

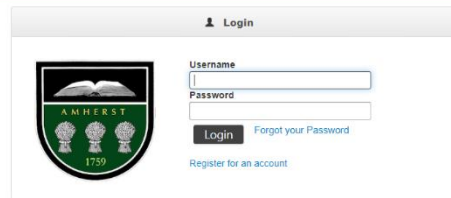
## Employee Account Self-Registration



You will be able to view open internal job postings on the Employee Career Portal. To access the Employee Portal, login to <https://ma-amherst.civicplushrms.com>.

If this is the first time logging in, and you are not a Hiring Manager, you will need to **'Register for an account'**.

### CIVICHR



You will enter your First Name, Last Name and Email address. You will also need to select your Location and Job Title from the drop-down list. Once these fields have been completed, select 'Create Employee Account'.

Current Employee Account Registration

First Name:  \*

Last Name:  \*

E-Mail Address:  \*

Location:  \*

Job Title:  \*



## Employee Account Self-Registration



You will receive an email with your username and password. When you login, you will be taken to the Employee Career Portal.

### Current Employee Account Registration

#### Successful Registration

You were registered for an account successfully. You may now login to the system from the previous screen by closing this window and using the username and password that was e-mailed to you.

Please review the following two articles to learn how to view job descriptions and apply for a position.

- [View Job Descriptions](#)
- [Apply for a Job](#)

