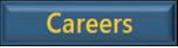
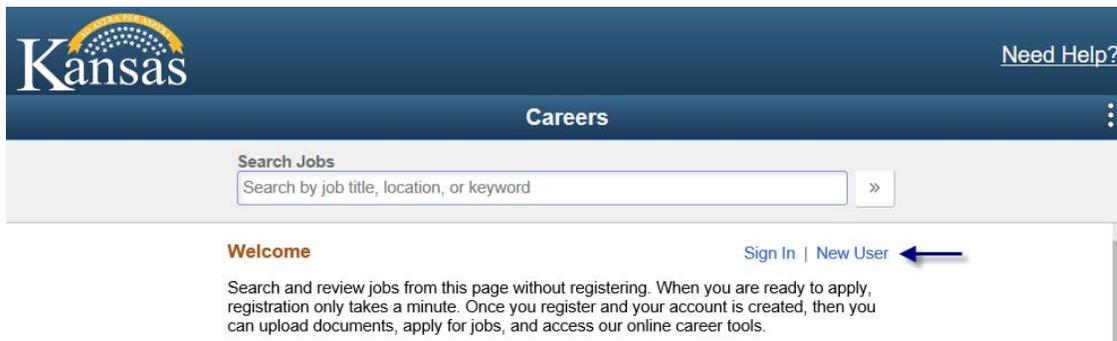


## Create an Account – State of Kansas Careers portal

The first step to apply for State of Kansas jobs from the State Employment Center Careers portal is to register as a new user. Once you have created an account, you may sign in with your user name and password to begin applying for jobs.

1. Access the State Employment Center Careers portal at: <http://jobs.ks.gov>
2. Click on the Careers button 
3. Click the **New User** link



Need Help?

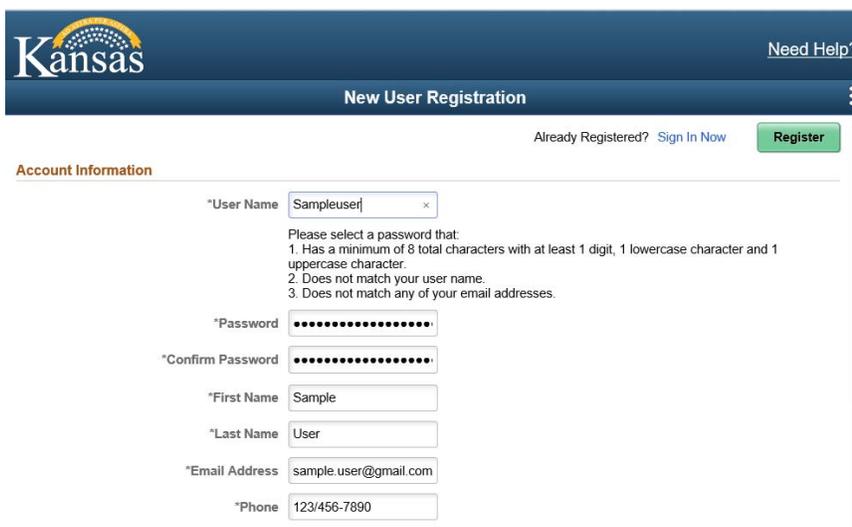
Careers

Search Jobs  
Search by job title, location, or keyword

Welcome [Sign In](#) | [New User](#)

Search and review jobs from this page without registering. When you are ready to apply, registration only takes a minute. Once you register and your account is created, then you can upload documents, apply for jobs, and access our online career tools.

4. Enter Account Information – Password entered must meet the specified criteria. The name you enter in the first and last name fields should be entered to match your legal name as written on your Social Security card.



Need Help?

New User Registration

Already Registered? [Sign In Now](#) [Register](#)

Account Information

\*User Name

Please select a password that:  
 1. Has a minimum of 8 total characters with at least 1 digit, 1 lowercase character and 1 uppercase character.  
 2. Does not match your user name.  
 3. Does not match any of your email addresses.

\*Password

\*Confirm Password

\*First Name

\*Last Name

\*Email Address

\*Phone

**TIP: Fill out the required fields marked with an \*.**

## 5. Enter Contact Information

### Address Information

\*Country

\*Address 1

Address 2

Address 3

\*City  \*State

\*Postal  County

6. Click in the **Secret Question** field and select a question from the list and enter your answer. This will allow you to reset your account in the event you have forgotten your user name and/or password.

### Secret Question for Forgot Password

\*Secret Question  ←

\*Answer

7. Read Terms and Conditions and click the Checkbox next to **‘I agree to the Terms and Conditions.’**

[View Terms and Conditions](#) ←

→  I agree to the Terms and Conditions

8. Click **Register**

**New User Registration**

Already Registered? [Sign In Now](#)

**Account Information**

\*User Name

Please select a password that:

1. Has a minimum of 8 total characters with at least 1 digit, 1 lowercase character and 1 uppercase character.
2. Does not match your user name.
3. Does not match any of your email addresses.

Once you click Register, you will receive a message saying you have successfully registered as an applicant. You may now begin using features of the Careers portal that require registration.



**TIP:** Once registered, you can update your preferred method for being contacted by navigating to **My Account Information** and selecting your preferred contact method. Options include Email, Mail, Not Specified and Phone.

A screenshot of the 'My Account Information' page in the Kansas Careers portal. The page has a dark blue header with the 'Kansas' logo and 'Need Help?' link. Below the header, there is a navigation bar with a back arrow and the text 'Careers' on the left, and 'My Account Information' in the center. The main content area is titled 'Account Settings' and contains several sections: 'User Name' with a dropdown menu showing 'Email', 'Mail', 'Not Specified' (highlighted), and 'Phone'; 'Contact Method' with a dropdown menu showing 'Not Specified' (highlighted) and 'Phone'; 'Name' section with fields for 'Name Prefix', '\*First Name' (containing 'Sample'), 'Middle Name', '\*Last Name' (containing 'User'), and 'Name Suffix'; and 'Address' section with a '\*Country' dropdown (containing 'United States'), '\*Address 1' (containing '1234 Test Lane'), and 'Address 2'.

Look at the Apply for a Job through the Careers portal job aid for step-by-step instructions on how to apply for a job.