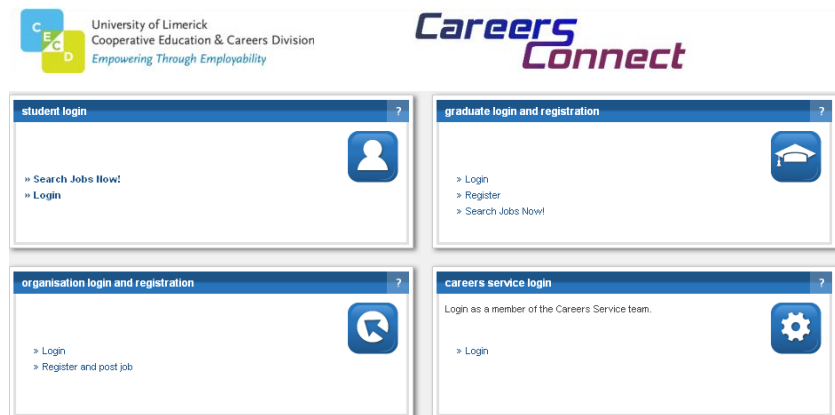




### How to register with the UL Careers Service online vacancy system.

<https://careersconnect.ul.ie>

Start  
Under "Organisation Login & Registration", click on "Register and post job"



Step 1  
Fields marked with an \* must be completed. Complete organisation information details.  
Click on "Next".

Step 2  
Complete fields as necessary. Fields marked with an \* must be completed.  
Click on "Next".



Step 3  
Click on "Next".

**REGISTER - PARENT ORGANISATION INFORMATION**

Please enter the following information to create your organisation profile.

Are you a:

- Single or top-level organisation
- Subsidiary organisation
- Division within an organisation

< Previous   Next >   Cancel

\* Required Fields

Step 4  
Select "Add New Contact". You must add your contact details here.

**REGISTER - CONTACT DETAILS**

Please add organisation contacts to create your organisation profile.  
You must specify at least one organisation contact.  
Organisation contacts list is empty.

**Add New Contact**

Note: User Authorised means the user is able to authorise expenditure..

< Previous   Register   Cancel

Step 5  
Complete new contact information.  
Click on "Done".

**CONTACT INFORMATION**

To add a new contact please complete the details on this page.

Type of Contact:

Full Name \*

Job Title

Department

Contact Number \*

**Add Another Number**

Primary Email \*

**Add Another Email**

Organisation:  Use Alternative Organisation (below)    Use Selected Organisation

Contact Address:  Use Alternative Address (below)    Use Organisation Address

Done   Cancel

\* Required Fields

Step 6  
Click "Register" to complete.

**REGISTER - CONTACT DETAILS**

Please add organisation contacts to create your organisation profile.  
You must specify at least one organisation contact.

User Details						
Name	Primary Email	Primary Number	Job Title	Type Of Contact	Status	Can Log In
Colm Cunniffe	Colm.Cunniffe@ul.ie	061 202242		General Contact	Receive Mailings	Yes

**Add New Contact**

User "Colm Cunniffe" has been updated/created.

Note: User Authorised means the user is able to authorise expenditure..

< Previous   Register   Cancel

Once your organisation has been approved by the UL Careers Service you will receive an e-mail and you can add vacancies to the website.