

1. Click on **My Profile** at the top right corner of the [Alberta Government Jobs page](#).



2. Choose **Create an account** under the sign-in section.

Career Opportunities: Sign In

Already have an account?

Enter your email address and password (both are case-sensitive).

*indicates a required field.

Email Address:*

Password:* Show

[Sign In](#)

[Forgot your password?](#)

2 Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

3. In the Create an Account section:

- Enter your information in the fields with the *. NOTE: Ensure you include a valid email address.
- Click on **Terms of Use** to review and accept the privacy statement.
- Click **Create Account** to continue.

Career Opportunities: Create an Account

Already a registered user? [Please sign in](#) Login credentials are case sensitive

*indicates a required field.

3a

Email Address:*

Retype Email Address:*

Choose Password:* Show

- Password must be at least 12 characters long.
- Password must not be longer than 20 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or unicode characters.

Retype Password:* Show

First Name:*

Last Name:*

Country/Region of Residence:*

Notification: Receive new job posting notifications

Hear more about career opportunities

3b **Terms of Use:** [Read and accept the data privacy statement.](#)

3c [Create Account](#)

4. Click on **My Documents** to upload your resume.

5. *If* you are required to upload supporting documents, go to the My Documents section and click on **Add a Document**.

6. Click on **Profile Information**. Enter your information in the fields with the * to complete your candidate profile.

7. Click **Save** in the bottom right corner of the Profile Information page to complete the candidate profile process. You can return and update your information at any time.

Once you have created your profile, you will use it to apply on jobs.