Signing up for Job Alerts

- 1. Click the link to enter the <u>A2JOBS</u> page.
- 2. Click the **Sign in** link to create an account in A2JOBS.

A2JOBS	Find	Opportunities	U.S. English 🗸	Sign In
Opportunities				
Job Title, Job Category, Store, Requisition Number				ŶQ
Company Location • Job Category • Schedule •	C Reset			
Showing 44 of 44 opportunities	By Newest 👻	Featured Opp	ortunities	

3. Click the **Register now** link or **Sign in** if you already have account.

	Sign in	
Don't	have an account? Register now	
Username		
Password		2
	Sign in	
	Create or reset your password	

- 4. To Register read and click the **Consent** button to acknowledge the City's COVID 19 statement.
- 5. Complete the fields below to create an A2JOBS account and click the **Register** button.

Create an acco	unt to apply or	save for later	
* Required field	d .		
* First Name			
Last Name			
* Email			
Password			
* Confirm Pass	word		
* Primary Phon	e Number		

- 6. Sign into your account using your e-mail and password.
- 7. In the **Opportunities** search box, type a key word for the job you are interested in for example Police, Accounting, Lifeguard, etc.

A2JOBS	Find	d Opportunities U	.S. English 🚽 🦳 Sign In
Opportunities			Q ×
Company Location Job Category Schedule	C Reset	🖂 Activate jot	alerts for this search
Showing 2 of 2 opportunities	By Relevance 👻	Featured Opportur	hities
Senior Assistant City Attorney - Prosecutor Job Category: Legal Requisition Number: SENICO001756	Aug 31, 2022	Civil Engineer III/IV Engineering/Sys Planning Ann Arbor City Hall 301 E Huron St Ann Arbor, MI 48104, US	- Project Manager Aug 15, 2022 Ø Full Time

8. Click the Activate job alerts for this search box.



9. Select the frequency to receive job opening notifications and click the **Create** button.



You have successfully	created a job alert.
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Result: