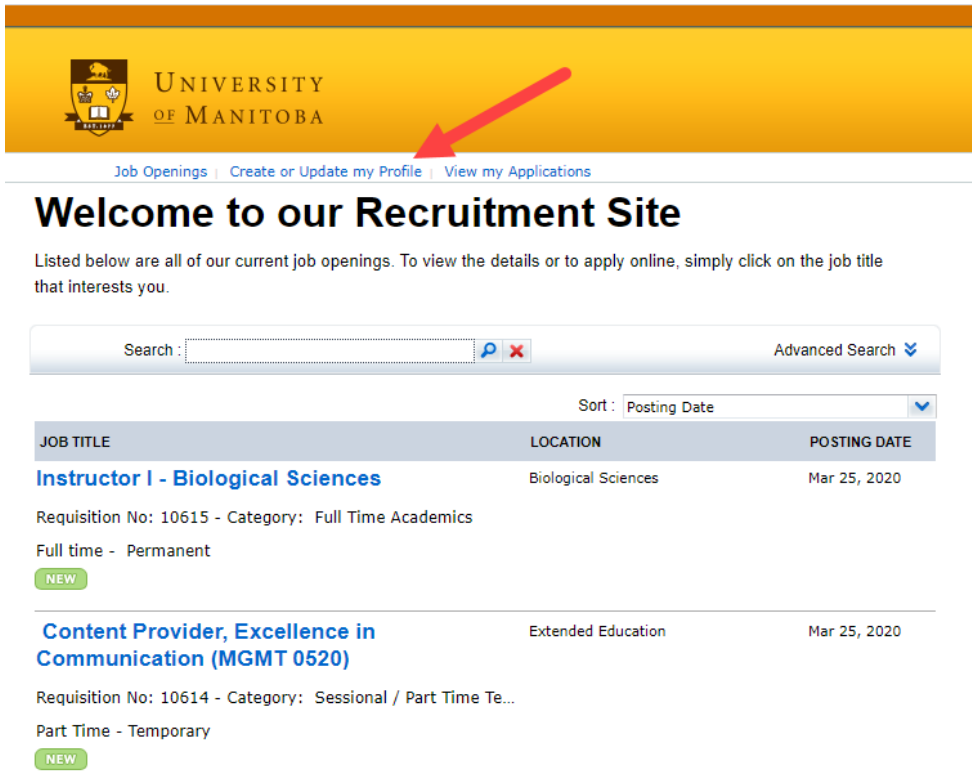


Creating a UM Careers account

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

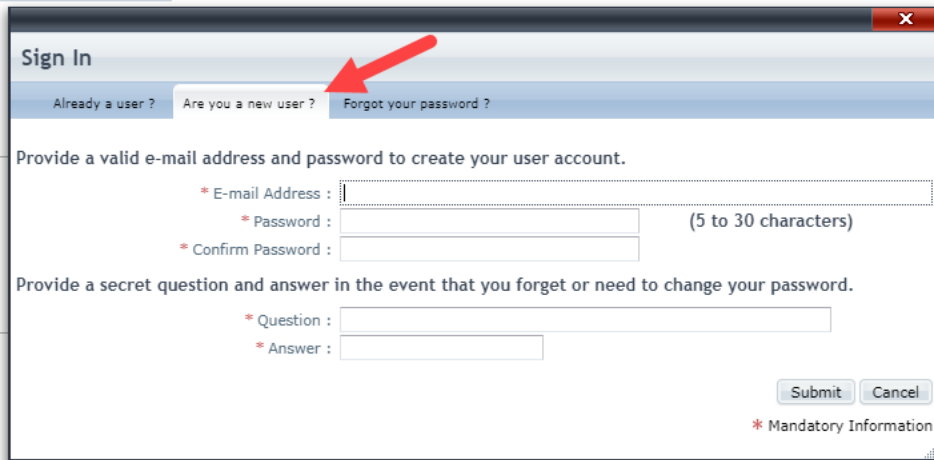
1. Click on **Create or Update My Profile** link at the top of the screen.



The screenshot shows the University of Manitoba Recruitment Site. At the top, there is a yellow header with the university logo and name. Below the header, there is a navigation bar with links: "Job Openings", "Create or Update my Profile", and "View my Applications". A red arrow points to the "Create or Update my Profile" link. Below the navigation bar, the main heading is "Welcome to our Recruitment Site". Underneath, there is a paragraph: "Listed below are all of our current job openings. To view the details or to apply online, simply click on the job title that interests you." Below this is a search bar with a search icon and a "Search" label. To the right of the search bar is a link for "Advanced Search". Below the search bar is a "Sort" dropdown menu set to "Posting Date". Below the search bar is a table of job openings. The table has three columns: "JOB TITLE", "LOCATION", and "POSTING DATE".

JOB TITLE	LOCATION	POSTING DATE
Instructor I - Biological Sciences	Biological Sciences	Mar 25, 2020
Requisition No: 10615 - Category: Full Time Academics Full time - Permanent NEW		
Content Provider, Excellence in Communication (MGMT 0520)	Extended Education	Mar 25, 2020
Requisition No: 10614 - Category: Sessional / Part Time Te... Part Time - Temporary NEW		

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



The screenshot shows the "Sign In" form. At the top, there is a "Sign In" heading. Below the heading are three tabs: "Already a user?", "Are you a new user?", and "Forgot your password?". A red arrow points to the "Are you a new user?" tab. Below the tabs is a section titled "Provide a valid e-mail address and password to create your user account." This section contains three input fields: "E-mail Address", "Password", and "Confirm Password". The "Password" field has a note "(5 to 30 characters)". Below this section is another section titled "Provide a secret question and answer in the event that you forget or need to change your password." This section contains two input fields: "Question" and "Answer". At the bottom right of the form are "Submit" and "Cancel" buttons. Below the buttons is a note "* Mandatory 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.

The screenshot shows the 'My Profile' page for the University of Manitoba's VIP system. The page is titled 'STEP 1 Personal Information'. It includes a navigation menu on the left with steps 1 through 5. The main content area is titled 'Personal Information' and contains a notice regarding the collection, use, and disclosure of personal information. Below the notice, there is a section for providing personal information, with fields for First Name, Surname, E-mail Address, Address, City, Province, Country, Postal Code, Home Phone, and Other Telephone. A checkbox labeled 'I am a former employee' is checked, and an adjacent field for 'Employee number' is highlighted with a red box. At the bottom of the form, there is a declaration statement and a 'Check this box to confirm' checkbox. The page also features a 'Mandatory Information' indicator and navigation buttons for 'Previous' and 'Next'.

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 sign up 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.

The screenshot shows the 'My Profile' page for the University of Manitoba's VIP system, specifically the 'STEP 2 Job Alert Preferences : Job Alerts' section. The page includes a navigation menu on the left with steps 1 through 5. The main content area is titled 'Job Alert Preferences : Job Alerts' and contains a checkbox labeled 'I want to receive job alerts' which is checked. Below the checkbox, there are fields for Job Category, Region, Organization, Availability, and Job Alerts. At the bottom of the form, there are 'Previous' and 'Next' navigation buttons. The page also features a 'Mandatory Information' indicator and a 'POWERED BY DLGL' logo.

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

The screenshot shows the University of Manitoba VIP portal. The header includes the University of Manitoba logo and the text 'UNIVERSITY OF MANITOBA' and 'ViP'. Below the header are navigation links: 'Job Openings', 'Create or Update my Profile', 'View my Applications', and 'Change my Password'. The main content area is titled 'My Profile' and features a sidebar with five steps: 'STEP 1 Personal Information', 'STEP 2 Job Alert Preferences', 'STEP 3 Questionnaire', 'STEP 4 Profile Builder', and 'STEP 5 Confirmation'. The 'STEP 3 Questionnaire' section is active and contains two questions: '1. Can you legally work in Canada?' with radio buttons for 'Yes' and 'No', and '2. Have you worked at the University of Manitoba?' with radio buttons for 'Yes' and 'No'. At the bottom right of the questionnaire area are 'Previous' and 'Next' buttons. The footer includes the 'ViP' logo and 'POWERED BY DLGL'.

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.

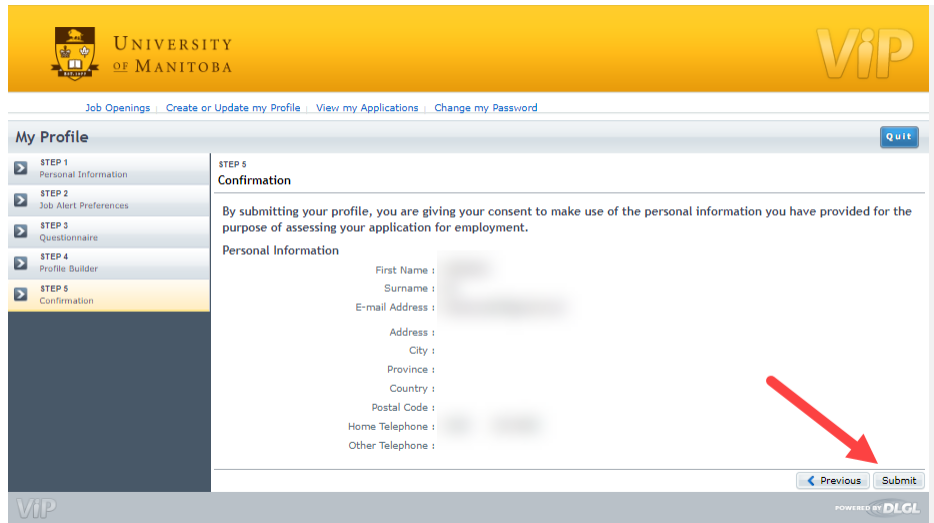
The screenshot shows the University of Manitoba VIP portal. The header includes the University of Manitoba logo and the text 'UNIVERSITY OF MANITOBA' and 'ViP'. Below the header are navigation links: 'Job Openings', 'Create or Update my Profile', 'View my Applications', and 'Change my Password'. The main content area is titled 'My Profile' and features a sidebar with five steps: 'STEP 1 Personal Information', 'STEP 2 Job Alert Preferences', 'STEP 3 Questionnaire', 'STEP 4 Profile Builder', and 'STEP 5 Confirmation'. The 'STEP 4 Profile Builder' section is active and contains sub-sections: 'Education', 'Work Experience', 'Language Skills', 'Professional Associations', and 'Cover Letter and Resumé'. The 'Professional Associations' sub-section is highlighted and contains a table with columns: 'Professional Association', 'Membership Type', 'Registration No', and 'Province'. Below the table is an 'Add' button, which is highlighted with a red arrow. At the bottom right of the profile builder area are 'Previous' and 'Next' buttons. The footer includes the 'ViP' logo and 'POWERED BY DLGL'.

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.

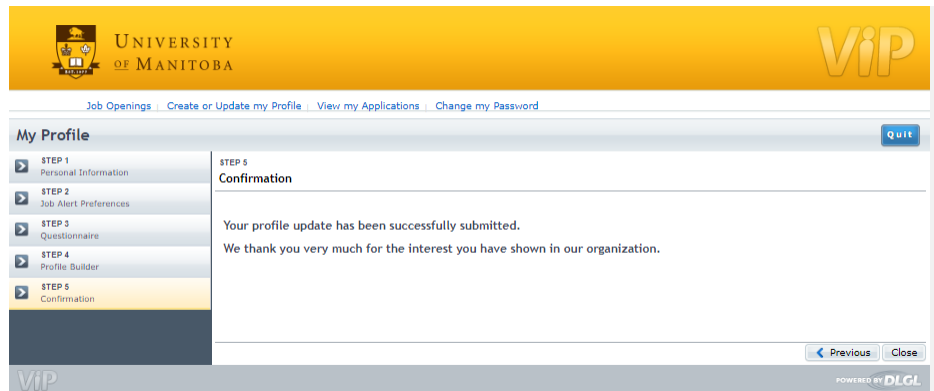
Step 5: Confirmation

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.**



The screenshot shows the 'My Profile' page for the University of Manitoba VIP system. The page is titled 'STEP 5 Confirmation'. On the left, a navigation menu lists steps 1 through 5, with 'STEP 5 Confirmation' highlighted. The main content area displays a confirmation message: 'By submitting your profile, you are giving your consent to make use of the personal information you have provided for the purpose of assessing your application for employment.' Below this, a list of personal information fields is shown, including First Name, Surname, E-mail Address, Address, City, Province, Country, Postal Code, Home Telephone, and Other Telephone. A red arrow points to the 'Submit' button at the bottom right of the form. The page also includes a 'Previous' button and a 'QUIT' button in the top right corner. The University of Manitoba logo and 'VIP' branding are visible at the top, and 'POWERED BY DLGL' is at the bottom right.

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



The screenshot shows the 'My Profile' page after successful submission. The page is titled 'STEP 5 Confirmation'. The main content area displays a success message: 'Your profile update has been successfully submitted. We thank you very much for the interest you have shown in our organization.' The navigation menu on the left remains the same, with 'STEP 5 Confirmation' highlighted. The 'Submit' button is replaced by a 'Close' button. The 'Previous' button is still present. The University of Manitoba logo and 'VIP' branding are visible at the top, and 'POWERED BY DLGL' is at the bottom right.

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