

# Orange County Government - Careers Guide

## Register and Create Your Profile – For External Applicant

As a first time applicant, you will need to register with an email address (user name) and password in order to create your profile.

### Careers

Current employees of Orange County Government must apply using Self-Service Careers link through MyOCInfo. First time applicants, click the 'Register Now' link. If already registered, enter your Email Address (User Name) and Password, click Login.

The screenshot shows two main sections: 'Basic Job Search' and 'Login'. The 'Basic Job Search' section includes a 'Keywords:' text box, a 'Posted:' dropdown menu set to 'Last Month', and buttons for 'Search', 'Advanced Search', and 'Search Tips'. The 'Login' section includes 'Email Addr:' and 'Password:' text boxes, and buttons for 'Login', 'Login Help', and 'Register Now'. The 'Register Now' link is circled in red.

Latest Job Postings - To view posting description, click the job posting title link.

Navigation: First Previous Next Last

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	12/18/2009	<a href="#">Human Resources Analyst</a>	8813	Fire Administration
<input type="checkbox"/>	12/18/2009	<a href="#">Asst Mgr Youth &amp; Family Svc</a>	8812	Youth and Family Services
<input type="checkbox"/>	12/17/2009	<a href="#">Payroll Manager</a>	8811	County Comptroller
<input type="checkbox"/>	12/17/2009	<a href="#">Enterprise Site Administrator</a>	8810	Information Systems & Services
<input type="checkbox"/>	12/17/2009	<a href="#">Administrative Specialist</a>	8809	Fire Rescue Dept

Buttons: Select All Deselect All Save Jobs Apply Now

1. Click the [Register Now](#) link.

## Register

Enter your email address and password

The screenshot shows a registration form with the title 'Enter Registration Information'. It contains three input fields: 'Email Addr', 'Password', and 'Confirm Password'. Below the fields is a 'Register' button and a 'Return to Previous Page' link.

2. Enter Email Address (User Name), a Password of your choice, and then re-type the Password to confirm you entered it correctly.

Be sure to write down the Email Address and Password used for your login registration. You will need this information to retrieve and/or make changes to your profile and to apply for additional positions.

If you do not already have an e-mail account, several websites offer free e-mail accounts including [www.yahoo.com](http://www.yahoo.com), [www.hotmail.com](http://www.hotmail.com), or [www.gmail.com](http://www.gmail.com).

3. Click the [Register](#) button and you will be taken to the Careers Home page.

[Careers Home](#)
[Job Search](#)
[My Saved Jobs](#)
[My Saved Searches](#)
[My Career Tools](#)
[Logout](#)

**Careers Home**

**Welcome**

To add or change your Name / Address / Email / Phone / Password, click 'My Profile' link.

To apply for a position, select a job and click Apply Now. Answer all questions on the Complete Application page and click Submit.

<p><b>Basic Job Search</b></p> <p>Keywords: <input type="text"/></p> <p>Posted: <input type="text" value="Last Month"/></p> <p><input type="button" value="Search"/> <a href="#">Advanced Search</a> <a href="#">Search Tips</a></p>	<p><b>My Career Tools</b></p> <p><a href="#">Applications</a></p> <p><a href="#">My Profile</a></p>
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3. From the Careers Home page, click the [My Profile](#) link.

**My Profile**

[Return to Previous Page](#)

<b>Member Information</b>	
User Name:	testks1@live.com
Password:	<a href="#">Change Password</a>
Preferred Method of contact:	<input type="text" value="Not Specified"/>

<b>Name</b>	
Name Format:	English
Name Prefix:	<input type="text"/>
*First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text"/>
Name Suffix:	<input type="text"/>

<b>Address</b>	
Country:	<input type="text" value="United States"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Postal:	<input type="text"/>
County:	<input type="text"/>

<b>Email</b>	
Primary Email Type:	<input type="text" value="Home"/>
Email Address:	<input type="text" value="testks1@live.com"/> <input type="button" value="Remove"/>

[Add Another Email Address](#)

<b>Phone Numbers</b>	
Primary Phone Type:	<input type="text" value="Select.."/>
Phone Number:	<input type="text"/> <input type="text" value="Extension:"/> <input type="button" value="Remove"/>

[Add Another Phone Number](#)

4. Enter your Preferred Method of Contact
5. Enter your Name
6. Enter your Address
7. Enter an Alternate Email Address if any.
8. Enter Phone
9. Click the  button.

You will be directed back to the Careers Home page where you can view job postings and apply for positions.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

**Careers Home**

**Welcome Test5**

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