# Job Seeker Login and Resume Submission Instructions

1. Welcome to the American Psychiatric Nurses Association Career Center (careers.apna.org). To login click on "Job Seeker Sign In".

CAREER CENTER

Employers? Post Jobs and More

🔒 Job Seeker Sign In

Your Account ▼

Home   Jobs   Your Profile   Resources

❓ Help

APNA CareerLine

Job title, keyword...   Location   🔍

Advanced Search
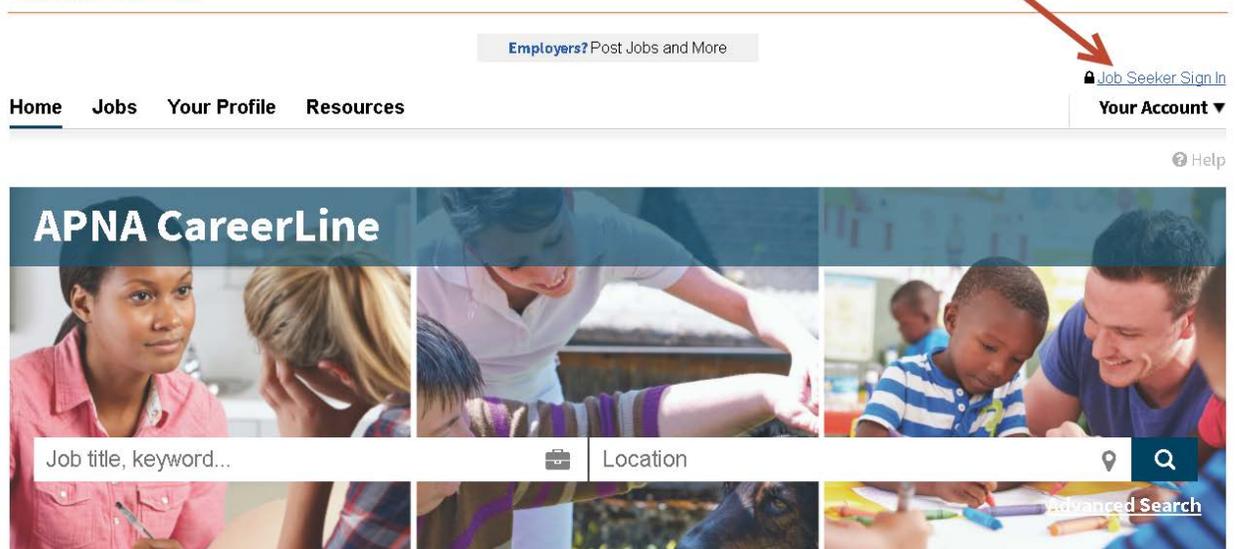
2. You will be taken to APNA's login page. Here you will prompted to enter your Username and Password. If you are an APNA member or already have an account with APNA, use your same log in information to log in here. Information from your profile will automatically transfer into your job seeker profile.
If you are a new user click "a new visitor to the site without an account".

AMERICAN PSYCHIATRIC NURSES ASSOCIATION

Please log in below.

I am:

◉ an APNA member or a nonmember with an existing account ○ a new visitor to the site without an account

Username: *   [   ]

Password: *   [   ]

[Proceed]

Reset password

3. On the following page you will be prompted to fill out your contact information. Once completed you will then be taken back to the job search page on the Career Center.

AMERICAN PSYCHIATRIC NURSES ASSOCIATION

Please log in below.

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* = Required information

Enter your e-mail address *	[ ]	(Your email address will be your username.)
Re-enter your e-mail *	[ ]	
Create Password *	[ ]	
Create Password (validate) *	[ ]	
First Name *	[ ]	
Last Name *	[ ]	
Title	[ ]	
Company	[ ]	
Address *	[ ]	

4. To complete your profile and to upload any documents click on "Your Profile".

Overview   Jobs   **Your Profile**   Resources   Your Account ▼

❓ Help

🔍 Search   👁 Browse   📍 Explore   ✉ Your Job Alerts   ⭐ Your Saved Jobs

[Keywords]   ⓘ ✕   **SEARCH JOBS**   ▼

494 JOBS   Sort By Newest ▼

Senior Patient Safety and Risk Consultant (Telework Position)   Seattle, Washington   MedPro Group   ⭐
MedPro Group   Today

Nurse Practitioner (ARNP) - HPH Hospice -Hudson, New Port Richey,   Hudson, Florida

5. Click on "Edit Profile".

❓ Help

Profile

Upload Resume | Documents | Preview | Finished

< Go Back   My Account >

EDIT PROFILE

Not Searchable **Change Visibility** * Edit
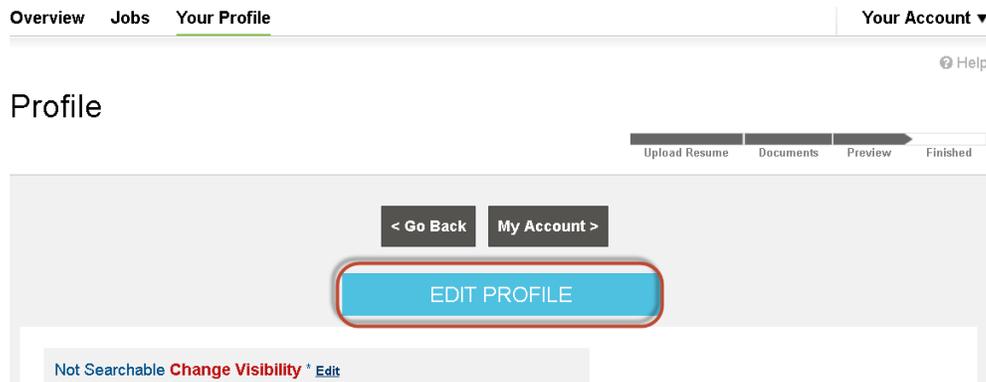
6. You will be prompted to enter any missing data. Click "Save and Continue" after entering data on each page until you come to the page where you can upload documents.

Fields marked * are required

* **Profile Visibility**

○ **Public**: Make my profile and any documents I select searchable.
○ **Confidential**: Make only my profile searchable and keep my contact information hidden.
● **Private**: Do not make my profile searchable.

Your Documents
You may select which documents are visible to employers.
Searchable documents are not allowed if you choose to keep your contact information hidden or you do not make your professional profile searchable. (See Above)

Upload Documents
You will be able to select which documents you would like to make searchable.

No File Selected	**Choose File**

Files must be 2MB or less. You may upload up to 5 files. **Allowed document types**.

Previous Step   Save & Continue >

7. You can now choose your profile visibility and choose the file(s) that you would like to upload.

   a) Your profile will default to "Private" meaning that only you can view your profile. If you would like to be searchable by employers you can select either "Public" or "Confidential".
   b) "Public" will allow an employer to see your full profile, including contact information and any documents you have uploaded, such as resume and cover letter.
   c) "Confidential" will only make your name searchable, but your contact information and documents will not be shared.
   d) We recommend you make your profile "Public" to give yourself optimal visibility to employers.

8.   Once every page has been completed make sure to press "Apply Changes".

Profile

9. Once you have uploaded your resume and changed your visibility, you can now search jobs. When you find the job you would like to apply to, you can add your document to the job application in the side application field.

10. While conducting your search, you will have the option to create job notifications for each search you conduct.
    a.   When you have selected your criteria and clicked "Search Jobs", you will see a button prompting you to create a Job Alert email.
    b.   This email will be sent to you daily with jobs that match the specific search criteria that you selected in your search.
    c.   You can create as many Job Alerts as you would like. To remove yourself from the job alert, there will be a prompt on the bottom of the job alert email, which you can select and it will remove you from that particular alert.

11. While searching for jobs you can also save jobs that interest you to review later. Once you click into the job you are interested in there will be a gray star that you can select. This will add your job to the "Your Saved Jobs" tab.

12. A blue number will appear with the amount of saved jobs in that tab. You can always delete your saved jobs by entering the tab and clicking on the "x" next to the job.
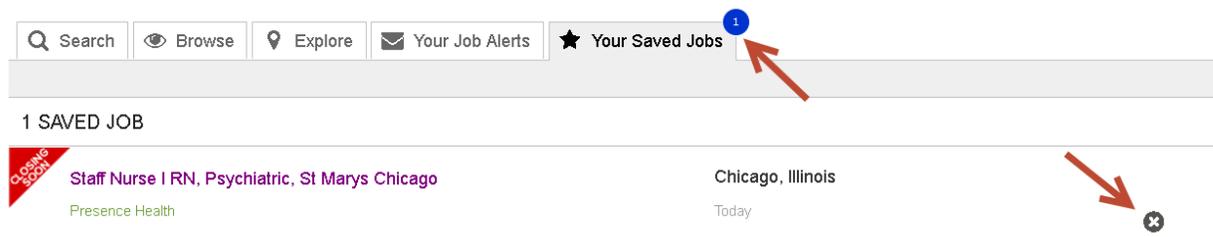
If you have any additional questions please contact Customer Service at 1-888-491-8833 or shoot us an email at: customerservice+982245@support.boxwoodtech.com.