Improvements to USAJOBS® have been implemented and it is important that you, as a current account holder, are aware of the changes and what you need to do to benefit from these changes. This tutorial will highlight these improvements and will provide guidance for what you need to do when you first sign in.

Sign In to your existing account by clicking on "Sign In" on the USAJOBS homepage

Due to security enhancements, you will be required to reset your password upon your first sign in attempt.

Step 1: Enter your username or email address and your old password

Step 2: Answer your three security questions. If unable to answer these, you will be able to send yourself an email with password reset instructions.
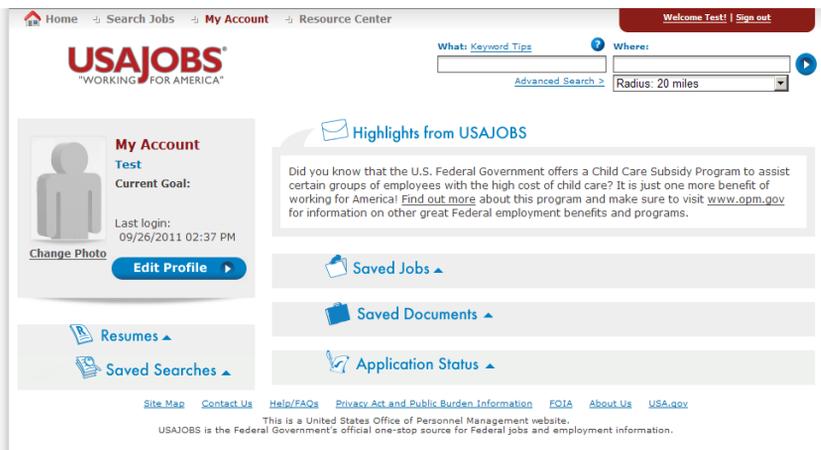
Step 3: Reset your password

Step 4: Login and update your Profile info

From **your account page** you are able to:

• Review your saved resume(s) and other documents

• Build or upload new resumes and supporting documents

• Edit or complete your profile

• Create new saved jobs

• Create new saved searches

• Check application status of past applications

Expand the "Resumes" section to review any resumes that you have saved to your account.

From your account page, you also have the option to Build or Upload a new resume.

Expand the "Saved Documents" section to review any documents that were previously uploaded and saved to your account.

You also have the option to Upload new documents.
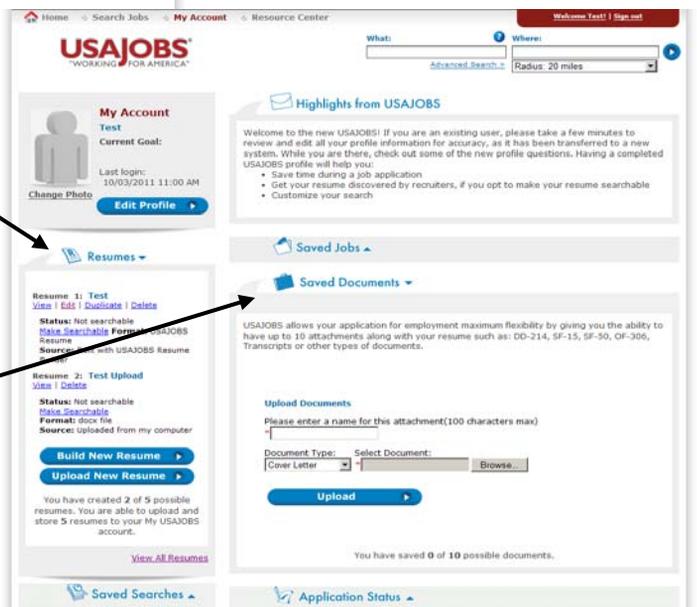
Navigating to **your Profile**, you will notice there are now five different sections listed across the top.

One significant improvement is the addition of the Hiring Eligibility section. In this section, you will answer common questions a single time. By providing these answers, you can be found more easily by agency representatives when they conduct a resume search.

To ensure your information transferred correctly, thoroughly review each field in all five sections, update your information and save any changes.

From your My Account page, add a job by clicking on "**Saved Jobs**," click "Begin your job search" and you will be redirected to the Search Jobs – Main Page. From here, begin your search and click "Save Job" on any job announcements you wish to save. These jobs will then appear within the "Saved Jobs" section of your account. Previously saved jobs did not migrate.
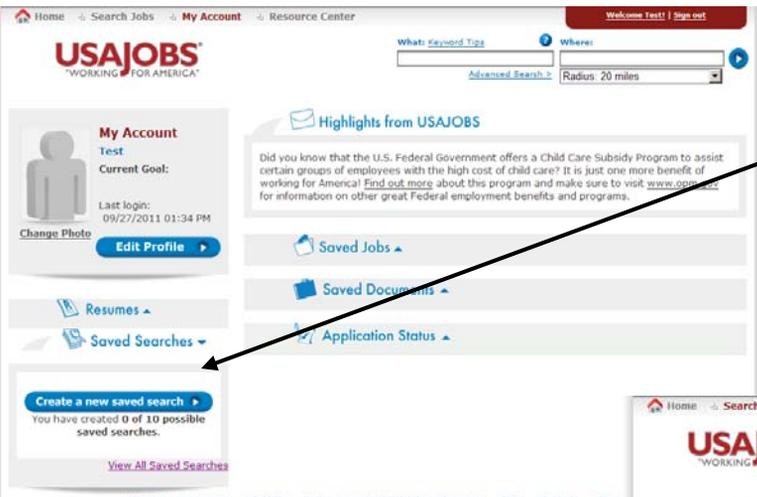
Searching functionality has been improved but your previously saved searches did not migrate. To create a new saved search, click "Create a new saved search" on your my Account page to be taken to the Saved Search page.
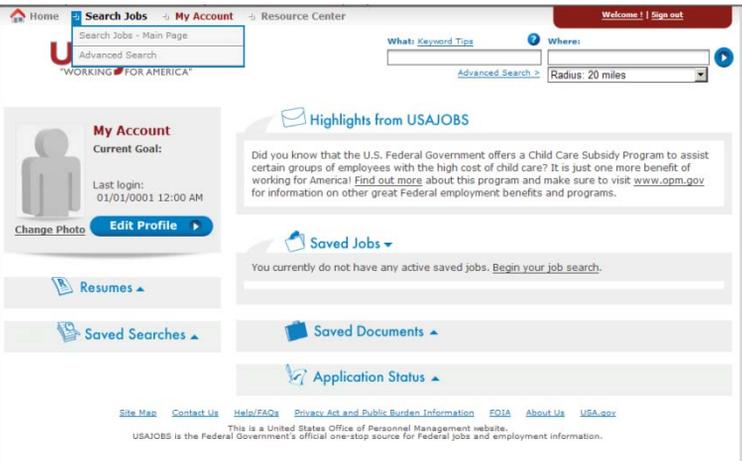
Once on the Saved Search page, you are able to select specific search criteria to provide search results tailored to you.

The fields on the Saved Search page are identical to those on the Advanced Search page. In addition, help text has been provided for most fields.

To save your search for future use, you are required to Name your Saved Search and should select how often you would like to receive emailed notifications of posted jobs that match your search criteria.

You can save your search and begin to receive emailed notifications or you can Save and Run and immediately see results of your search
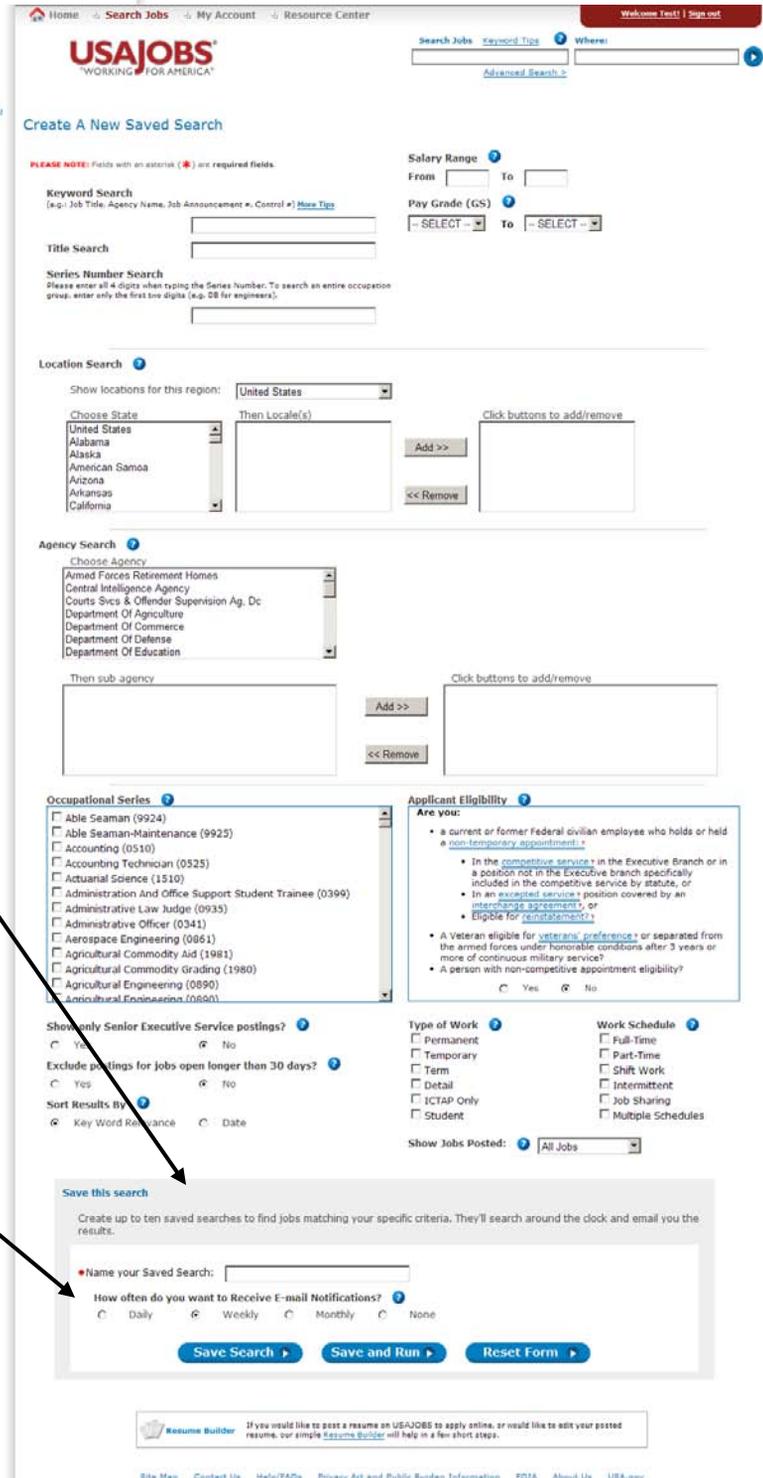
Advanced Search has been enhanced by combining "Browse Jobs, Advanced/International Search, Jobs in Demand, and Most Popular Jobs."

From the Advanced Search page, you are able to select search criteria from several different fields. Searches can be as broad or specific as you like.
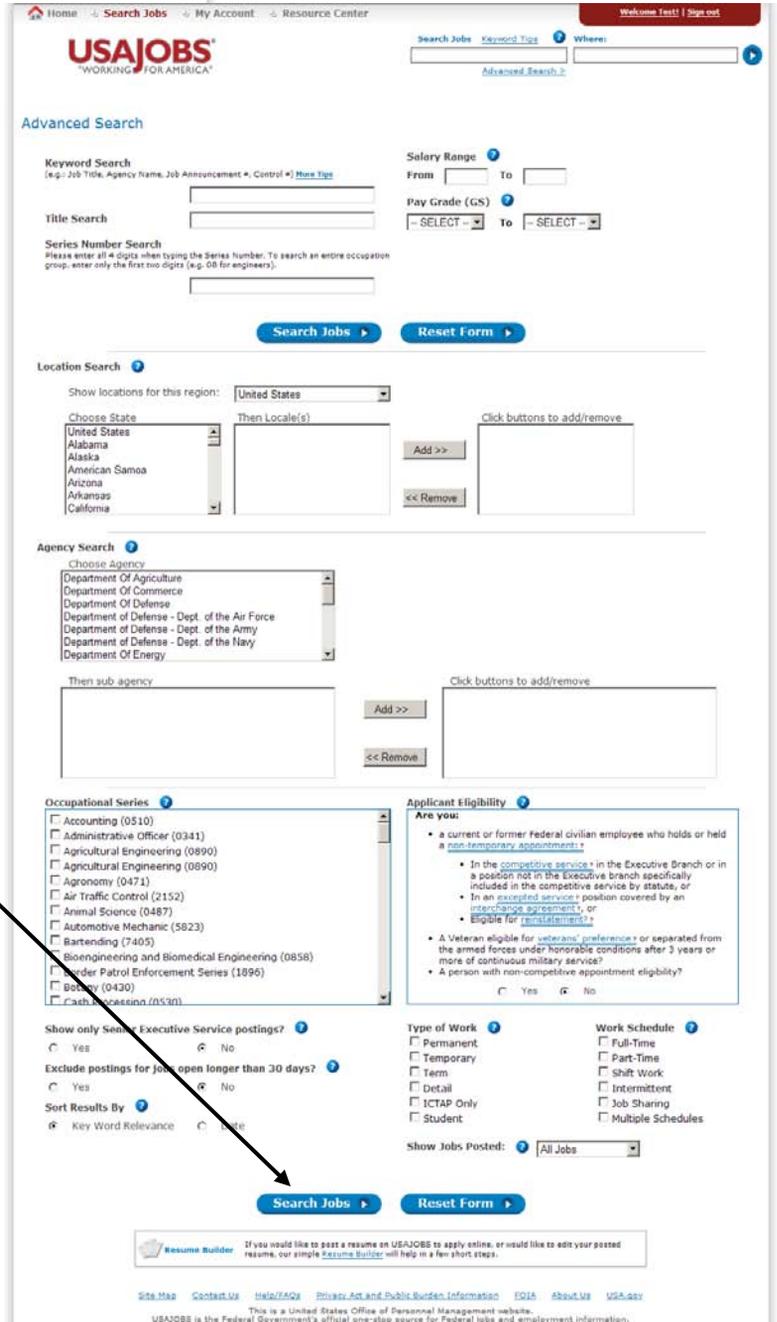
Once you have entered your search criteria, simply click "Search Jobs" to view current job opportunity announcements matching your search criteria.

If you require additional information or assistance, please review the contents of the Resource Center or contact USAJOBS customer support through the Contact Us page.