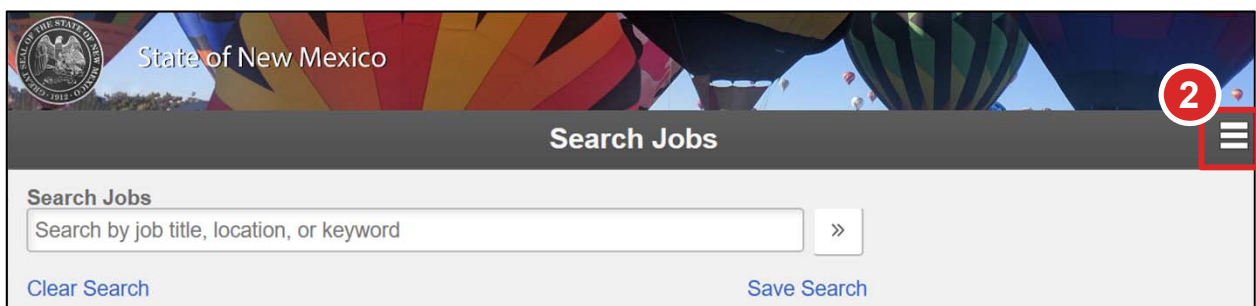


# SHARE Recruiting

## Create a User ID - State of New Mexico Careers Website (1 of 3)

The first step to apply to State of New Mexico jobs from the State Personnel Careers website is to register as a new user. If you already have an account, you may sign in with your username to begin applying to jobs.

1. Access > State Personnel Careers website at <https://careers.share.state.nm.us/>
2. Click > **Menu** icon



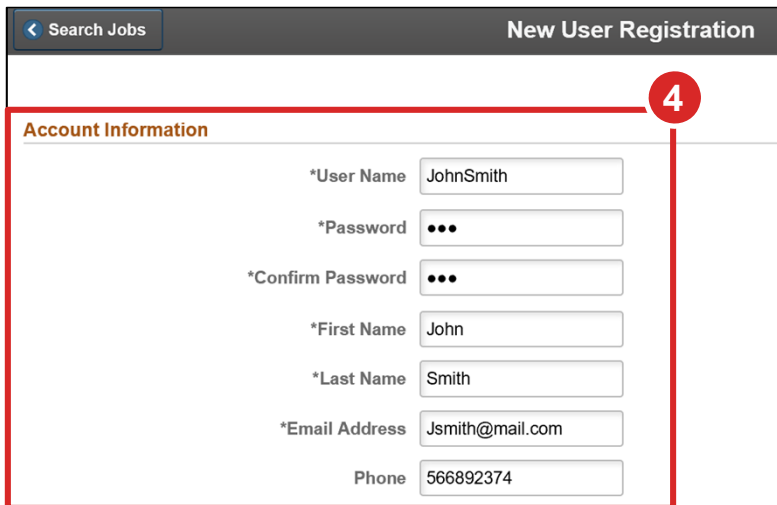
3. Select > **New User**



# SHARE Recruiting

## Create a User ID - State of New Mexico Careers Website (2 of 3)

### 4. Enter > **Account Information**



**New User Registration**

**Account Information**

\*User Name

\*Password

\*Confirm Password

\*First Name

\*Last Name

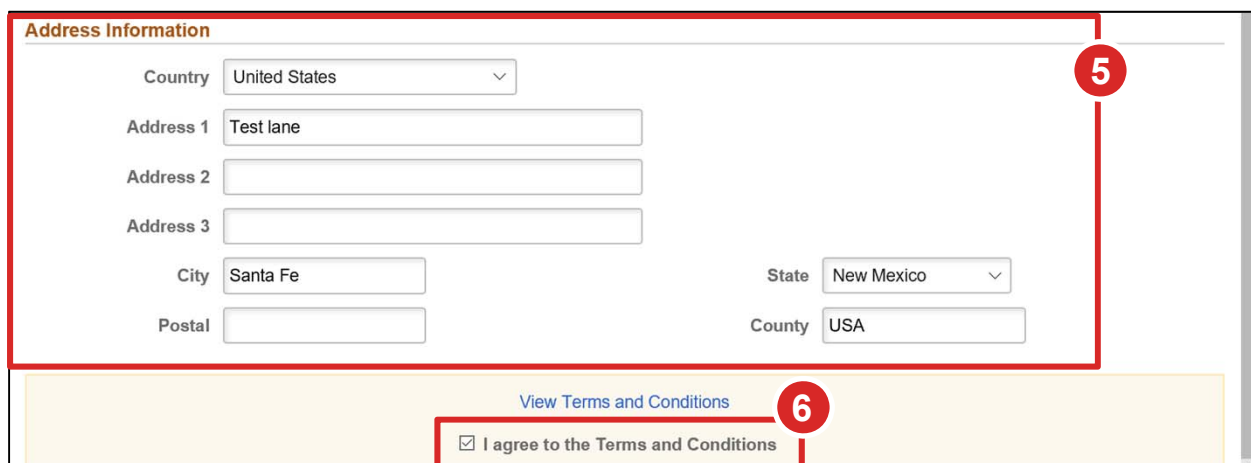
\*Email Address

Phone

**TIP:** Fill out the required fields marked with an \*.

### 5. Enter > **Contact** information (if desired)

### 6. Select > Checkbox next to **I agree to the Terms and Conditions**



**Address Information**

Country

Address 1

Address 2

Address 3

City

State

Postal

County

[View Terms and Conditions](#)

I agree to the Terms and Conditions

**TIP:** Providing your address information is optional, but it will be required later in the recruitment process.

# SHARE Recruiting

## Create a User ID - State of New Mexico Careers Website (3 of 3)

### 7. Click > **Register**

[Search Jobs](#) **New User Registration** Already Registered? [Sign In Now](#) **Register**

**Account Information**

\*User Name

\*Password

\*Confirm Password

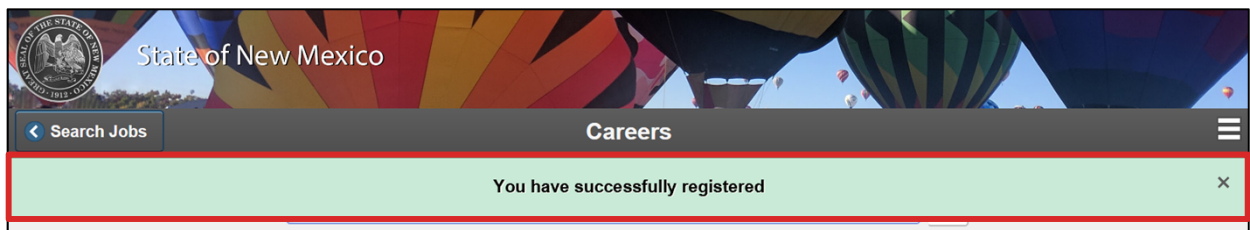
\*First Name

\*Last Name

\*Email Address

Phone

One you click **Register**, you will receive a message saying you have successfully registered an account.



**TIP:** Look at the “Apply to a Job through the Careers Website” job aid for step-by-step instructions on how to apply to a job.