

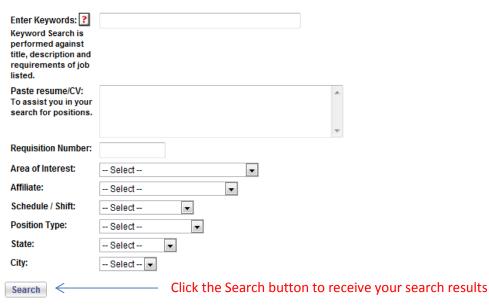
## 'How to Apply' Instructions for Lifespan employment opportunities www.lifespancareers.org

**Please Note**: Current employees, employed at a Lifespan affiliate and on Lifespan's payroll, must apply through the Lifespan Employee Self-Service Portal which may be found on the Lifespan Intranet.

- 1. How to access the site: From any computer with internet access go to www.lifespancareers.org
- 2. How to View Jobs:
  - a. Select Search all job openings and apply online to visit the Career Center Home Page.



b. Search for job openings by Keyword, Area of Interest, Affiliate, Schedule/Shift or Position Type.



3. How to Apply:

On the **Search Results window**, click the **Job Title** for the position, then click the **Apply Now** button for the job to which you want to apply.



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## 4. How to Log into the ECC:

a. If you have already registered with Lifespan Careers, enter your email address and password in the Registered Users box.



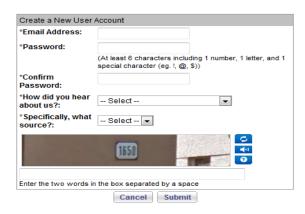
If you have forgotten your username or password

Click the Forgot your username/email address? link to retrieve your username or

Click the <u>Forgot your password?</u> link to begin the reset password process.
Follow the online instructions.

b. If this is your first time applying for a job, then you will need to create a new user account in the Create a New User Account box.

If this is the first time visiting our site, please create a new user account in the space below:



- 1. Enter your Email Address which will become your **User Name**. (You must have an active email address to apply for a position and receive correspondence regarding your application. If you do not have one, you may use sites such as outlook.com, yahoo.com or gmail.com to register for a free email account.)
- 2. Create a Password
- 3. Answer the required questions
- 4. Enter in the security code
- Click Submit.
- 6. Challenge questions are displayed. Challenge questions and answers are used to verify your identity if you need to reset a forgotten password in the future.
- 7. Select a challenge question from each list and type an appropriate answer.
- 8. Click Submit.