email address
Password	Create password
Confirm Password	Re-enter password
Next	Press <Next>

### Strong Password Characteristics

- Are more than seven characters long
- Contain the following three categories:
  - upper case characters (e.g., A-Z)
  - lower case characters (e.g., a-z)
  - numbers (e.g., 0-9)
- Are kept private. Passwords should be memorized or, if written down, kept in a locked file cabinet or other secure location.
- Do not contain a common proper name, login ID, email address, initials, first, middle or last name

### Create Your JobApply Profile

The screenshot shows a 'User Log In' form with the following fields: Address 1, Address 2, City, State (dropdown), Zip, Country (dropdown), Daytime Phone, Evening Phone, and Other Phone. Each field has a red 'x' icon indicating it is mandatory. A text box on the right states 'Mandatory fields are marked with ⊗'. At the bottom, there are two buttons: 'Back' and 'Create Account'. A red arrow points to the 'Create Account' button.

<b><u>FIELD</u></b>	<b><u>ACTION</u></b>
Address 1	Enter Address
Address 2	Enter Address
City	Enter City
State	Select from dropdown list
Zip	Enter Zip Code
Country	Select from dropdown list
Daytime Phone	Enter Daytime Phone
Evening Phone	Enter Evening Phone
Other Phone	Enter Other Phone
Create Account	Press <Create Account>

If you created an account at the same time you clicked on “Apply Online” for a vacancy, press “Log In” to complete the application process.

**User Log In**

Thank you for creating an account. Your profile information can be updated any time you enter the system to apply for a job.

**Log In**

<b>FIELD</b>	<b>ACTION</b>
Log In	Log In to apply for a vacancy

Upon account creation, an automatic email is sent to you confirming your account creation.

**If you have questions regarding this letter please contact the Office of Human Resources at 608-265-2257 or send an email to: [jobapply@ohr.wisc.edu](mailto:jobapply@ohr.wisc.edu). Please contact Cultural Linguistic Services if you need assistance understanding this information in Spanish (*Español* 608-265-4691 o 608-265-0838), Hmong (*rau lus Hmoob* 608-263-2217), Tibetan ( བོད་ཡིག 608-890-2545) or Chinese (汉语 608-890-2628).**