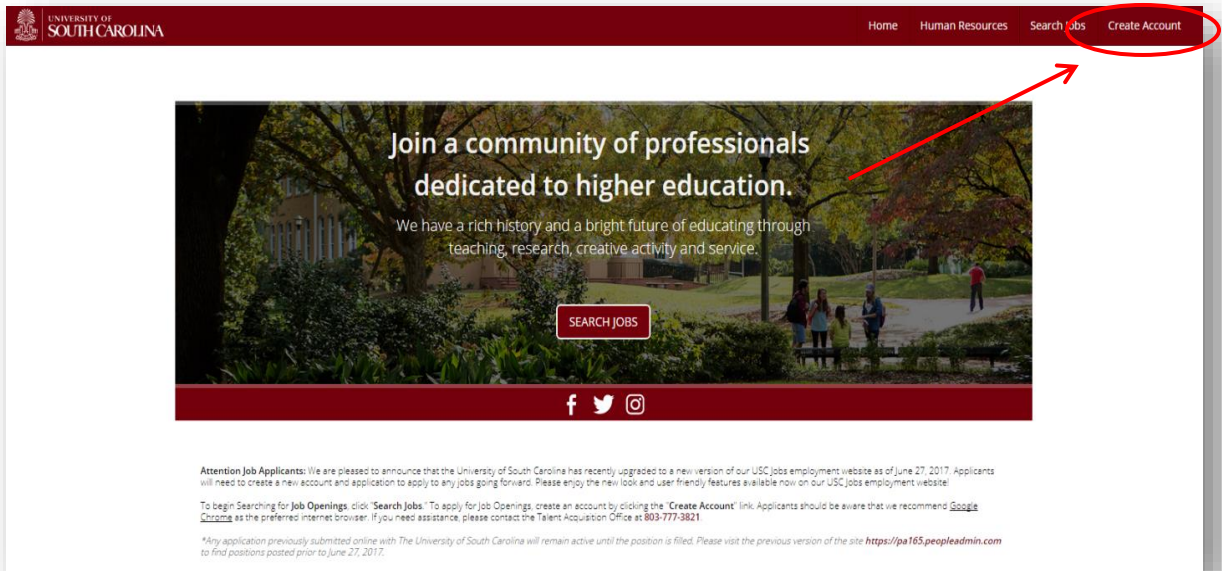


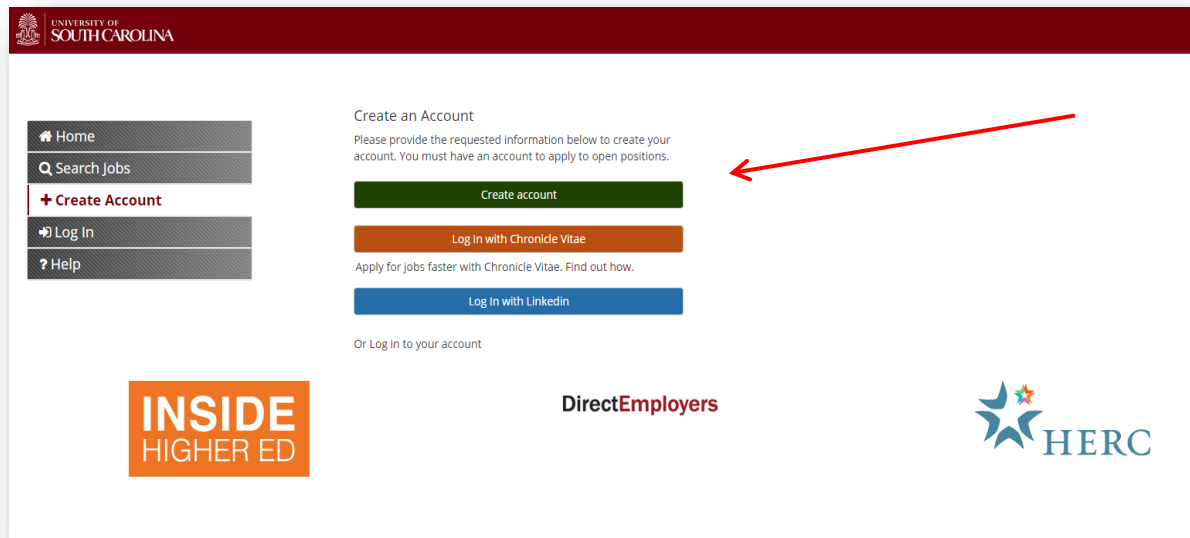
PeopleAdmin Quick Reference Guide

Creating a USC Jobs Account (Applicant Instructions)

1. Go to the applicant portal website at <https://uscjobs.sc.edu/>
2. Select Create Account.



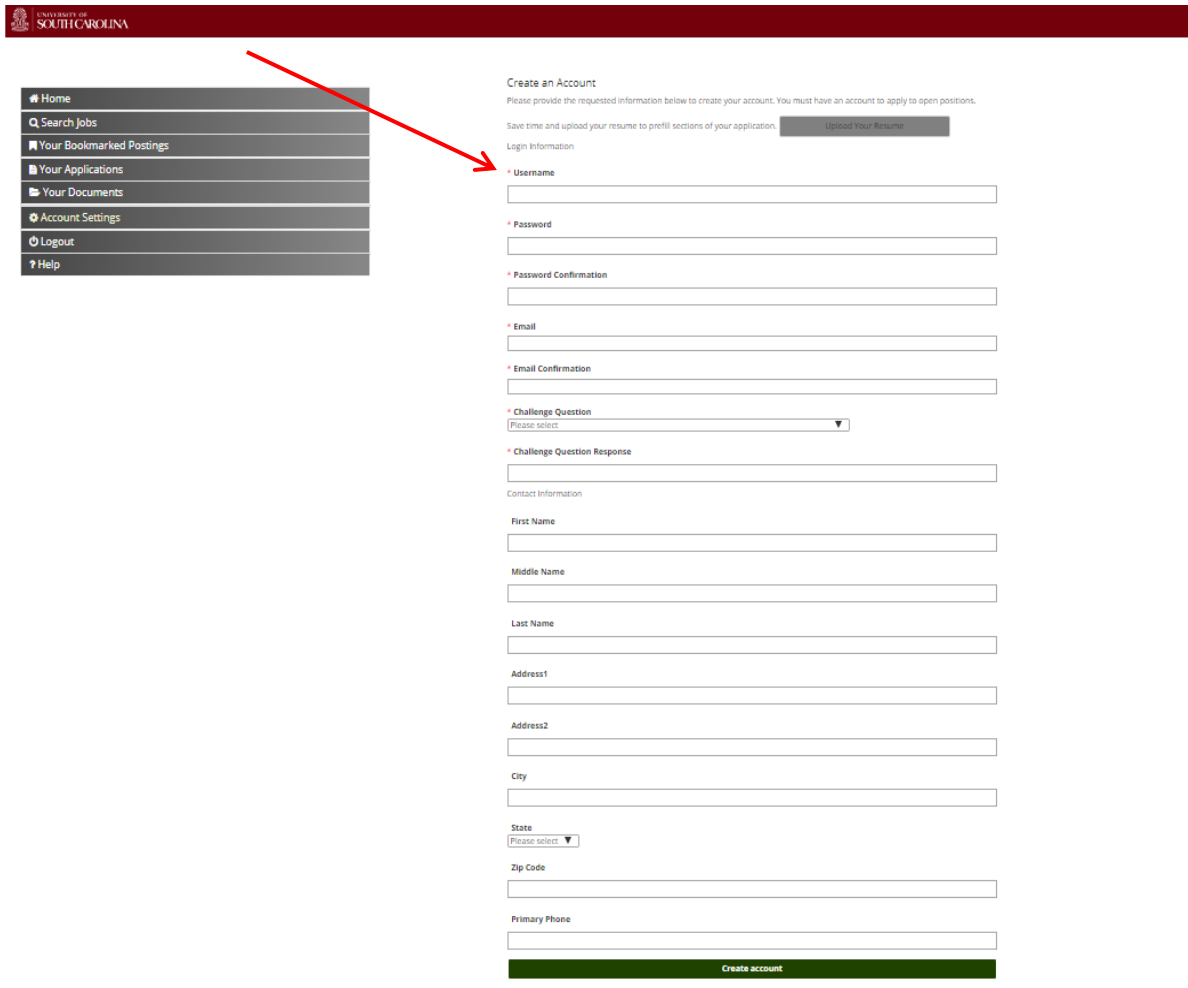
3. You can choose to create an account manually to apply for positions, or you can apply for jobs using Chronical Vitae or LinkedIn.



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Creating a USC Jobs Account (Applicant Instructions)

- Once you select Create Account, you will be requested to enter information pertaining to your account. Any field marked with an asterik is required.



The screenshot shows the 'Create an Account' page. On the left is a navigation menu with items: Home, Search Jobs, Your Bookmarked Postings, Your Applications, Your Documents, Account Settings, Logout, and Help. The 'Your Applications' item is highlighted with a red arrow pointing to the 'Username' field in the form. The form itself is titled 'Create an Account' and includes instructions: 'Please provide the requested information below to create your account. You must have an account to apply to open positions.' and 'Save time and upload your resume to prefill sections of your application.' with an 'Upload Your Resume' button. The form sections are: 'Login Information' with fields for Username, Password, Password Confirmation, Email, Email Confirmation, Challenge Question (dropdown), and Challenge Question Response; 'Contact Information' with fields for First Name, Middle Name, Last Name, Address1, Address2, City, State (dropdown), Zip Code, and Primary Phone. A 'Create account' button is at the bottom.

- After your information has been entered, you can select the tabs below to take different actions:
 - Search Jobs** will allow you to search for positions that are available on the USC Jobs website.
 - Your Applications** will allow you to view any applications that you have completed or are still in the process to be completed.
 - Your Documents** will allow you to attach any documents (such as a resume or cover letter). Once these documents have been uploaded, you can choose from these documents when applying for a position.

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- **Account Settings** will allow you to update any of your personal information such as address, username, etc. When this area is updated, this information will automatically update on any application that has been submitted.
- **Logout** will allow you to securely log out of the system
- **Help** will allow you to see FAQs and information pertaining to the functionality of the system.



6. Once your account has been created, you are ready to search jobs and apply for positions.