



## 'How to Apply' Instructions for Lifespan employment opportunities

[www.lifespancareers.org](http://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](http://www.lifespancareers.org)
2. **How to View Jobs:**
  - a. Select [Search all job openings and apply online](#) to visit the Career Center Home Page.

### Positions Currently Available

[Search all job openings and apply online >>](#)  
(Current employees: please [apply at our employee site.](#))

- b. Search for job openings by [Keyword](#), [Area of Interest](#), [Affiliate](#), [Schedule/Shift](#) or [Position Type](#).

Enter Keywords:

Keyword Search is performed against title, description and requirements of job listed.

Paste resume/CV:

To assist you in your search for positions.

Requisition Number:

Area of Interest:

Affiliate:

Schedule / Shift:

Position Type:

State:

City:

← Click the Search button to receive your search results

### 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.

Displaying 1-20 of 56 Search Results  
Page 1 2 3

Job Title	Standard Hours	Department	Affiliate	Requisition #	City	Posting Date
<a href="#">Behavioral Education Data Specialist, full-time, 40 hrs /wk.</a>	40	Training & Education - 1205253	Bradley Hospital	EPB4199	East Providence	05/18/2015
<a href="#">Clinical Research Assistant - RICART Program, 40 hours/week</a>	40	RL-CART - 7127464	Bradley Hospital	EPB4061	East Providence	04/30/2015

  
New Search Search Results

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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.

\*=Required

Registered Users

\*Email Address:

\*Password:   
(At least 6 characters including 1 number, 1 letter, and 1 special character (eg. !, @, \$))

\*How did you hear about us?:

\*Specifically, what source?:

[Forgot your password?](#)

[Forgot your user name/email address?](#)

If you have forgotten your username or password

Click the [Forgot your username/email address?](#) link to retrieve your username or

Click the [Forgot your password?](#) 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:

Create a New User Account


\*Email Address:

\*Password:   
(At least 6 characters including 1 number, 1 letter, and 1 special character (eg. !, @, \$))

\*Confirm Password:

\*How did you hear about us?:

\*Specifically, what source?:



Enter the two words in the box separated by a space

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
5. 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**.