**JobAps Help Menu**

**(OEC / Online Employment Center)**

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**Establish an Account**

* There are two (2) ways to apply: (1) Click "New User Registration" link on the menu on the left side of the page which will bring you to the Master Application page, then click "Apply Online". Or, (2) On the Job Openings page, under the Application Template bar, click the "Master Application" link which will allow you to choose "Apply Online". Either option will have the same result.
* At the bottom of the screen, click the "Apply Online" button which will allow you to set up an account.
* At the bottom of the screen, check the "I agree with the terms of use" box and click the "I am a NEW USER" button.
* Complete the New User Registration page and click the "Submit Registration" button at the bottom of the screen. You will need your user ID and Password for future reference.
* You will then be asked to complete the Master Application. This will create your Master Application which may be used to apply for future vacancies.
* You may exit the application and come back to it later by clicking on the Exit tab at the top of the screen.

**Create a Master Application**

* On the main Job Openings page, click on the "Master Application" link in the Application Template section.
* At the bottom of the screen, click the "Apply Online" button.
* At the bottom of the screen, check the "I agree with the terms of use" box and click the "I have REGISTERED PREVIOUSLY" button.
* Sign in to your account (or see 'How do I establish an account?').
* You may complete the application in any order by clicking on the tabs at the top of the application.
* All data is saved as you move from tab to tab by clicking on the "Save and Continue" button at the bottom of each page.
* You may exit the application and come back to it later by clicking on the Exit tab at the top of the screen.

**Apply for a Job Opening**

**Option 1: I already have a master application.**

* Choose and click on the bulletin job title or recruitment number on the main Job Openings page.
* Read the job posting and click the "Apply Online" button.
* Agree to the Terms of Use and click the "I have REGISTERED PREVIOUSLY" button.
* Sign in to your account.
* Choose and click on the job title for the Master Application or a previously completed application to copy into your new application.
* At the top of the page, you should see the current position for which you are applying.
* The new application will now open to allow you to modify the information.
* Complete and/or edit each sub-tab within the application.
* Click "Save and Continue" after each page.
* Once you have clicked "Save and Continue" this portion of the application has been saved.
* **Very Important:** If you want to come back to the application for a job to make changes before the closing date, you MUST click the exit tab. Once you click and complete the Submit tab, you cannot edit your application for the job.
* Click on the Send tab to "Submit to State of Connecticut" after completing your application.

**Option 2: I do not already have a master application**

* See "How do I create a master application?"
* Then, return to the instructions for "How do I apply for a job opening? Option 1."

**Sign Up to Receive a Notice When a Job Opens for the Application (Interest Cards)**

**Option 1:**

* Click on the "Job Classes" link on the menu on the left side of the page.
* Search the list of utilized job titles.
* Click on a job that interests you.
* If you wish to be notified when a job opens in a desired job class, click on "Notify Me when a Job Opens for the above position(s)."
* Enter a valid email address and/or mobile phone number to subscribe.
* Remember to register for new notices if you change your email address or mobile number. Interest Card subscriptions expire after one year.

**Option 2:**

* Click on the "Interest Cards" link on the menu on the left side of the page.
* Click on your desired occupational groups and click the Submit button.
* Search the list of available job titles.
* Click on the job classes that interest you.
* Click on "Add All Checked Classes to My Job Search Agent".
* Click "Finish".
* Enter a valid email address and/or mobile phone number to subscribe.
* Remember to register for new notices if you change your email address or mobile number. Interest Card subscriptions expire after one year.

**Update My Master Application**

* Click on the "My Applications" link on the menu on the left side of the page.
* Sign in to your account.
* Scroll down to the Application Template bar.
* Click on the "Master Application" name below the bar.
* Click on the tab that you want to update.
* Make your changes and click "Save and Continue" at the bottom of the page.
* When all updates are made and saved, you may exit the master application by clicking on the Exit tab at the top of the screen.

**Update a Submitted Application**

* Once you have completed the Submit tab of your application and submitted the application to the State of Connecticut, you CANNOT alter your applications.
* It is suggested that you save your information and use the Exit tab until you are ready to submit your application.
* Don't forget to submit your application before the closing deadline.

**Update or Change My Contact Information**

* Click on the "My Applications" link on the menu on the left side of the page.
* Near the bottom of the page, click on the "Update My Contact Information" link.
* Sign in to your account.
* Make any changes to your name, username, password, mailing address, email address, or phone numbers as needed, and click the "Update Contact Information" button.
* Review a summary of the updated information.

* Click the "Confirm/Above Info is Correct" button if the changes are correct.
* Or click the "Back/Above Info is NOT Correct" if you need to move back to the prior screen to make corrections.
* After clicking "Confirm," you will see a message confirming your information was updated for all of your existing applications and a list of those applications.
* Note: You may also update your name, email, phone numbers, and mailing address by changing this information in your application-on-file.
* See "Update My Master Application"
* Update your contact information on the Profile tab.

**Print a Copy of My Application**

* Click on the "My Applications" link on the menu on the left side of the page.
* Sign in to your account.
* Scroll down to the application that you want to print and click on it.
* Use the Review tab to print a copy of your application.

**Update or Change My Resume**

* Click on the "My Applications" link on the menu on the left side of the page.
* Sign in to your account.
* Scroll down to the Application Template bar.
* Click on the "Master Application" name below the bar.
* Click on the Resume tab.
* At the bottom of the page, click Clear Resume to erase your resume text and/or file.
* Change the information in the resume box and/or upload a new resume. Please Note: Text typed directly into the Resume box will copy from your application-on-file into a new application; however a resume file will not copy over. You will need to upload and attach a resume file when you create a new application.