

SEEKING A STATE JOB? START HERE!

USER ID: _____

PASSWORD: _____

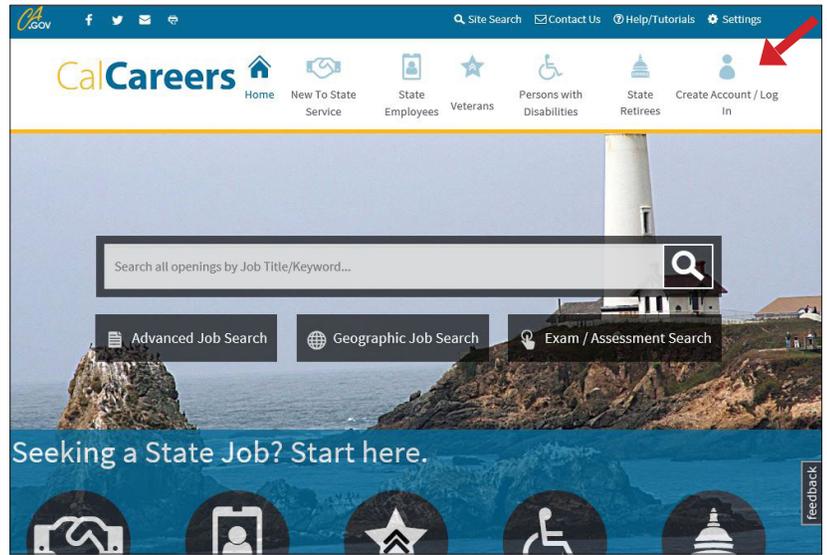


STEP BY STEP TO SETTING YOUR CALCAREERS ACCOUNT

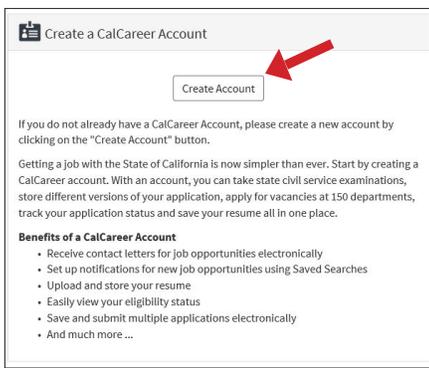
1. VISIT [HTTPS://JOBS.CA.GOV/](https://jobs.ca.gov/)



2. CLICK ON "CREATE ACCOUNT/ LOG IN" ON HOMEPAGE



3. CLICK ON "CREATE ACCOUNT"



4. CREATE USER ID AND PASSWORD (USE LINES ABOVE TO WRITE DOWN USER ID AND PASSWORD FOR USE AT LATER TIME), ENTER EMAIL ADDRESS, FIRST/MI/ LAST NAME. SELECT "CREATE ACCOUNT"

5. FINISH TYPING IN PERSONAL INFORMATION (ADDRESS, CITY, STATE, ZIP) AND SAVE CONTACT INFORMATION.

6. HELPFUL SIDE BAR TABS

- JOB APPLICATIONS
 - SEE THE STATUS OF APPLICATIONS YOU HAVE TURNED IN ONLINE
- EXAM/ASSESSMENT RECORDS
 - SEE EXAM RESULTS AND WHEN EXAM RESULTS EXPIRE
- SAVED SEARCHES (EMAIL ALERTS)
 - SIGN UP TO BE NOTIFIED WHEN JOBS ARE POSTED FOR A CLASSIFICATION YOU'RE INTERESTED IN
- APPLICATION TEMPLATE (STD678)
 - CREATE SINGLE APPLICATION
 - UPLOAD JOB AND EDUCATION HISTORY, CERTIFICATIONS
 - APPLY FOR JOBS ONLINE

