

HOW TO REGISTER / CREATE AN ACCOUNT:

STEP ONE: SET-UP AN EMAIL ACCOUNT (if you don't already have one)

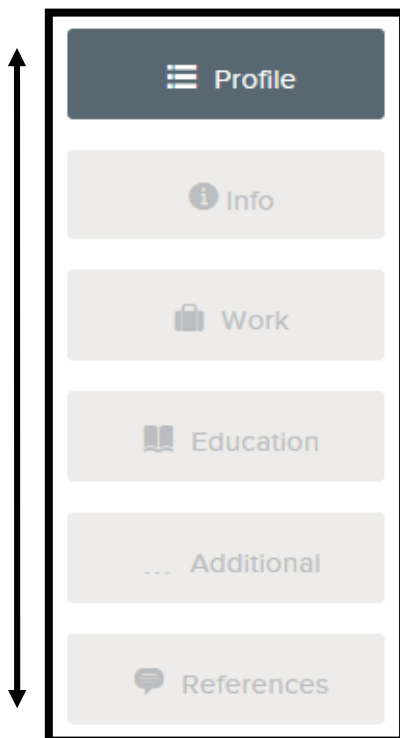
In order to submit a Job Interest Card or online application you must have a valid, active email address. If you do not currently have an email address, you can set-up a free email account at www.yahoo.com, www.outlook.com, www.aol.com, www.gmail.com, or any other free web mail service.

STEP TWO: REGISTER

- Make sure cookies are enabled in your browser's preference settings in order to fully access our site.
- Go to <https://www.governmentjobs.com/careers/ccsoh>, or from <https://www.ccsoh.us/>, click on **Jobs** (upper right), **Civil Service Positions** (lower left), **Civil Service Position Listings** (center). This will take you to the CCS Employment Center. Click **Sign in** in the upper right corner, then click **Create one** (bottom of the pull down) to create an account.
- Complete the required fields (email, username of your choosing, created password, etc.) then click the dark gray **Create** button.

NOTE: Passwords are case sensitive and require the inclusion of at least one capital letter, one number, and one special character (e.g., ! @ # \$ % ^ & * ?).

STEP THREE: COMPLETE YOUR PROFILE OR APPLY FOR A CURRENT JOB



Upon successful registration, you'll be able to establish, or update your *Profile*, adjust your *Account Settings* (including your password), and manage "submitted" as well as any "incomplete" job *Applications* you have on file. **If you have an electronic (Word) version of your resume you can have the software download it to automatically complete most of the fields in your profile!** Or you can manually enter your *Profile* information in each screen, such as personal Info, Work history, Education, etc. Hit "Next" at the bottom of the page to advance to the next section. The information you enter under your *Profile Settings* will be stored and will automatically complete most of the fields within any application you file with us. **Please see our "Tips for Completing an Online Profile" for more information.**

From our *Career Pages* you may immediately begin applying for jobs by clicking on any *Job Title* on the *Job Opportunities* landing page. Click the *Menu* button in the upper left corner to see all of our *Job Class Specifications* or to access the *Job Interest Categories* to be notified when the jobs of your choice open for application filing.

Please be sure to update your *Account Settings* anytime your personal information changes.

If you have any technical, website-specific questions, please select *Help & Support* on the Menu, or contact our website host, NEOGOV, at (855) 524-5627, Monday through Friday, 11:00AM - 8:00PM EST. If you have any questions regarding any step of the application process with the Columbus City Schools, please call (614) **365-5000** to connect with a City Schools staff person.