University of Melbourne Careers Online: Step-by-step Employer Registration Guide
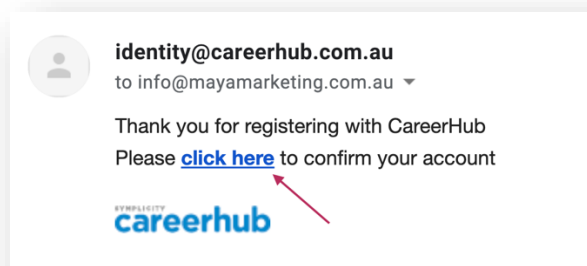
1. Please register using either your email address, Microsoft account or Google account.
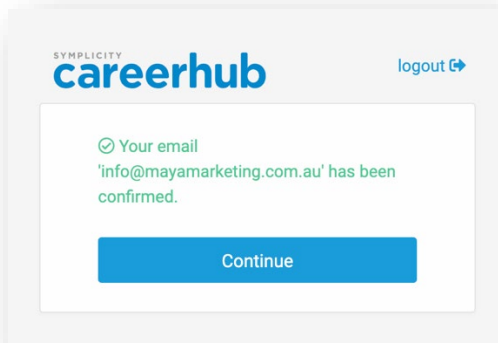

Note:

If you use your email address, you will also be required to set a password. This is not required when authenticating the system with a Microsoft or Google account.

If you continue with either Microsoft or Google, the system will prompt you to check that the account you used is linked to your work email.
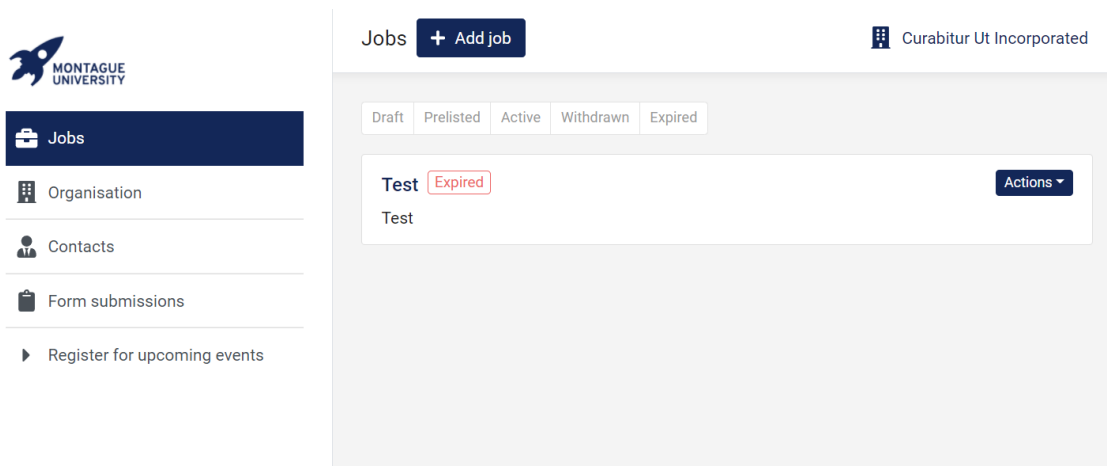
If you have an existing account, your old account will be automatically connected to your new account provided the 'work email' address given in this step matches the existing email address recorded in Careers Online. Once you have registered, you will receive an email asking you to confirm your email address. Please see Step 4 if your account is not automatically reconnected.
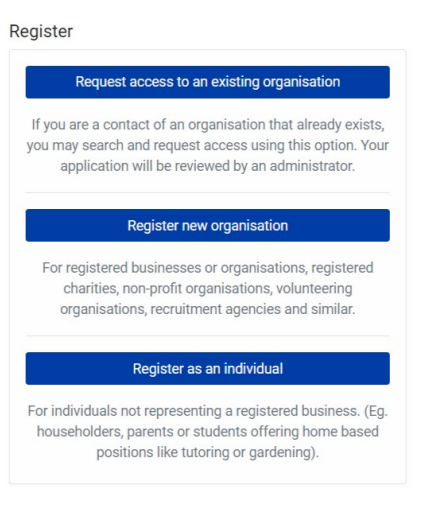
2. Once your email has been successfully confirmed, click 'Continue' to access Careers Online.

3. If you had an existing account on Careers Online and this was automatically reconnected, you will see the 'Jobs' page.

4. If you had an existing account but were not automatically reconnected, you will instead see the 'Register' page.

Note:

If you were not automatically connected and you're sure you have an organisation account in Careers Online, you can submit a contact login request using the 'Request access to an existing organisation' option. Alternatively, email careers-services@unimelb.edu.au for assistance.