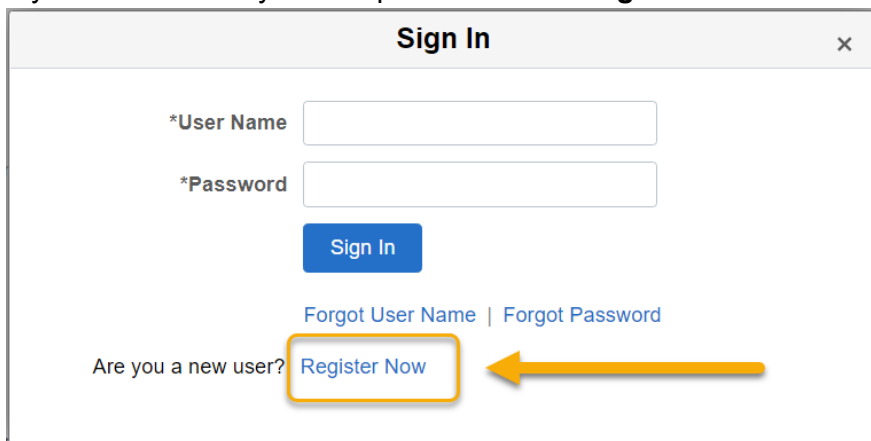## How to create a profile
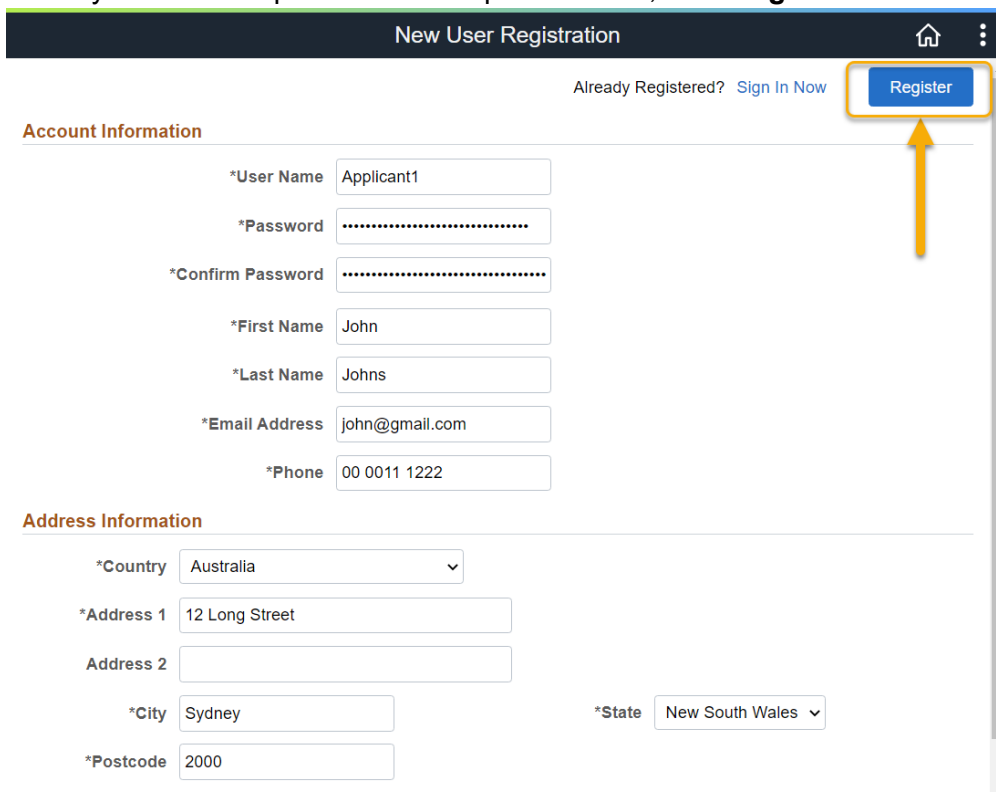
When you try to apply for a role, the system will request that you log in.

1. If you do not already have a profile click the **Register Now** button
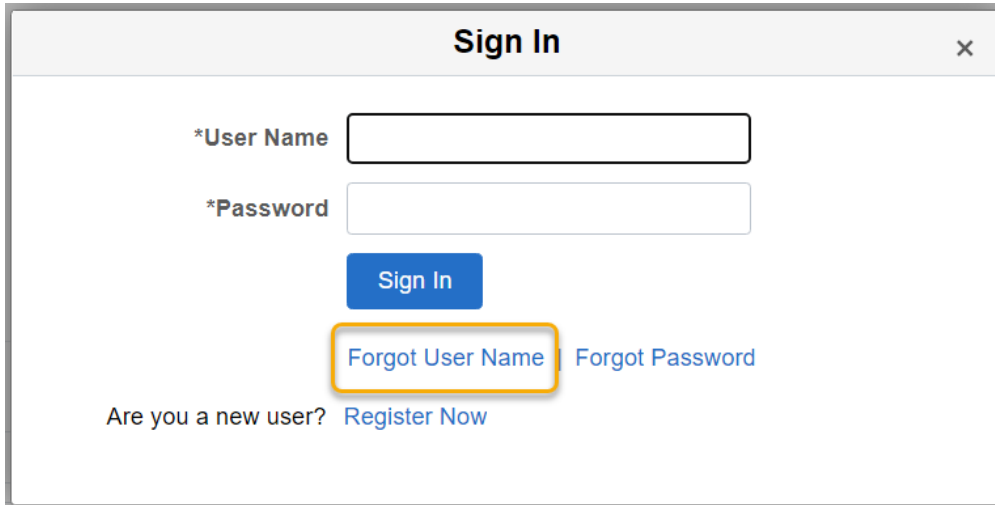

2. You will need to create a unique user name - use your email address or full name
   The system will show a warning if you have entered a user name that has already been taken by another applicant
3. Create a new password
   The system will show a warning if you have entered two different passwords
4. Enter your contact information such as email, phone and address
   The system will ask you to set a unique email address if the email you entered is already in use
5. When you have completed all the required details, click **Register**

If you have forgotten your User Name

1. On the sign in window, click **Forgot User Name**
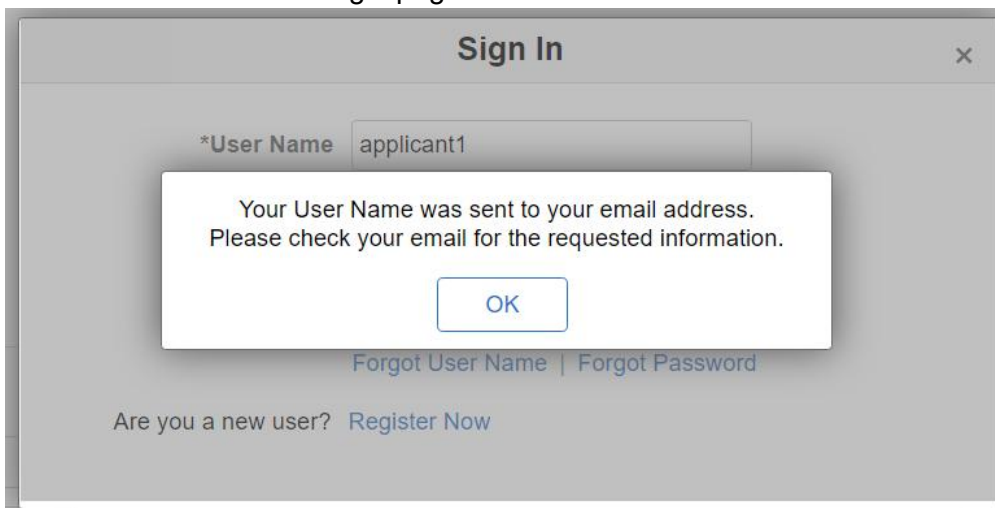
2. Enter your email address
3. Click **Email User Name**

4. Click OK to return to the login page

5. Check your email for a notification containing your user name

Forgot Password

1. On the sign in window, click **Forgot Password**
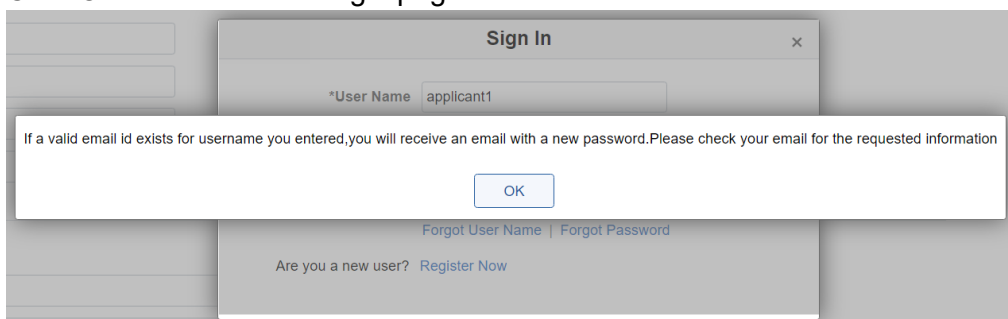
2. Enter your User Name
3. Click **Email New Password**
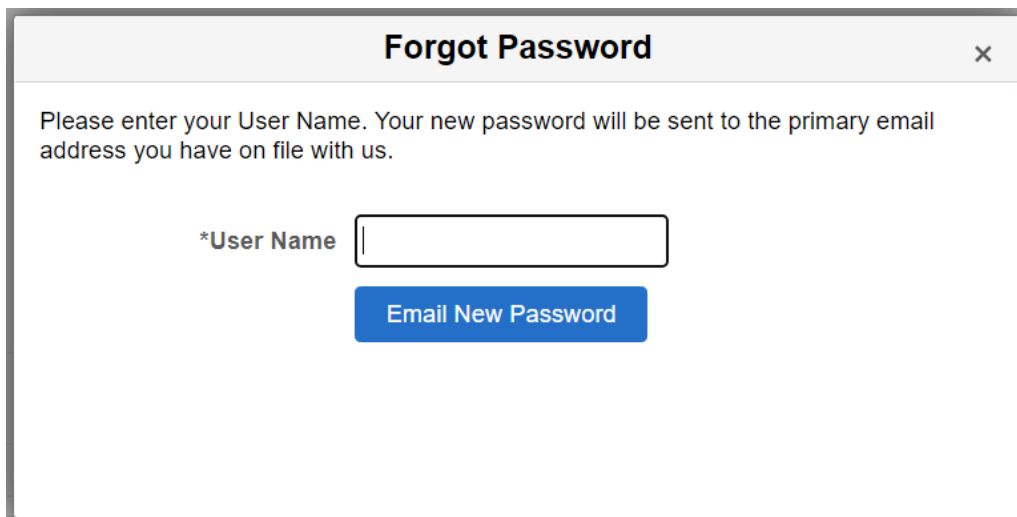

4. Click OK to return to the login page

5. Check your email for a notification containing your password
6. You will be sent a temporary password
7. Go back and sign in with that password
8. You will be asked to set and confirm a new password

Navigation

Once you have completed all of the mandatory fields on each page the 'Next' button must be clicked to progress to the next section of your application as below (red arrow indicating 'Next' button):

Date of Birth

Don't be alarmed. We collect this to match it to your WWCC clearance. The 'Date of Birth' field is preset to display as Month/Day/Year, below example date displayed is 18th November 1990:

Additional Work Experience

If you have additional work experience that you would like us to know about, you will need to click on the '+' symbol as below:

Duration of Education

What the 'Duration (Year)' field is asking you is how long your study (Certificate, Diploma, Degree, etc.) took to complete. For example, the Bachelor of Education (K-12) at Charles Sturt University takes four (4) years to complete. Below is an example of how this degree would be entered:

Additional Education

If you have additional education (Certificate, Diploma, Degree, etc.) that you would like us to know about, you will need to click on the '+' symbol as below:


Mandatory Attachments

Your application requires the following mandatory attachments:

1. 1 x **Photo ID** and evidence of **working rights** (typically a passport or birth certificate AND driver's licence).
2. Completed and signed **Tax File Number Declaration Form.** You can obtain a copy of the form [here](#).
3. An updated copy of your **resume or CV**
4. A copy of your **qualifications** (either your official transcripts or conferred testamur).

For teachers with relevant teaching experience, please provide any Statements of Service from past employers for the purposes of pay classification.

You will receive an error message if you try to progress your application without attaching the three mandatory attachments.
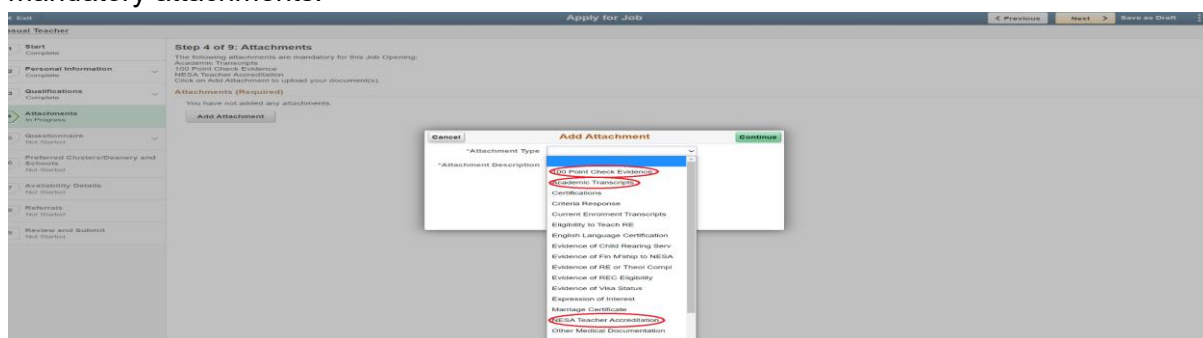
Additional Attachments

Other documents to include are eligibility to work in Australia, evidence of an English Language Proficiency Test, evidence of a change of name where applicable. .

To add additional attachments, you'll need to click on the '+' symbol as below:
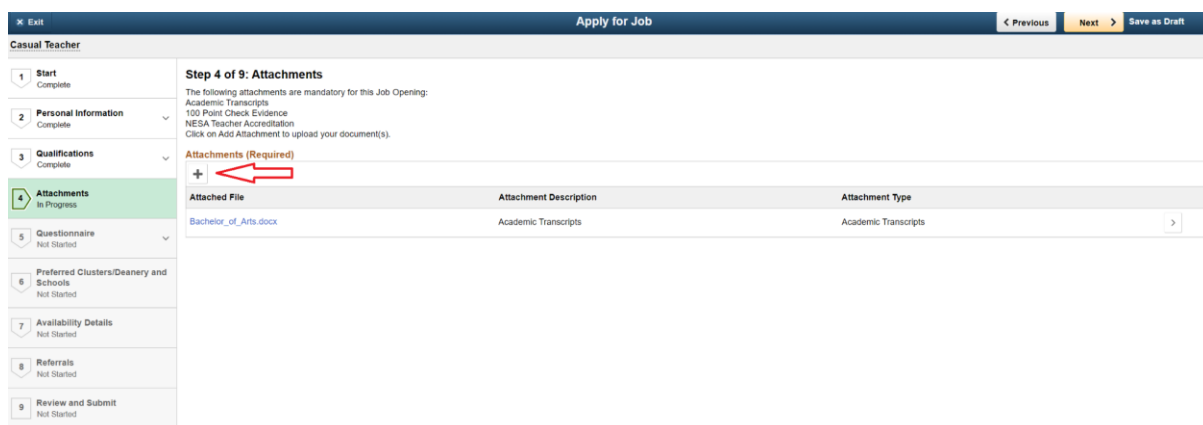
Need help or advice?

We are here to assist you through the registration and onboarding process. If you need any assistance we encourage you to view our Frequently Asked Questions or to contact People & Culture Services on 9568 8297 or via pcservices@syd.catholic.edu.au.