Register with Careers Online

1. Click on Register with Careers Online for first time users. If you have an existing account, select Login to Careers Online and enter your username and password.

2. Complete Steps 1-5 of the registration process. All fields marked with an * must be completed. Don't forget to read and tick the Terms and Conditions box at the end of step 1. To make multiple selections in any category hold down the 'CTRL' key and click with the mouse.

3. You will be notified by email when your registration has been approved. Please note you only need to register once.

4. Once your registration is complete, go to Add a new job to add a job vacancy. For instructions, please see click How To… in the left hand menu.

As a registered Careers Online user, you will be able to:

➢ Maintain your contact details and choose the appropriate employment categories for your organisation
➢ Add a list of contacts within your company, and specify the 'Service' (e.g.: Graduate Employment, Vacation Employment) for which they are the primary contact
➢ Add vacancies directly to the Careers Online system for students to search
➢ Edit and close your vacancies
➢ View a history of all the previous vacancies you have listed, and get detailed information on the number of views for each listing on Careers Online
➢ Register to any prelisted event, such as a career expo
➢ Request and create your own news items for the students to read, via the Careers Online system

Contact careers-services@unimelb.edu.au for any questions or issues.