Careers Job Aids (jobs.ks.gov)

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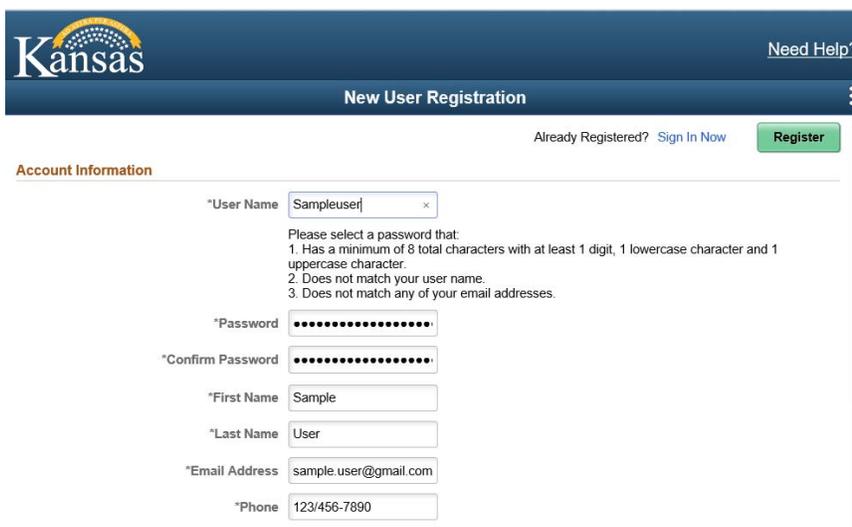3. Click the **New User** link
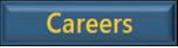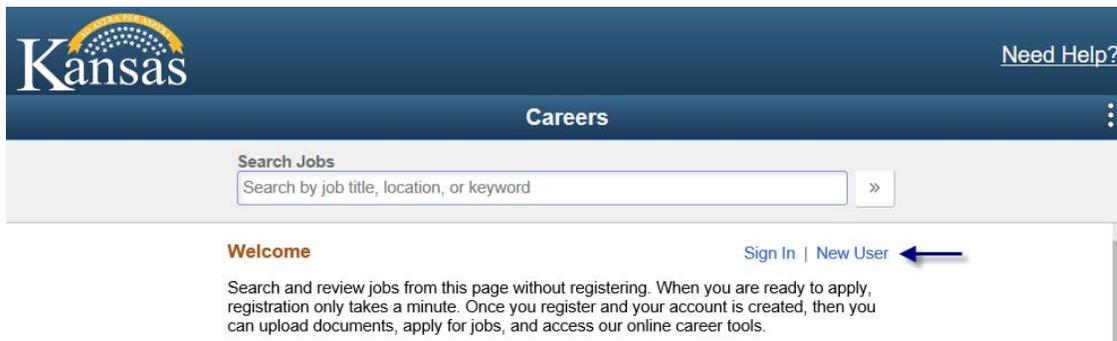
4. Enter Account Information – Password entered must meet the specified criteria. The name you enter in the first and last name fields should be entered to match your legal name as written on your Social Security card.

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

5. Enter Contact Information

Address Information

*Country	United States		
*Address 1	9876 Test Road		
Address 2			
Address 3			
*City	Anywhere	*State	Kansas
*Postal	66605	County	Shawnee

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	What is your favorite food?
*Answer	Nachos

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   **Register**

Account Information

*User Name	Sampleuser

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.

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.