

## How to post a paid position on JobsNow

JobsNow is the system for posting paid positions. [Visit JobsNow.](#)

### Login:

- Click the **User Type** list and select **Employer**.
- If you have a username and password, enter them. Then for the next steps, go to the section **Post your position** below.
- If you are a new user or have forgotten your password, follow these next steps:

### **If you've forgotten your password**

1. Click the **User Type** list and select **Employer**.
2. Click **Request New Password** located below the **Login** button, and follow the instructions. A temporary password will be sent to the email account you used to create your profile.

### **If you're a new user**

1. Click the **User Type** list and select **Employer**.
2. Click **Are you a new user? Please join now!** below the **Login** button.
3. Click **Employer sign-up** and fill in the boxes on the page that appears. Click **Save** in the **Options** box on the left side of the screen.
4. On the next page, type your address information and click **Save**. The home page will appear.
5. For instructions on posting your position, see the section **Post your position** below.

### Post your position:

1. After logging in (see above), click the **Jobs** tab in the tool bar at the top of the home page (see screenshot below) and then click **New job**.
2. Type the required information in the boxes. When done click **Save** which is in the **Options** box on the left side of the screen.

**IMPORTANT:** You must select an expiry date in the box at the bottom of the screen. If you don't, we will apply a closing date of **30 days** from the date we activate the position.

For any questions, please don't hesitate to contact us at [job@uottawa.ca](mailto:job@uottawa.ca).