

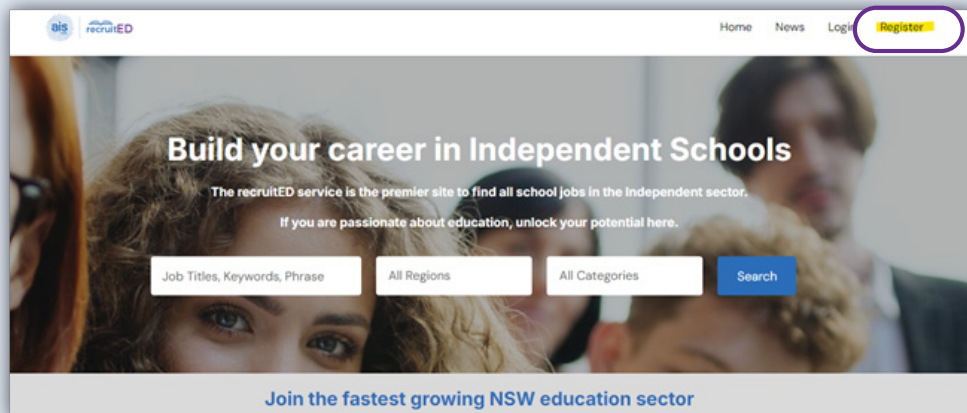


# Job Seeker User Guide



# Creating an account in the recruitED service

- 1 Click on the register button at the top right-hand side of the window.



- 2 Enter your desired Username and current Email Address.

**!** We suggest that you do not use your email as your username.

- 3 You will receive an email that looks like this.

Click on the link in your email to set your password.

**From:** AISNSW <[wordpress@aisnswjobportal.kinsta.cloud](mailto:wordpress@aisnswjobportal.kinsta.cloud)>  
**Date:** 2 August 2024 at 8:21:47 AM GMT+10  
**To:** [evidence@aisnsw.edu.au](mailto:evidence@aisnsw.edu.au)  
**Subject:** [AISNSW] Login Details

Username: Evidence Institute

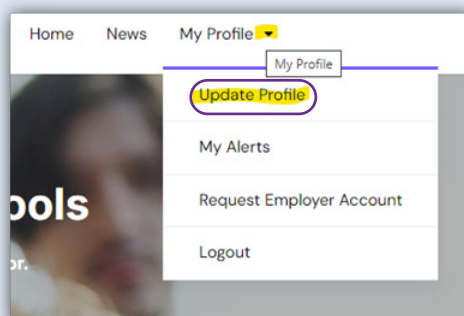
To set your password, visit the following address:

[https://aisnswjobportal.kinsta.cloud/wp-login.php?action=rp&key=pjHAASL8x828rzHLNVpD&login=Evidence\\_Institute](https://aisnswjobportal.kinsta.cloud/wp-login.php?action=rp&key=pjHAASL8x828rzHLNVpD&login=Evidence_Institute)  
<https://aisnswjobportal.kinsta.cloud/wp-login.php>

- 4 Once you have created a password, log into your account.

# Managing your profile

- 1 At any stage you can make updates to your profile by clicking the My Profile button.



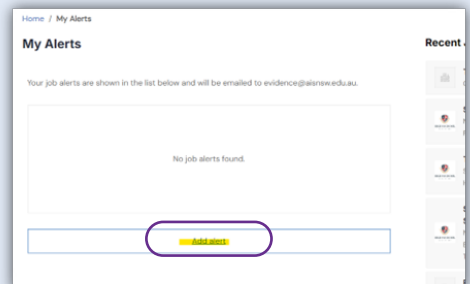
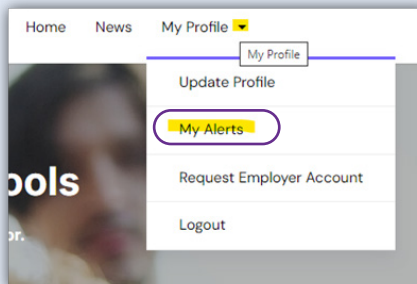
- 2 There are several settings you can update including your email address and resetting your password.

A screenshot of the 'Personal Options' settings page. It includes sections for 'Admin Color Scheme' (with radio buttons for Default, Light, Modern, Blue, Coffee, Ecstasy, Sunrise, and Sunset), 'Toolbar' (with a checkbox for 'Show Toolbar when viewing site'), and 'Name' (with fields for Username, First Name, Last Name, and Nickname (optional)).A screenshot of the 'Contact Info' settings page. It includes a form for 'Email (required)' with the value 'evidence@aisnsw.edu.au' and a note: 'If you change this, an email will be sent at your new address to confirm it. The new address will not become active until confirmed.' Below this are several input fields for social media and website URLs: Website, Facebook profile URL, Instagram profile URL, LinkedIn profile URL, MySpace profile URL, Pinterest profile URL, SoundCloud profile URL, Tumblr profile URL, Wikipedia page about you (if one exists), X username (without @), and YouTube profile URL.A screenshot of the 'About Yourself' settings page. It includes a 'Biographical Info' section with a large text area and a note: 'Share a little biographical information to fill out your profile. This may be shown publicly.' Below this is a 'Profile Picture' section with a placeholder image and a link: 'You can change your profile picture on Gravatar.' At the bottom is an 'Account Management' section with a 'New Password' section containing a 'Set New Password' button, and a 'Sessions' section containing a 'Log Out Everywhere Else' button and the text 'You are only logged in at this location.'

# Setting up job alerts



- 1 When you are logged in, you can set up job alerts by clicking the My Alerts button, then Add alert.



- 2 You can set up alerts by filtering as per the form.

You can choose how often to receive alerts, job location, category, type or keyword.

- 3 Once you have set up an alert, you can return to the My Alerts page at any time and make the following changes:

- See live results
- Send an email with results in real time
- Edit your preferences
- Disable the alert
- Delete the alert.

- 4 You can also create alerts from specific jobs by clicking Alert me to jobs like this.

This will create an alert based on the requirements of the posted advertisement.



# Responding to an advertisement



Once you have found a job advertisement that you are interested in applying for, simply click the Apply Now button.

You will either be taken to the school's HR platform to apply, or an email window will open for you to send any documentation that has been specified in the advertisement.

[Apply for job](#)

## Sending an advertisement to a colleague



You may find a job that you are not ready to apply for but know a colleague who might be interested in the position.

When you are in the job advertisement, click one of the share buttons that allows you to either email the job directly, or share the advertisement via LinkedIn, Facebook or X (formerly Twitter).

**School Nurse**

