



## GETTING STARTED: REGISTER FOR AN ACCOUNT

If you wish to apply to a job posting or submit interest to a Talent Network, you must first register an account at the FBI Careers site. Once registered, you can search, apply to, and/or submit interest for Job Postings and Talent Networks. You can also edit your account and reset your password as needed.

- For best results, launch your **web browser** using Mozilla Firefox.
- Navigate to the **FBI Careers** site (<https://apply.FBIJobs.gov>). The Careers page is where applicants perform job posting or Talent Network searches.
  1. Click the **Register Now** link in the Login section. This will lead you to the Registration Page.
  2. Under the *Enter Registration Information* section, enter a **User Name**.
  3. Enter a **Password** in the *Password* field.
  4. Re-enter your **Password** in the *Confirm Password* field to confirm.
  5. Enter a valid and active **Email Address** where you can receive notifications from the Bureau.
- **Note:** If you forget your User Name or Password, you can retrieve or reset them via the active email address that you used to register for an account.
  6. Review the *Terms and Agreements*. If you accept, select the **I Agree** checkbox.
  7. Once all of the preceding steps are completed, the **Register** button will become active. Click the **Register** button in order to finalize the process.
- You now have a Careers Page account and may begin searching for Job Postings and Talent Networks!

The screenshot shows the 'Careers' page with a 'Login' section. The 'Register Now' link is highlighted with a red box and the number 1.

The screenshot shows the 'Register' page. The registration form fields are highlighted with red boxes and numbers 2 through 5. The 'Terms and Agreements' section has the 'I Agree' checkbox highlighted with a red box and number 6. The 'Register' button is highlighted with a red box and number 7.



## ENTER YOUR PROFILE

- Navigate to the **FBI Careers** site (<https://apply.FBIJobs.gov>)
  8. Login to your account by entering your **User Name** and **Password** and clicking the **Login** button. Your *Careers Home* page will display.
  9. On your *Careers Home* page, under the *My Career Tools* section, click on the **My Profile** link. The *My Profile* page will display.
- On the *My Profile* page, update the information you wish to change. Items you may update include:
  - Password
  - Preferred Method of Contact
  - Name
  - Address
  - Email Addresses
  - Phone Number
- Once you have made the desired edits, click the **Save** button.

## RETRIEVE YOUR USER NAME/ RESET YOUR PASSWORD

- Navigate to the **FBI Careers** site (<https://apply.FBIJobs.gov>).
  10. Under the *Login* section on the screen, click the **Login Help** link.
- On the Login Help page, you can retrieve your User Name and/or Password.

### To Retrieve a Password:

11. Enter your **User Name** in the *Enter your User Name* field.
12. Click the **Get a New Password** button. An email will be sent to the Email Address that you used when registering for the account.

- **Note:** A confirmation that the email has been sent will be visible at the top of the *Careers Page*.

### To Retrieve a User Name:

13. Enter the **Email Address** you used when registering for the account.
14. Click the **Find User Name** button. An email will be sent to the Email address you used when registering for an account.

- **Note:** A confirmation that the email has been sent will be visible at the top of the *Careers Page*.

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Careers

Basic Search 8 Login

Enter a value in the Keywords search field to begin your search, or view the list of job opportunities below. To search by partial words, enter \* after your keyword value (for example: Intsr\*).

Keywords:

Posted: Anytime

Posting Type:

[Advanced Search](#) [Search Tips](#)

Enter your user name and password to login. If you have not yet registered, click the Register Now link.

User Name:

Password:

[Login Help](#) [Register Now](#)

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

Careers Home

Welcome Rory

My Career Tools

- 7 Accepted/Unaccepted Applications
- 0 Cover Letters and Attachments
- 4 Saved Resumes
- 9 My Profile

Notifications and Submissions

You do not have any notifications.

Login

Enter your user name and password to login. If you have not yet registered, click the Register Now link.

User Name:

Password:

10 [Login Help](#) [Register Now](#)

Login Help

Choose One of These Options

11 **Forgot your password?**

12

OR

13 **Forgot your User Name?**

14