Getting Started!
An Employers' Guide to Using the NC Social Services Jobs Website

http://ssw.unc.edu/dssjobsnc

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Thank you for your interest in using this website! There are a few simple steps you need to know in order to get started.

1. The first time you use the site as an employer you need to **create a new account**

▶ Go to: http://ssw.unc.edu/dssjobsnc/user/register

▶ Enter a user name (we recommend your first and last name, but it is your choice)

▶ Enter your email address

▶ Select the county your work for

▶ Click on the "Create a new account" button at the bottom of the page

Note: Each new, valid account has to be authorized by your county's director or liaison which may take several days.

2. Once your account is authorized, you will get an email from dssjobsnc@unc.edu that includes your temporary password.

3. **Sign in** by going to the **home page** of the website http://ssw.unc.edu/dssjobsnc and entering your user name and temporary password into the **employer** section (bottom right corner of the home page).

4. Once signed in you can **post a job**, **clone a job**, and customize your **county profile**

▶ To **post a job** click on the words "post a job" and follow the instructions. There is a help button if you need additional instructions.

▶ If you choose to **clone a job** click on the words "clone a job" and you will see a list of current and archived jobs. You can search and sort the list. Find the job you want to clone and click on the "clone" button in the table on the same row as the job you have chosen. You will then have the option of making changes to the posting and once you have completed your edits, follow the instructions at the bottom of the page to post the position.

▶ To customize or update your **county profile** click on the words "edit county profile" and you will see a text box where you can write (or cut and paste) information about your agency and county, including pictures or graphics. We hope you will use this function to market your community and agency. You do not need to keep any of the information that is currently posted unless you choose to.

5. If you need assistance (for example if your password email does not arrive) please send an email to dssjobsnc@unc.edu and include a brief description of what help you need.