University of Melbourne Careers Online: Step-by-step Employer Registration Guide



1. Please register using either your email address, Microsoft account or Google account.

CareerHub Account	Log in 🜖
Email	
Contínue	
or	
Continue with Microsof	t
G Continue with Google	
Create account • Cannot lo	ıg in?
Terms & Conditions Privacy Policy	Support Log In

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.

You've successfully authenticated with	
Microsoft We just need you to confirm your work email to complete your	
registration.	
Work email	identity@careerhub.com.au
	to info@mayamarketing.com.au 🔻
When registering an organisation your work email	Thank you for registering with CareerHub
address domain may be used to verify that you are an	Please click here to confirm your account
employee.	
Register your Microsoft account	careerhub

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.

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I Organisation	Test Expired	Actions -
Contacts		
Form submissions		
 Register for upcoming events 		

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 <u>careers-services@unimelb.edu.au</u> for assistance.