# **How to Sign up for Job Alerts**

#### **Start Your Profile**

On the homepage of the careers website, add your email address and select *Let's Go!* to start your profile. If you've shared your email before, select *View Your Profile*.

opportuni	ected by sharing a bit about yourself! We'll send you career lies that match your interests — and your profile will be ready when ct job is posted.
Email	
Submit	,

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#### **Create Your Profile**

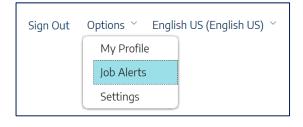
Add a password and share additional information like name, location, and notification settings.



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## **Navigate to Job Alerts Platform**

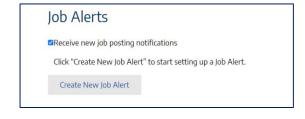
Once you create your profile, navigate to *Options* at the top right of the page, and select *Job Alerts* from the drop-down.



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## Sign up for Job Alerts

Check the box to receive new job notifications and click *Create*New Job Alert.



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## **Create Your Job Alert**

Type a keyword and location for jobs you're looking for and select the frequency of notifications.



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### **Review Your Job Alert**

Navigate back to the *Job Alerts* Platform to edit, delete, or review the alerts you've created.

