WCMCA MY JOBS PORTAL

- Website:
https://secure.entertimeonline.com/ta/KPAY0610001.jobs?rnd=GIT&@rtm=1&CareersSearch'>Career%20Opportunities=

- Create New Account
  - Follow the prompts to set-up your account
  - Please keep your login information for future use
  - Save & Continue

- Login to your account – you should see your initials / name in the top right corner when you login

- Maneuver to the Hamburger icon

- My Information
  - My Information – header – no info listed
    - My Profile
      - ❖ Prompt to Change Password

- My Jobs Portal
  - My Applicant Profile
    - Enter Information on each tab
      - ❖ Contact Info
        - ✓ Remember to "Save & Continue" after entering information on each tab / page.

      - ❖ Resume
        - ✓ Remember to "Save & Continue" after entering information on each tab / page.

      - ❖ Education
        - ✓ Remember to "Save & Continue" after entering information on each tab / page.

      - ❖ Work Experience
        - ✓ Remember to "Save & Continue" after entering information on each tab / page.

      - ❖ Skills
        - ✓ Remember to "Save & Continue" after entering information on each tab / page.

      - ❖ Professional & Personal References
        - ✓ Remember to "Save & Continue" after entering information on each tab / page.

      - ❖ EEO Information
        - ✓ Remember to "Save & Continue" after entering information on each tab / page.

- ❖ Applicant Profile Summary – will only show up once you enter / save information on the above tabs
  - ✓ Remember to "Save & Continue" after entering information on each tab / page.

- ❖ Cover Letter & Apply - will only show up once you enter / save information on the above tabs
  - ✓ Click "Finish & Apply"

- o You will receive the message "Hooray! Nice! Your application has been submitted for consideration."
  - ▪ Click "OK"

- o Find Jobs – Listing of current job positions at WCMCA

- o My Applications – Listing of which position(s) you have applied for at WCMCA