Creating an Application Prior to Jobs Being Posted

1. Go to... [https://jobs.liberty.edu/](https://jobs.liberty.edu/).

2. Click “Create Application” in the left-hand column.

3. Choose your application type you wish to complete and click “Go”.

4. Enter a Username and Password... Please Note: Your username should be the first letter of your first name, your last name, and the last four digits of your social security number, (i.e. rsmith1234).
For your convenience you may want to write down your user information below:

My **USERNAME** is:______________________________________________

My **PASSWORD** is:______________________________________________

5. **Choose a security question in case you forget your password.**

<table>
<thead>
<tr>
<th>Your Question and Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Please choose an account access question: <strong>Choose a question below:</strong></td>
</tr>
<tr>
<td>* Please enter the answer to your question: <strong>Answer:</strong></td>
</tr>
</tbody>
</table>

6. **Now you may continue on to complete the Application Process.**

7. **At the very end after you confirm your application, you should receive the below notification.**

Login Successful!

The table below lists the positions to which you have applied.

- To remove your application from consideration for a position, click on the **Withdraw Application** link for that position.

**(Note: If you withdraw your application, you will not be able to apply for the same position again).**

You have not applied to any positions. Please apply for a specific posting by clicking the **Search Postings** link on the navigation bar, viewing the Job Details for a specific position, and applying that position.

**NOTE:** To protect the security of your application information, please logout of the site and close your browser window when you are finished.
Attaching Your Application Once Jobs Become Posted the First Week of February

1. Click “Search Posting” or click the radio button for the type of position you are seeking.

2. Once you see a position of interest, click the “view” button.
3. If you want to apply for the position, click the “apply for this posting” button...

4. Scroll to the bottom of your application, you have 3 choices:
   1. You can “edit” your information
   2. You can view your application
   3. You can apply for this posting using the current data

5. Follow the steps on the next 2 screens and then confirm your application...MAKE SURE YOU RECEIVE A CONFIRMATION NUMBER. When you receive a confirmation number, you have successfully applied for this position.

The following is your confirmation number. Please save this number for future reference: 553039

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.