Creating a UM Careers account

UM careers site can be found at the following link: https://viprecprod.ad.umanitoba.ca/default.aspx.

1. Click on Create or Update My Profile link at the top of the screen.

2. Click on “Are you a new user?” tab and enter your details, which will be your login information.

3. Click “Submit” to begin the process of creating your profile.

There are 5 steps in this process and you need to click “Submit” on Step 5 to successfully activate your profile. If you were interrupted before completing your profile, you can login under ‘Already a user?’ tab anytime to continue the process.
Step 1: Personal Information
Please complete the required fields marked with an asterisk (*). If you are a former U of M employee, please check off “I am a former employee” box and enter your employee number, if known.

Once the necessary information is entered, click “Next” button at the bottom of the page

Step 2: Job Alert Preference (optional)
This step allows you to signup for job alert and customize your preference. When a job request matching your preferences becomes available, you would receive an email notification. The Job Alert steps are optional and can be set up and updated at any time.

You can specify Job category, Region, Organization and your Availability. Please check off “I want to receive job alerts” to signup.

To skip the steps, click the NEXT button at the bottom right-hand side of each screen.
Step 3: Questionnaire
Please complete the questions and click “Next” button at the bottom of the page.

Step 4: Profile Builder (optional)
*Education, Work Experience* and *Language Skills* are optional in this step and will not be seen by the Hiring Manager.

For *Professional Association* membership, if applicable, please enter it by clicking “Add” button and select the appropriate designation.

It is optional to attach a cover letter and resume to your profile. HR recommends that you submit a cover letter and resume at the time of applying for a specific position.

To skip the steps, click the NEXT button at the bottom right-hand side of each screen.
Step 5: Confirmation
Review the information and click “Submit” button at the bottom of the page. **Please note that your account will not be active if you do not complete this step.**

You would get a **Confirmation message** indicating you have successfully submitted your profile.

For assistance during the account creation process, please contact HR help desk by email at hris@umanitoba.ca