State of New Mexico Careers Create a User ID (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.

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

State of New Mexico	Search Jobs	2
Search Jobs		
Search by job title, location, or keyword	»	
Clear Search	Save Search	

3. Select > New User

	Careers	
Ï	Sign In	
3	New User	



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

4. Enter > Account Information

Search Jobs	New User Registration		
	4		
Account Information			•
*User Name	JohnSmith		
*Password	•••	TIP: Fill out	
*Confirm Password	•••	fields marked	
*First Name	John	with an *.	
*Last Name	Smith		
*Email Address	Jsmith@mail.com	L	
Phone	566892374		

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

Address Information				
Country	United States	\checkmark	5	
Address 1	Test lane			
Address 2				
Address 3				
City	Santa Fe	State	New Mexico ~	
Postal		County	USA	
		View Terms and Conditions 6		
		☑ I agree to the Terms and Conditions		

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



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

7. Click > Register

Search Jobs		New User	Registration		6
				Already Registered? Sig	gn In Now Register
Account Inform	ation				
	*User Name	JohnSmith]		
	*Password	•••]		
	*Confirm Password	•••]		
	*First Name	John]		
	*Last Name	Smith]		
	*Email Address	Jsmith@mail.com]		
	Phone	566892374]		

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

State of New Mexic C Search Jobs	CO Careers	
	You have successfully registered	×

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.

