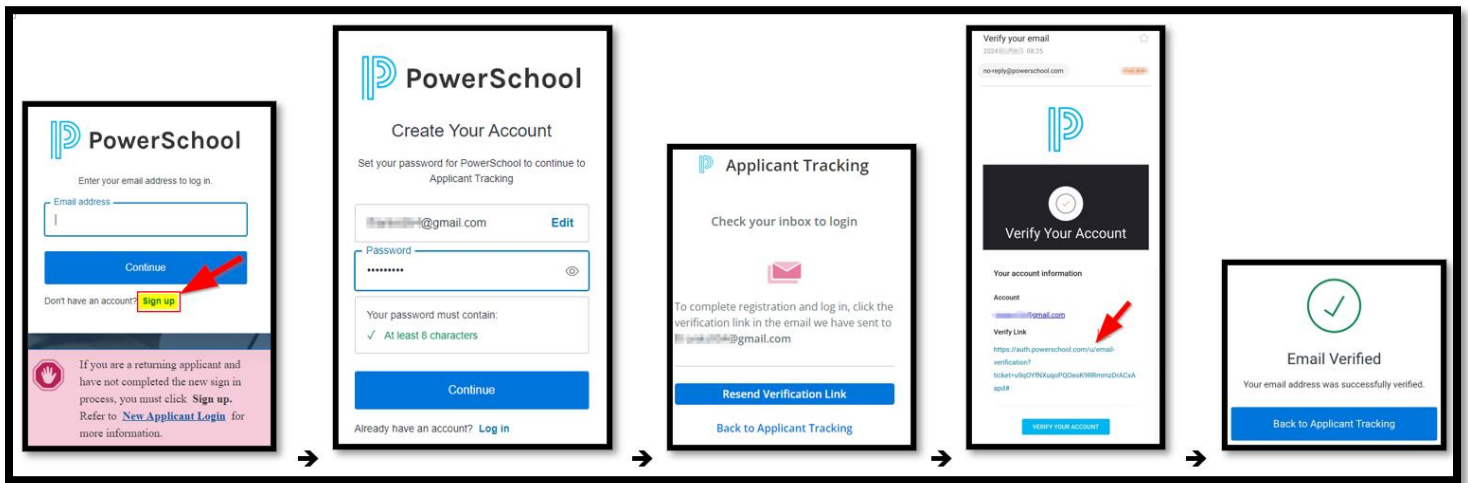


I am using Applicant Tracking for the first time

These steps are for new users. If you had a prior account, please refer to "I had an account" instruction.

Sign Up

1. Visit the [CPSB Job Application Portal](#) and click the "Sign In/Sign Up" button at the top of the page. You will be redirected to the login page.
2. Click on the "Sign-Up" button.
Provide the **email address** you wish to use for login, then click **Continue**. Please **DO NOT** use work email.
3. Choose a **password** of your choice.
4. Click "**Continue**". A verification link will be sent to your email address.
5. Go to your **email** inbox and **click on the link** to verify your account.
6. Once your email is verified, you are ready to use the new experience.
7. Back to the login page, and complete the flowing step, **skip** access data.



Skip Access Data

New users don't have old account to link, so simply click SKIP and continue.

1. After logging in (using new email and password), you will be directed to the "Access Data" screen.
2. Click on Skip and then Continue.

