



### FIRST TIME REGISTRATION:

- Go to [career.una.edu/LionJobs](http://career.una.edu/LionJobs). Click **FOR STUDENTS**.
- Click **SIGN UP**. Enter the information requested and click **SUBMIT**.
- You will receive two emails at the address you entered. One has a confirmation link that you **MUST** click to complete the registration process. The other email contains your **username and a URL to set your password**.

### TO UPLOAD A RÉSUMÉ:

- **FIRST, view sample résumés at [career.una.edu](http://career.una.edu).** Once you have created and saved your resume, you are ready to submit.
- Click the **DOCUMENTS** tab.
- Click **PENDING/ADD NEW**, then **Add New again (purple button)**
- Label your document (for example, "Resume 2018")
- **BROWSE** to the location where your résumé is saved and choose your file then click **SUBMIT**.



All documents will be reviewed by the Career Center staff to ensure they have up-loaded correctly. **Please allow 48 hours for review.**

- You will receive an email with comments and instructions.
- Make any suggested changes and re-submit.

**\*WHEN YOUR DOCUMENT IS APPROVED, YOU WILL BE ABLE TO APPLY FOR JOBS.**

### TO SEARCH FOR JOBS:

- Click the **JOBS** tab. Next click **CSM JOBS**, then **Advanced Search**, OR **NACELink Extended Job Search**.



- Indicate the **POSITION TYPE** you are seeking (part-time or full-time, on- or offcampus).
- Click **SEARCH**, or further narrow the search as you wish.
- Scroll down to view the list of positions. Click on the **JOB TITLE** of the position you wish to review.
- Follow the instructions to apply for the job. **In most cases, you will not be able to apply for the job if you do not have an approved résumé uploaded to your LionJobs account.**

Please email [lwammack@una.edu](mailto:lwammack@una.edu) or call (256)765-4276 if you have any questions.