1. Login to our Employment Website at http://humanresources.umn.edu/jobs

2. Choose "external applicant" For current students with a job please choose "Current U Employees"
3. For new applicants, you will have to create/register a new account with the employment system. (Highly suggest using your x.500 (UMD email) as your user name.)

Please select a password that:
(1) Has minimum of 6 total characters with at least 1 digit and 1 uppercase character.
(2) Does not match your user name.
(3) Does not match any of your email addresses.
4. Once you’re registered, you now can start searching. Click Locations to change your location to only Duluth.

5. Change your location to only Duluth and click OK. To do this uncheck every checkbox but Duluth.
6. Select Job Families as highlighted below and uncheck every checkbox but the ones that start with “STU” (example: stu academic, stu administrative/support, etc)

7. After checking every checkbox with a STU beginning, click OK
8. Once you selected your location and job families, click *Advanced Search* as highlighted below

9. When you click *Search* you should get all the job postings available at the time

**NOTICE:** The website doesn't let you sort Off-Campus or On-Campus jobs.

Once you find a job you would like to apply, click the *Apply* button on the right side of the job you want.

**Tips:**
- Read the posting carefully and through before applying. Certain departments would like a class schedule along with the application.
- Always customize your cover letter, resume, reference for the job you applying to.

If you have any questions, please contact **Office of Student Employment** at 218-726-7161, jobs4u@d.umn.edu
Click on My Activities: You will notice that you are able to see all the applications you've applied for, your resume, and previous attachments here.

To attach a document click "Add Attachment"

Define your attachment and attachment purpose, then click upload attachment. Once you've successfully uploaded your document click Save.