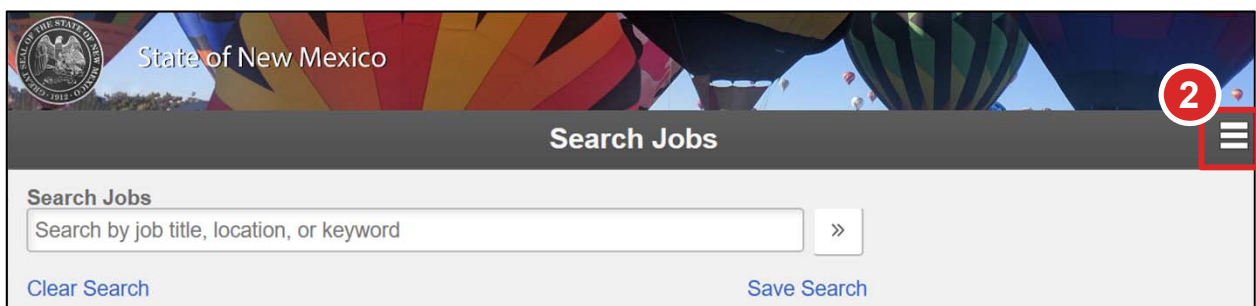# SHARE Recruiting

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/
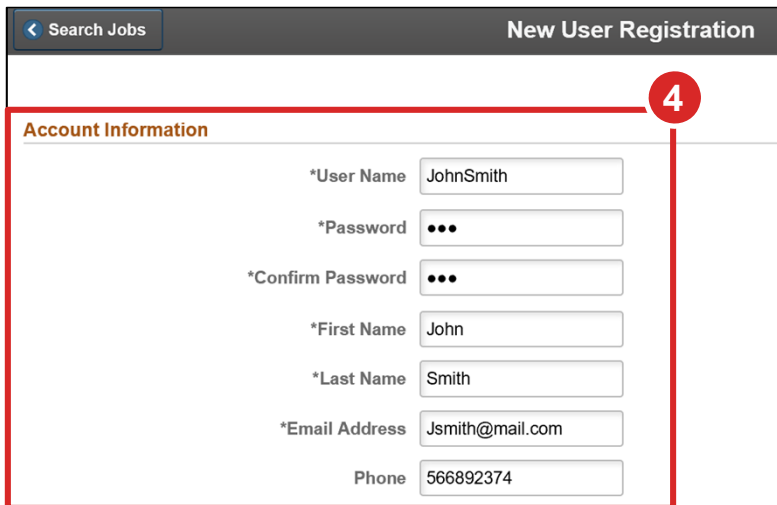
2. Click > **Menu** icon

3. Select > **New User**

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

4. Enter > **Account Information**
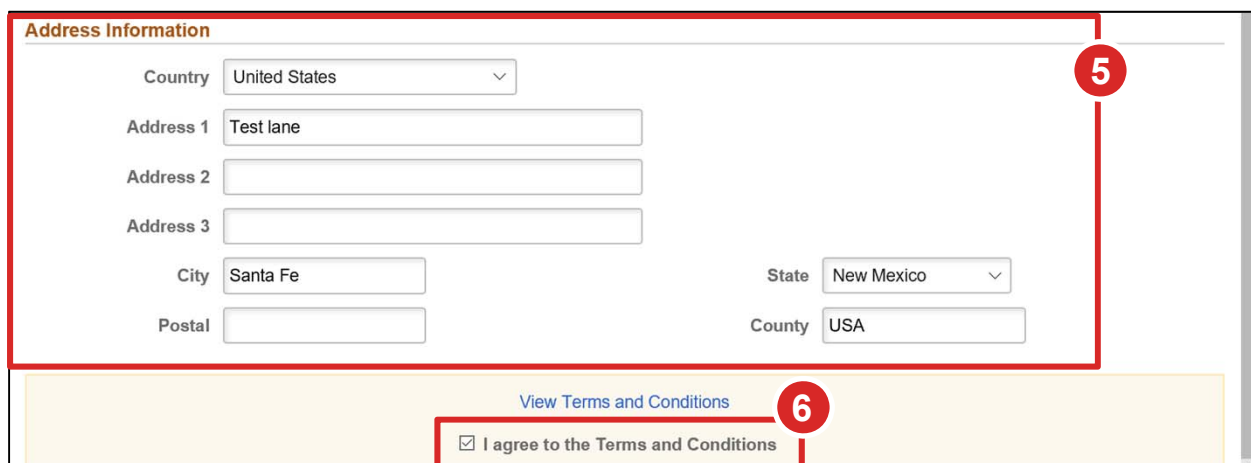

TIP: Fill out the required fields marked with an *.

5. Enter > **Contact** information (if desired)
6. Select > Checkbox next to **I agree to the Terms and Conditions**

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

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

7. Click > **Register**

One you click **Register**, you will receive a message saying you have successfully registered an account.
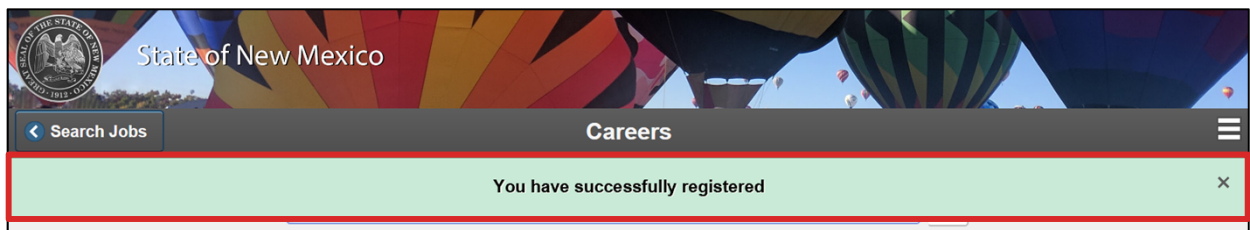
TIP: Look at the "Apply to a Job through the Careers Website" job aid for step-by-step instructions on how to apply to a job.