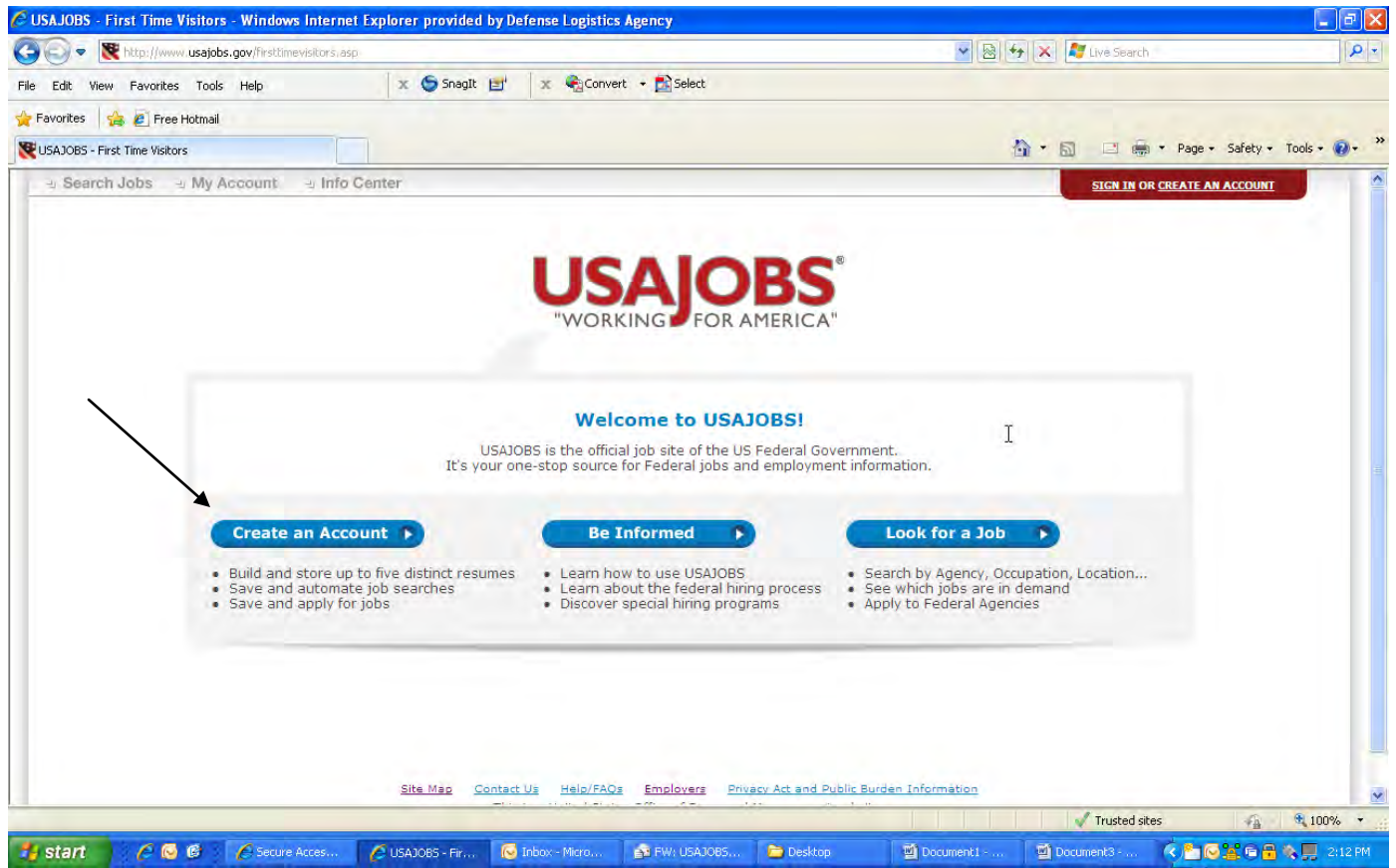


INSTRUCTIONS FOR SETTING UP AUTOMATIC EMAIL NOTIFICATIONS IN YOUR USAJOBS ACCOUNT

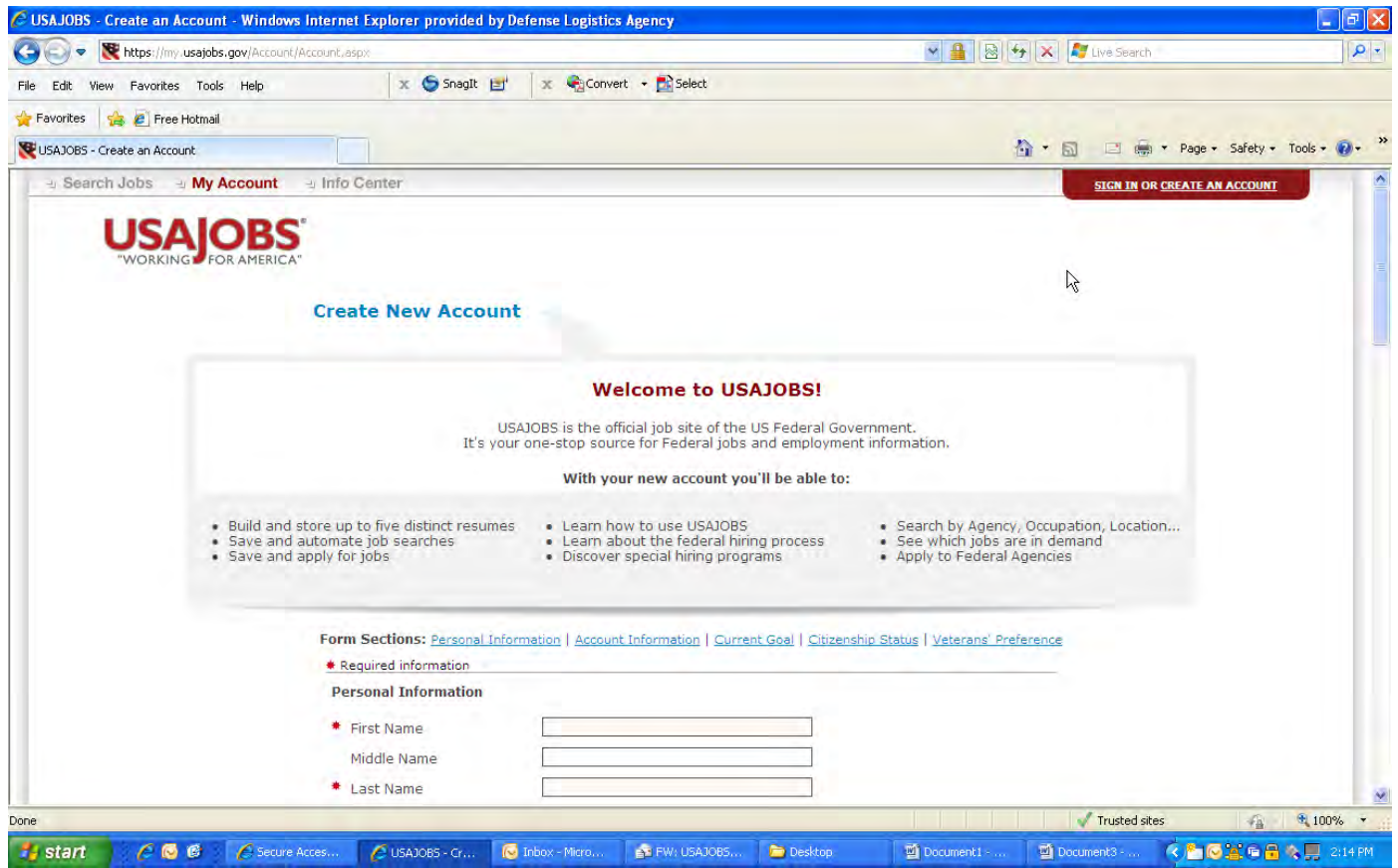
Log into USAJOBS at: <http://www.usajobs.opm.gov/>



Click on “first time visitors”



Click on “create an account”



Scroll down through this page and complete the information


USAJOBS - Create an Account - Windows Internet Explorer provided by Defense Logistics Agency

https://my.usajobs.gov/Account/Account.aspx

File Edit View Favorites Tools Help


USAJOBS - Create an Account

* Home Address
Home Address 2
* City/Town
* State/Territory/Province -SELECT-
* Postal/Zip Code
* Country US
* Telephone Numbers
-SELECT-
-SELECT-
-SELECT-
* Email
What is your email format preference? HTML Text

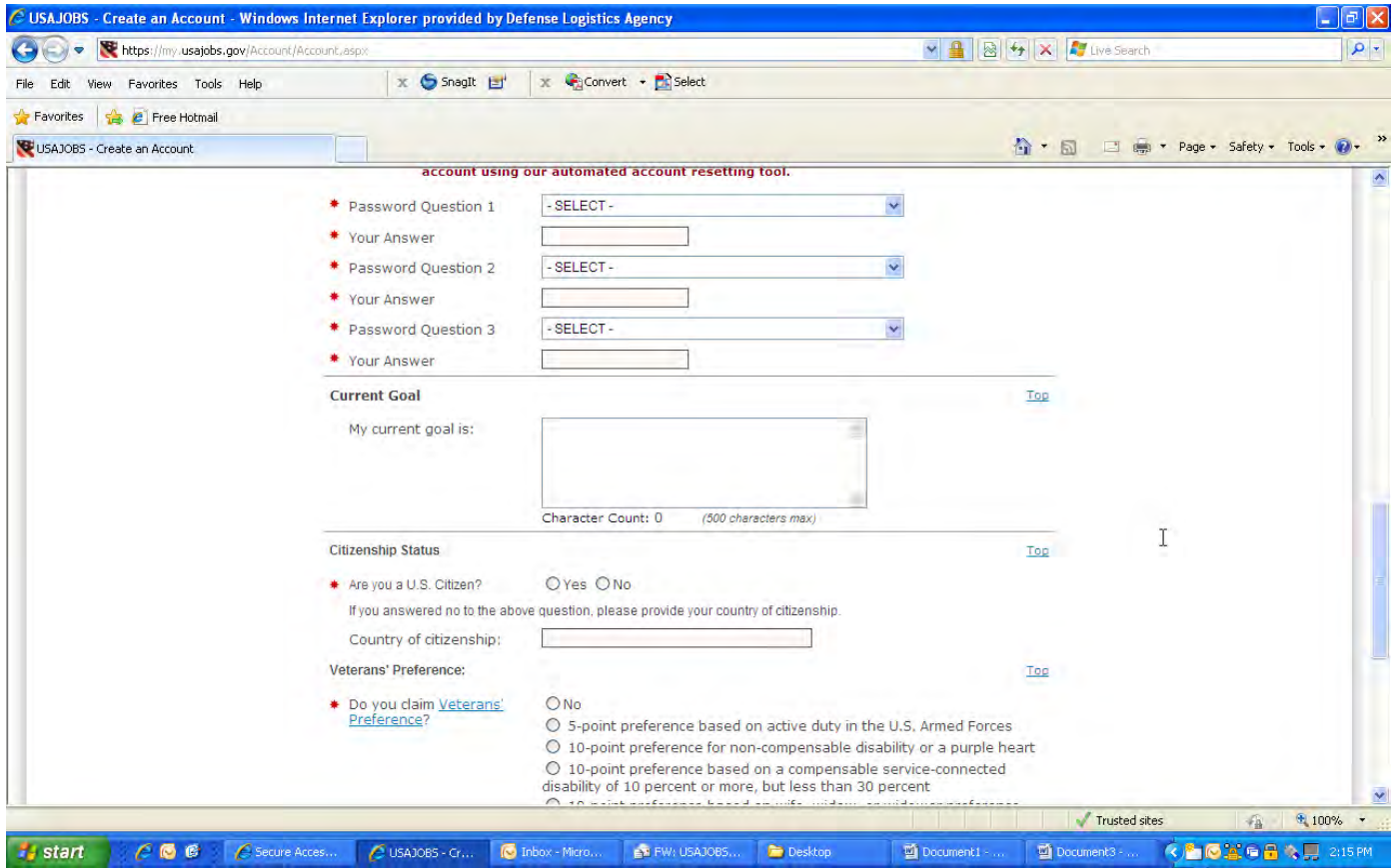
 **Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

Account Information [Top](#)

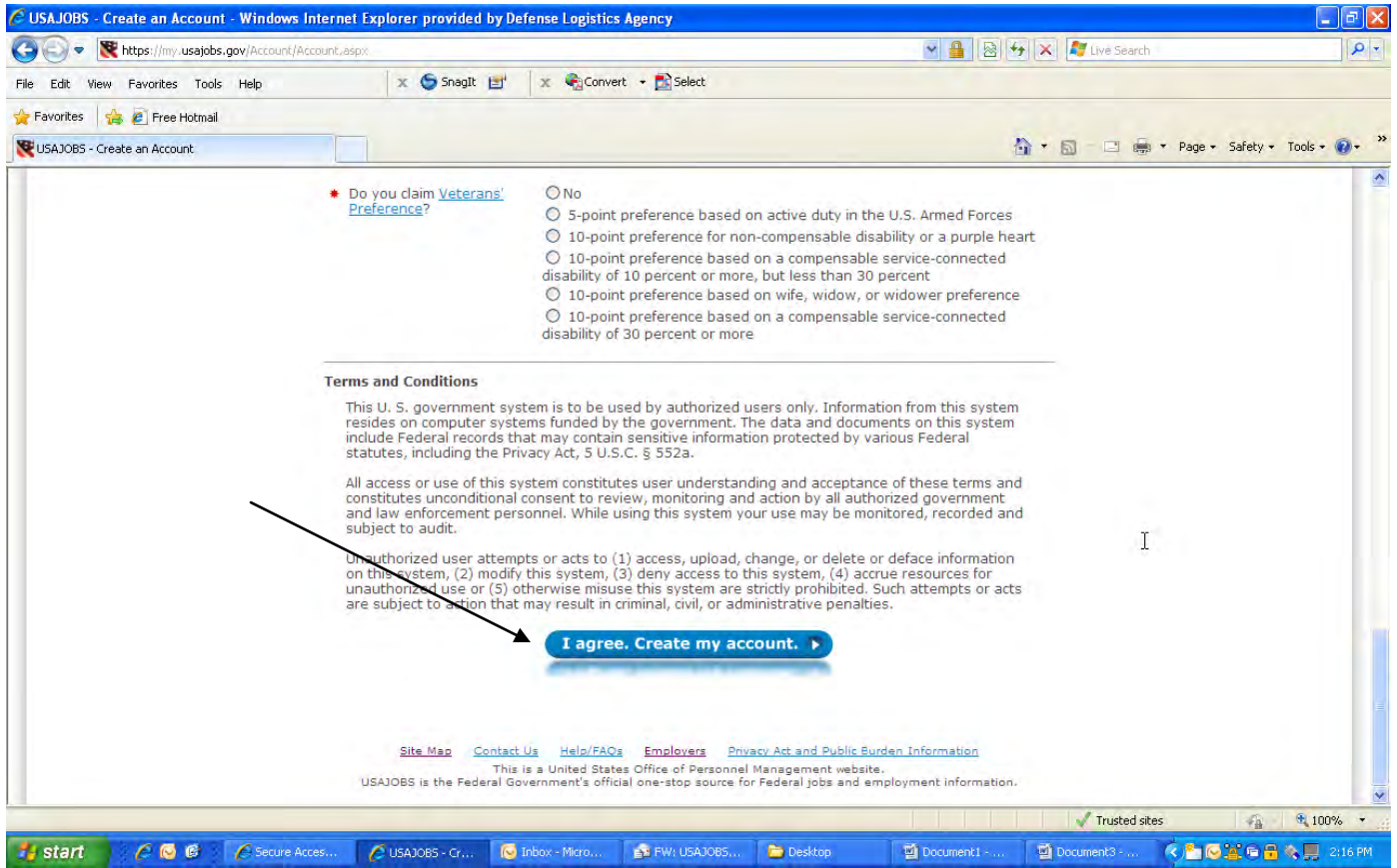
* Username Use between **4** and **20** characters
* Password Your password must contain:
- At least 8 characters (20 maximum)
- At least one upper case letter
- At least one lower case letter
- At least one number
- At least one symbol (! @ # \$ % ^ & *)
* Re-enter Password

 **To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your "MY USAJOBS"**

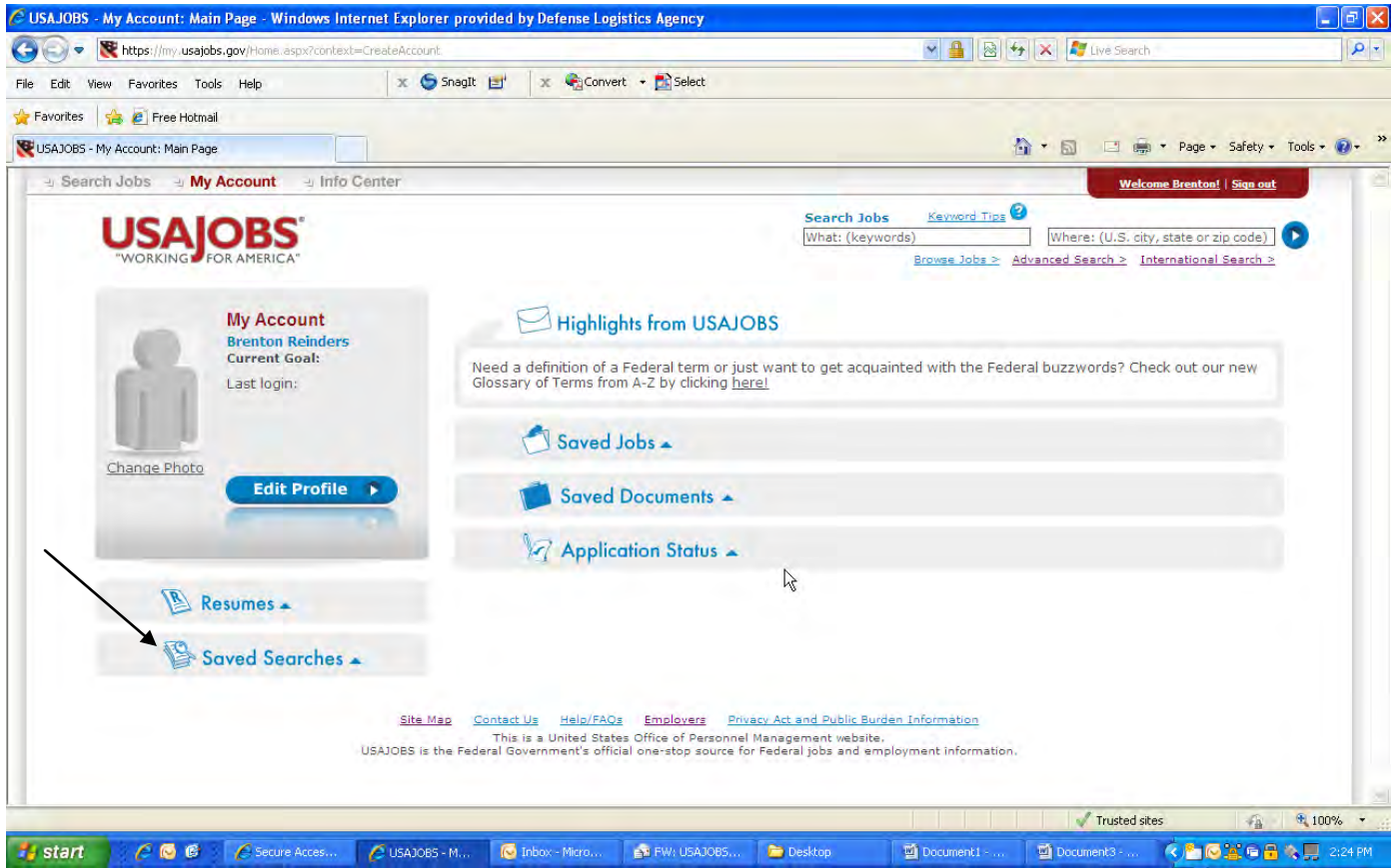
Continue completing the information on this page



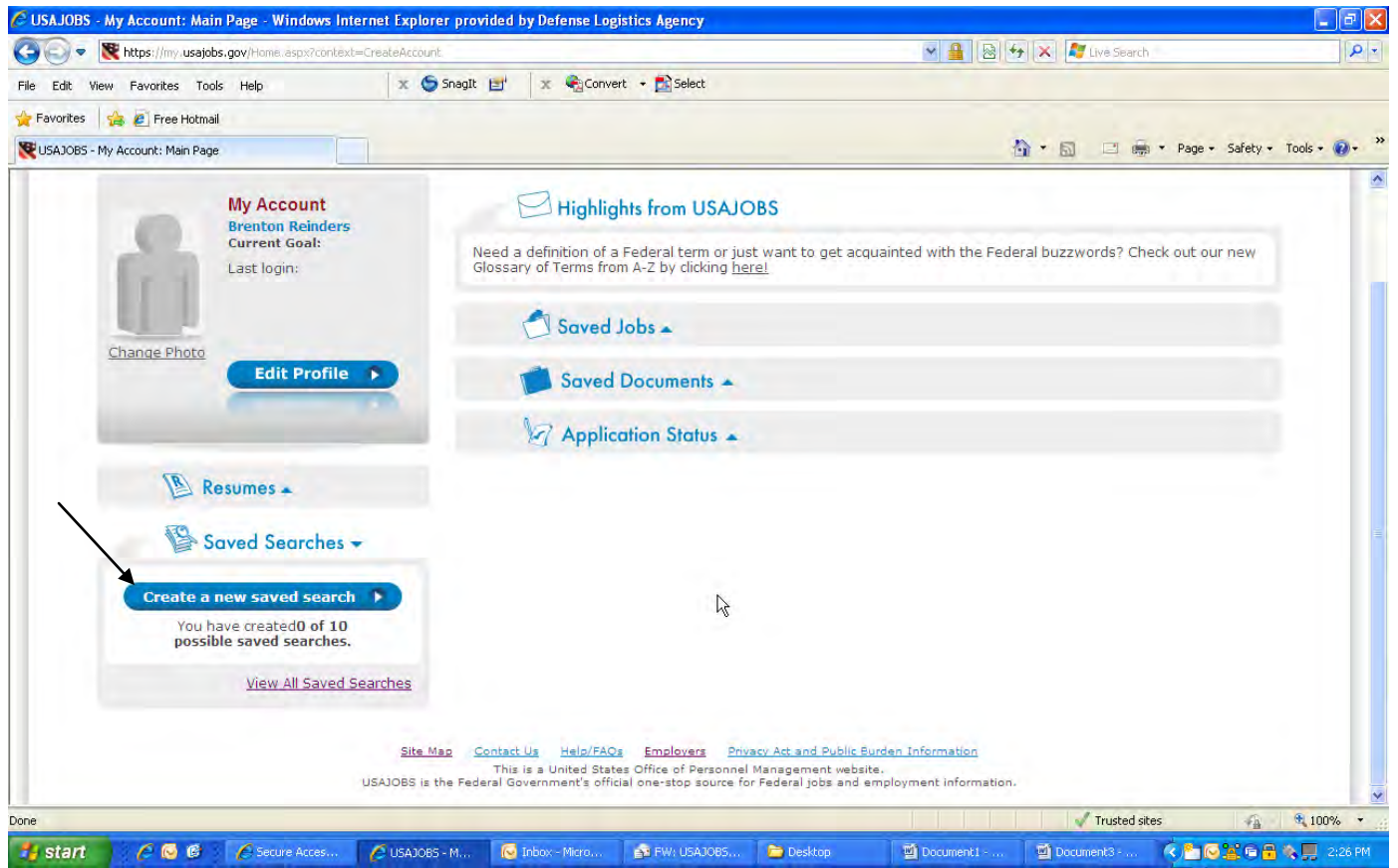
Continue completing the information on this page



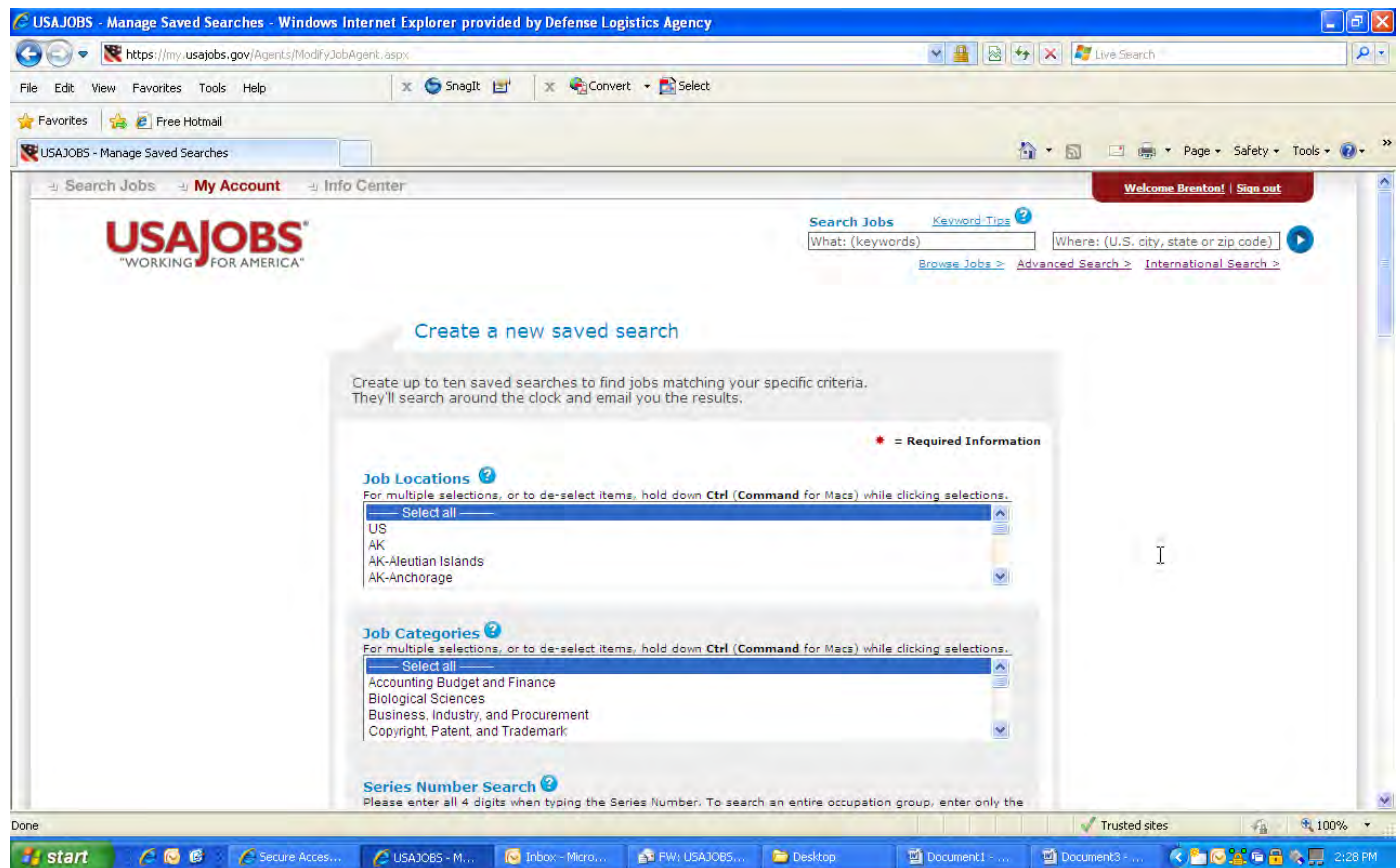
After completing the information, click on “create my account”



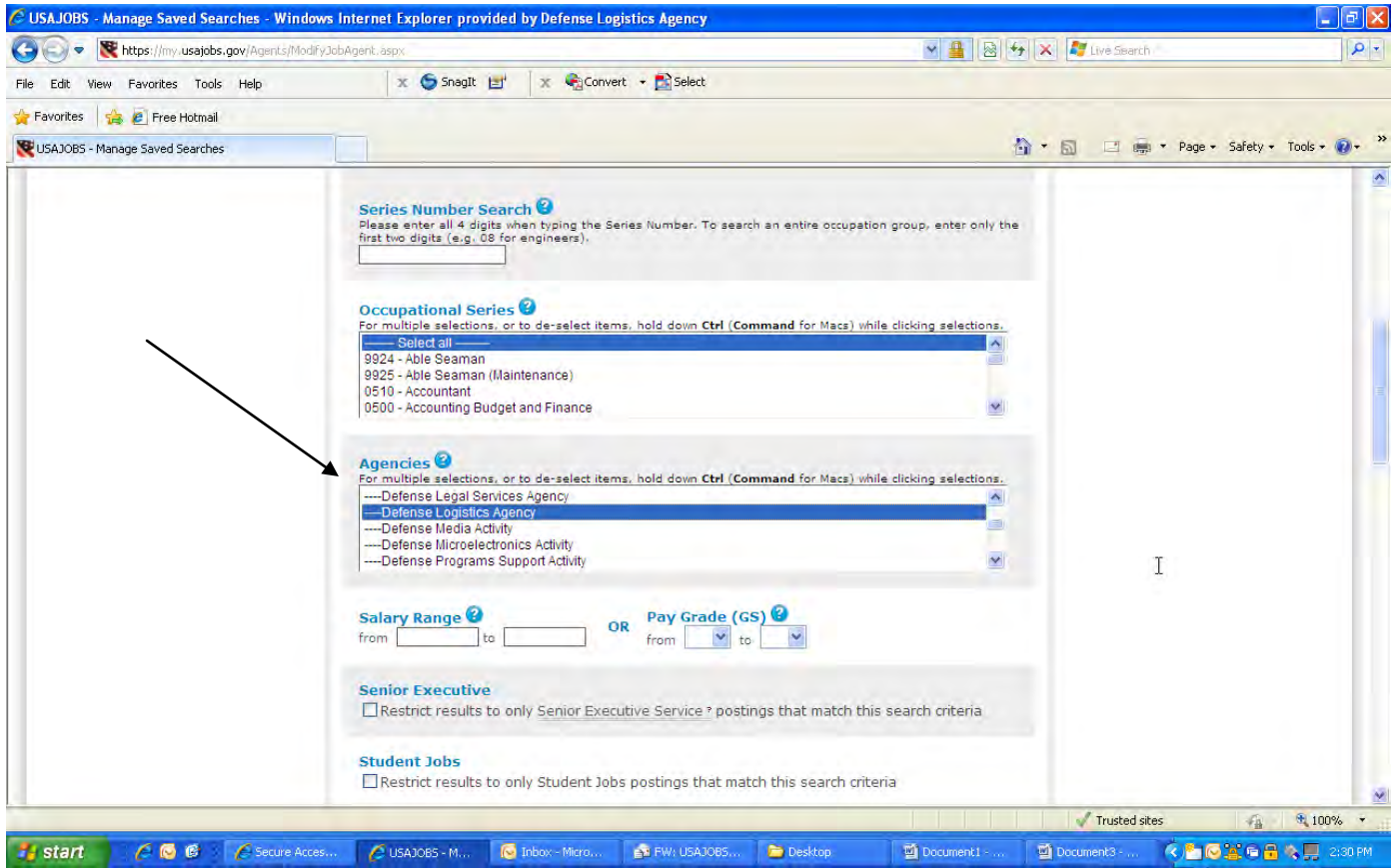
Click on “saved searches”



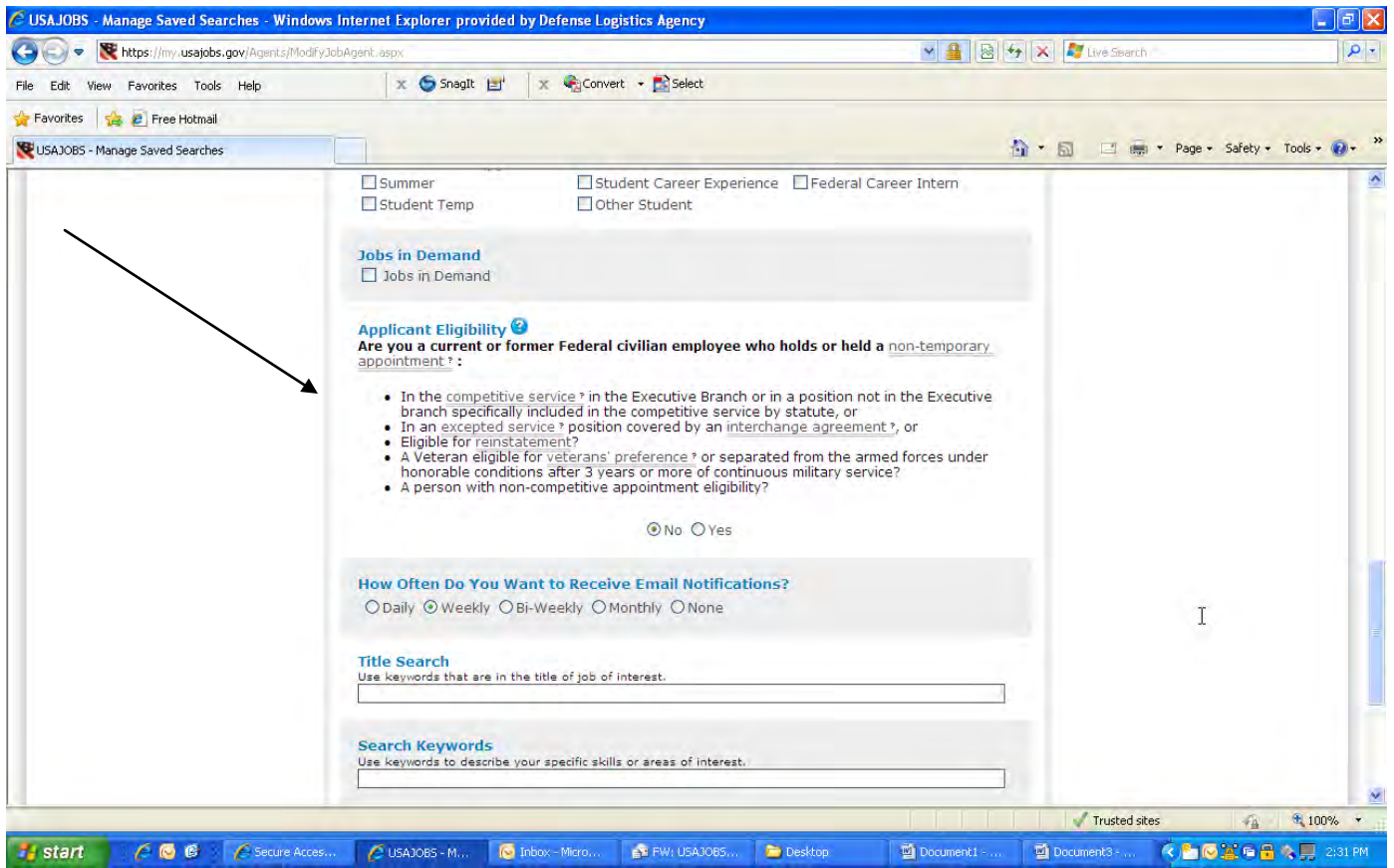
Click on "create a new saved search"



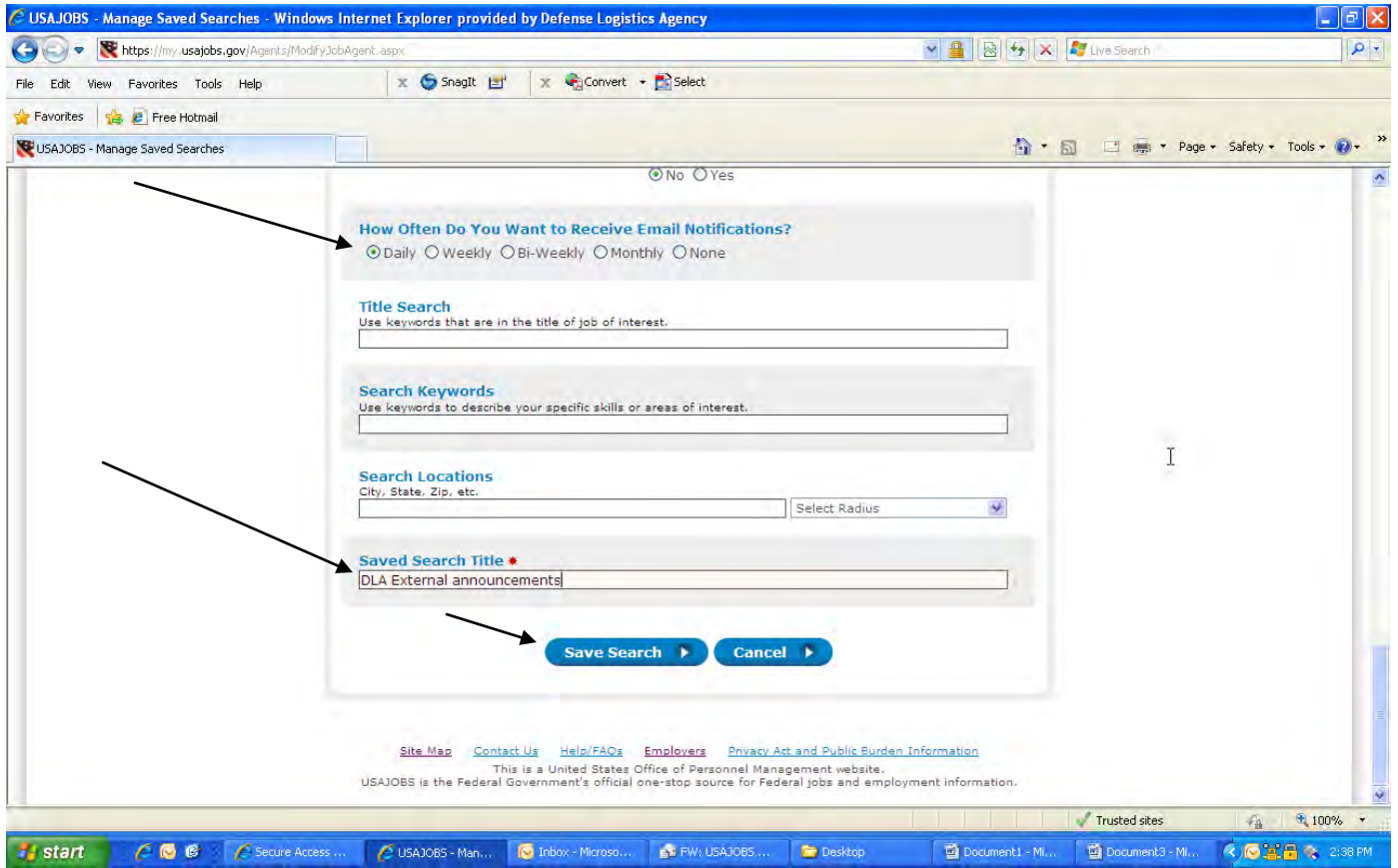
Scroll down the page to the “Agencies” box



Select "Defense Logistics Agency" (under Defense Department)

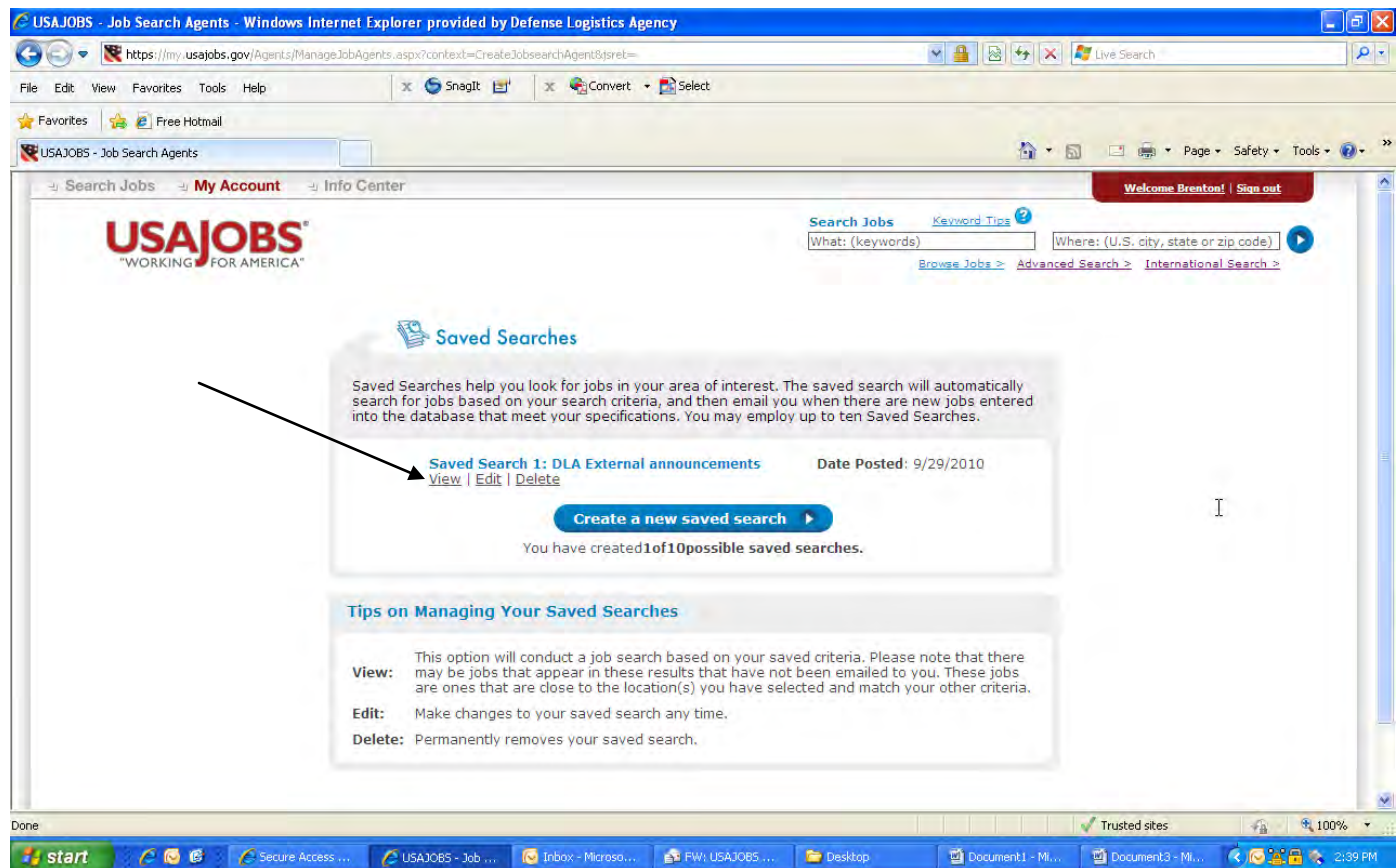


Continue to scroll down to “applicant eligibility” and select “NO”. (This is the filter that will result in only EXTERNAL job announcements to be provided in the search)



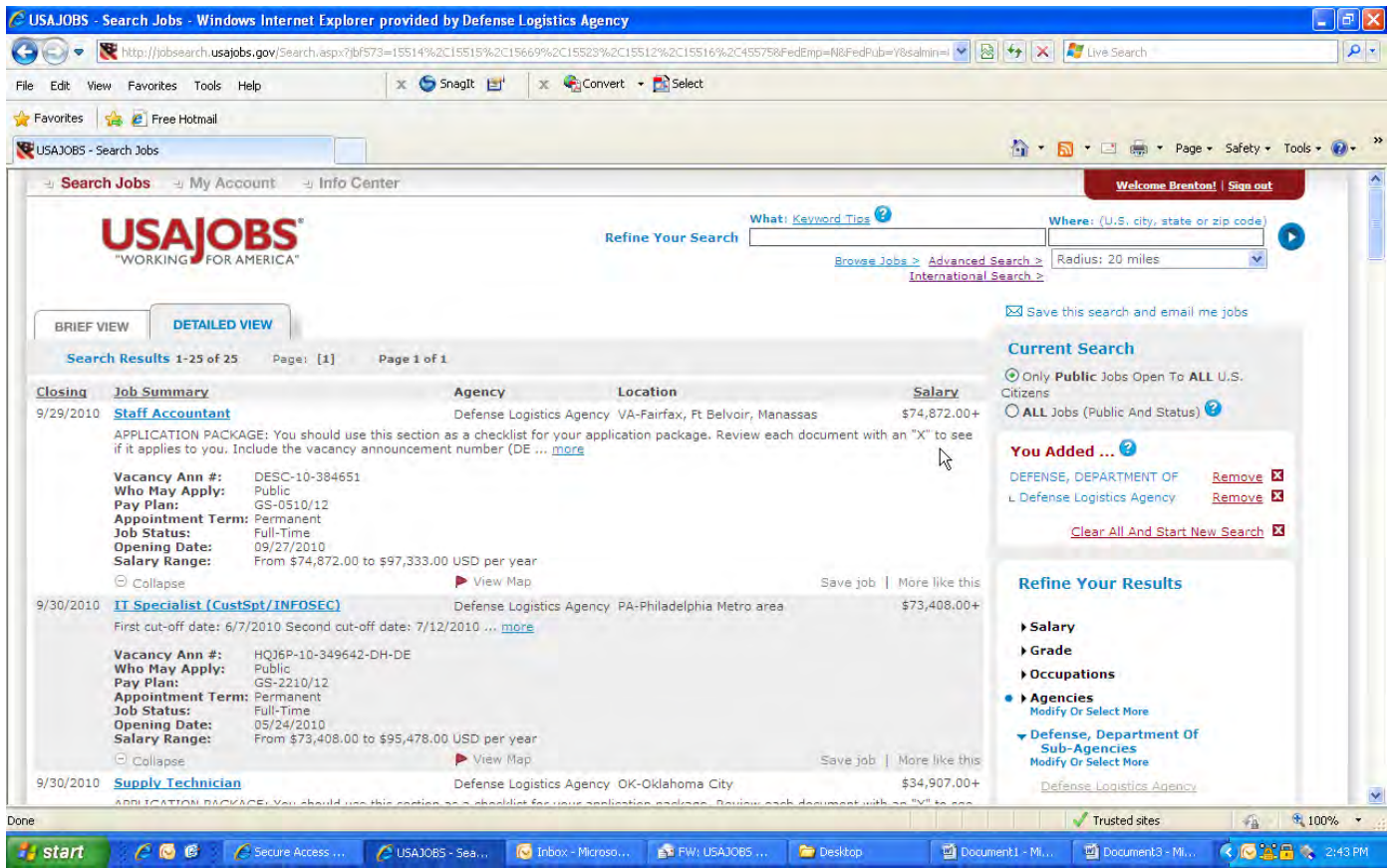
Select DAILY under “How often do you want to receive email notification”

Name your search under “Saved Search Title” and then Click “save search”



The saved search will automatically search for jobs based on your search criteria, and then email you when there are new jobs entered into the database that meet your specifications. You will immediately receive an email with all EXTERNAL DLA job announcements that are currently open.

Click on “view” to see the search results in your account.



This is an example of the “view” that you will see in your USAJOBS account based on the search results.

USAJOBS Saved Search Results - 9/29/2010 - Message (HTML)

Message Adobe PDF

Reply Reply Forward Delete Move to Create Other Block Safe Lists Categorize Follow Mark as Related Find
to to All Folder Rule Actions Junk E-mail Options Unread Select Find

From: Saved Search Results [agent@route.fedjobs.gov]
To: Reinders, Melanie J CIV DLA DHRC-C
Cc:
Subject: USAJOBS Saved Search Results - 9/29/2010

Sent: Wed 9/29/2010 4:20 AM

USAJOBS
"WORKING FOR AMERICA"

Saved Search Results

Manage Saved Searches

My Saved Search: **my profile**

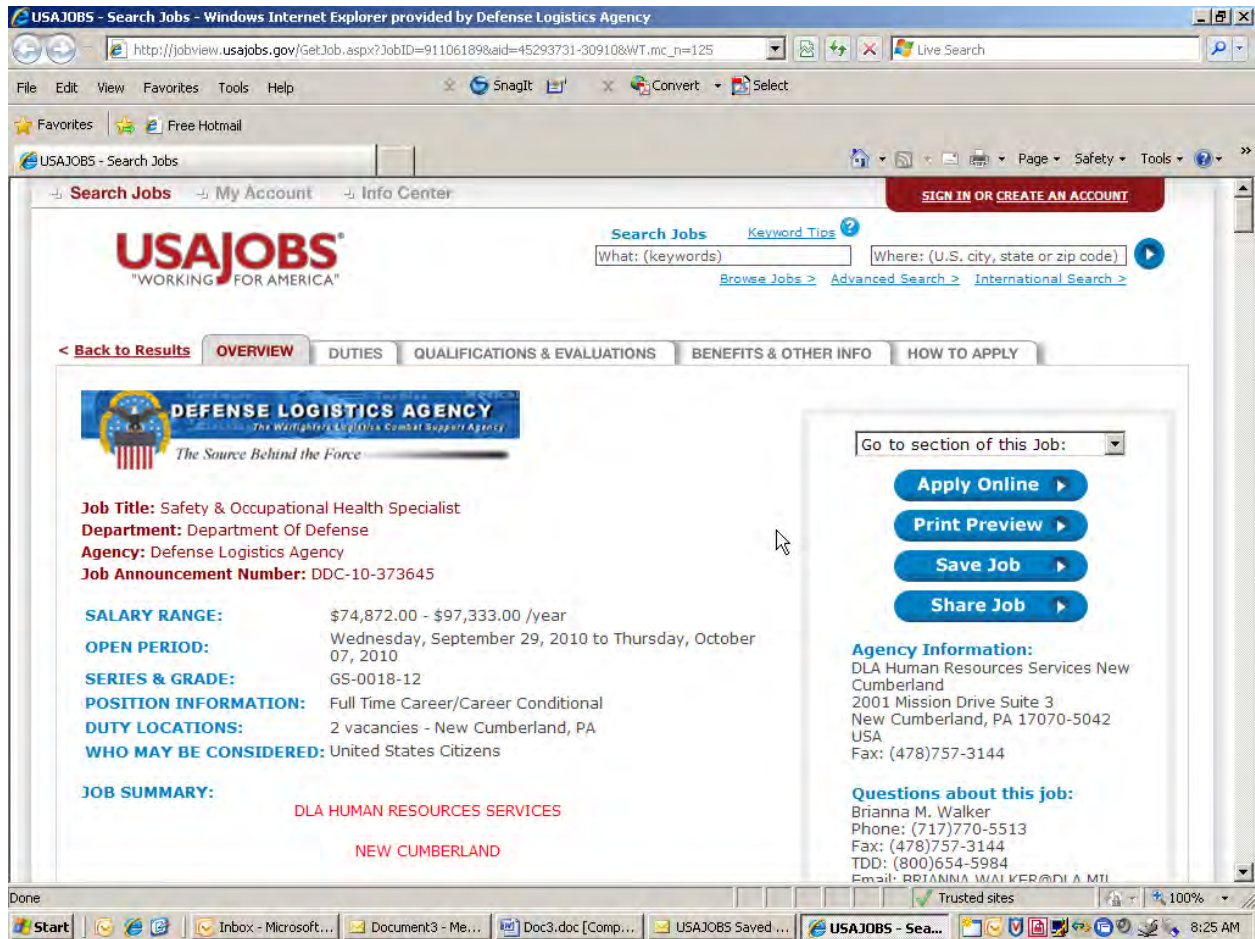
[View all opportunities](#) | [Refine Saved Search](#) | [Delete Search](#)
[Forgot your username and password?](#)

Title	Pay Plan/Series/Grade	Salary Range	Agency	Location	Closing Date
Supervisory Travel & Relocation Specialist	GS-0301-14	\$96,690-\$125,695	Department Of Justice/U.S. Marshals Service	Alexandria, Arlington & Falls Church	11/8/2010
Program Analyst GS-343-09	GS-0343-09/09	\$41,563-\$54,025	Department Of Energy/Department Of Energy	Cincinnati Metro Area	10/12/2010
PROGRAM ANALYST	GS-0243-14/14	\$105,211-\$136,771	Department Of The Navy/Assistant for Administration, Under Secretary of the Navy	Arlington	10/12/2010
PROGRAM ANALYST	GS-0343-14	\$105,211-\$136,771	Department Of The Air Force/Department of the Air Force	VA-Arlington	10/5/2010
Process Improvement Specialist	GS-0301-13/13	\$89,032-\$115,742	Department Of The Army/Field Operating Office of Office of Secretary	VA - Fairfax, Ft Belvoir	10/8/2010
PROGRAM MANAGEMENT SPECIALIST	GS-0301-13	\$81,823-\$106,369	Department Of The Air Force/Department of the Air Force	VA-Langley AFB	10/4/2010
Program Support Mgr (Supv Program Analyst) GS-0343-13 NF	GS-0242-13/13	\$89,032-\$115,742	US Other Agencies and Orgs/National Science Foundation	VA-Arlington	10/4/2010
PROGRAM ANALYST	GS-0343-14	\$105,211-\$136,771	Department Of The Air Force/Department of the Air Force	Pentagon	10/5/2010
Management and Program Analyst	GS-0243-09/12	\$51,630-\$97,333	Dept of Homeland Security/National Protection and Programs Directorate	VA-Arlington	10/12/2010
Supervisory Management and Program Analyst	GS-0343-14	\$105,211-\$136,771	Dept of Homeland Security/Immigration and Customs Enforcement	VA-FALLS CHURCH	10/12/2010

start Secure Acc... USAJOBS - ... Inbox - Micr... FW: USAJO... USAJOBS S... Desktop Document1 ... Document3 ... 2:45 PM

Your email message will appear similar to this. After you receive the first email resulting from this search, you will continue to receive an email each day that a new EXTERNAL DLA job announcement opens.

To view each job announcement, click on the title to open the announcement.



This is an example of the "view" you will see when opening each job announcement.