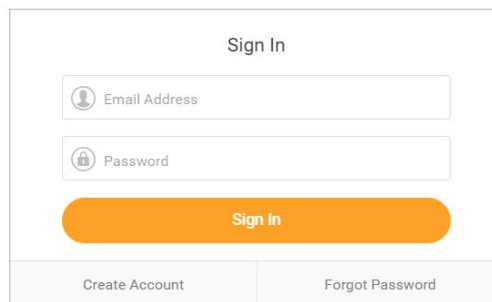


GCE Application Process

- 1) Once you have narrowed your search to the position you wish to apply for, click to Apply Online and you will be required to create an account.

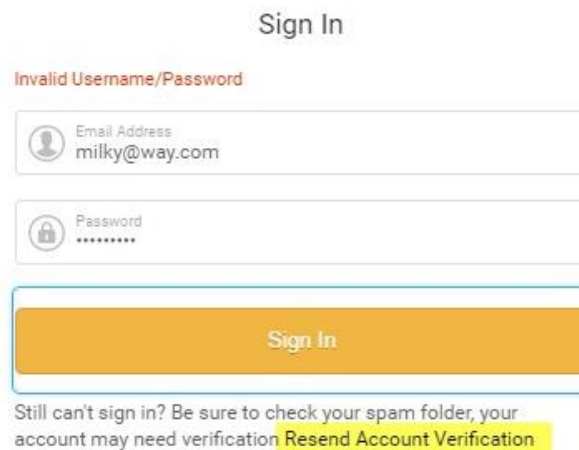
Click “**Create Account**”:

A screenshot of the "Sign In" form. The form is titled "Sign In" and contains two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below the fields is a large orange "Sign In" button. At the bottom of the form are two smaller buttons: "Create Account" and "Forgot Password".

Existing Applicants: If you already have an account, you may enter your email address and password at this step and skip the subsequent steps to continue searching and applying for GCE Jobs.

If you cannot remember your password, click “*Forgot Password*”.

Please be sure that you had verified your account at initial creation. If you do not remember having verified the account in the past, please do click on the “**Resend Account Verification**” link that shows up after you attempt to login using an incorrect password:

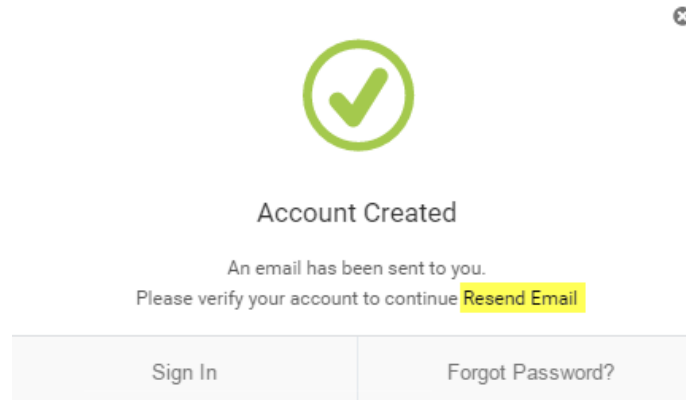
A screenshot of the "Sign In" form after an incorrect login attempt. The form is titled "Sign In" and shows an error message "Invalid Username/Password" in red text above the input fields. The "Email Address" field contains "milky@way.com" and the "Password" field is masked with dots. Below the fields is a large orange "Sign In" button. At the bottom of the form, there is a link that says "Still can't sign in? Be sure to check your spam folder, your account may need verification **Resend Account Verification**".

2) Enter your email and password (and verify password):

Important: It is recommended to use a *personal email address* rather than a work email address.

After entering your email and password, you will receive an important account verification email.

If you did not receive the account verification email, you can re-send it to your email inbox.



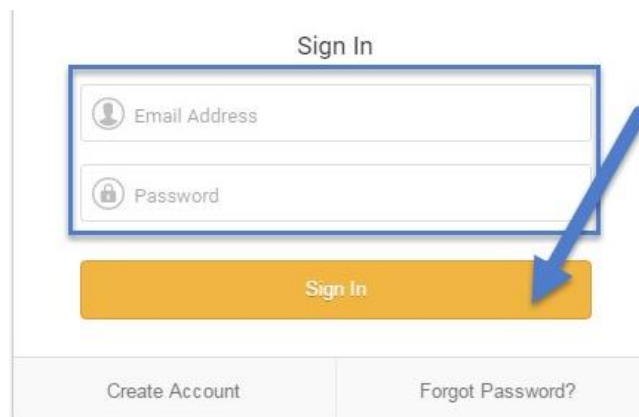
The image shows a confirmation screen with a green checkmark icon at the top. Below the icon, the text reads "Account Created". Underneath, it says "An email has been sent to you." followed by "Please verify your account to continue" and a yellow "Resend Email" button. At the bottom, there are two buttons: "Sign In" and "Forgot Password?".

3) Open your email inbox and view the account verification email from “gcu@myworkday.com” with subject as “Please verify your Account”. Click on the link within the email to verify the account.

This step is necessary to proceed with your application.

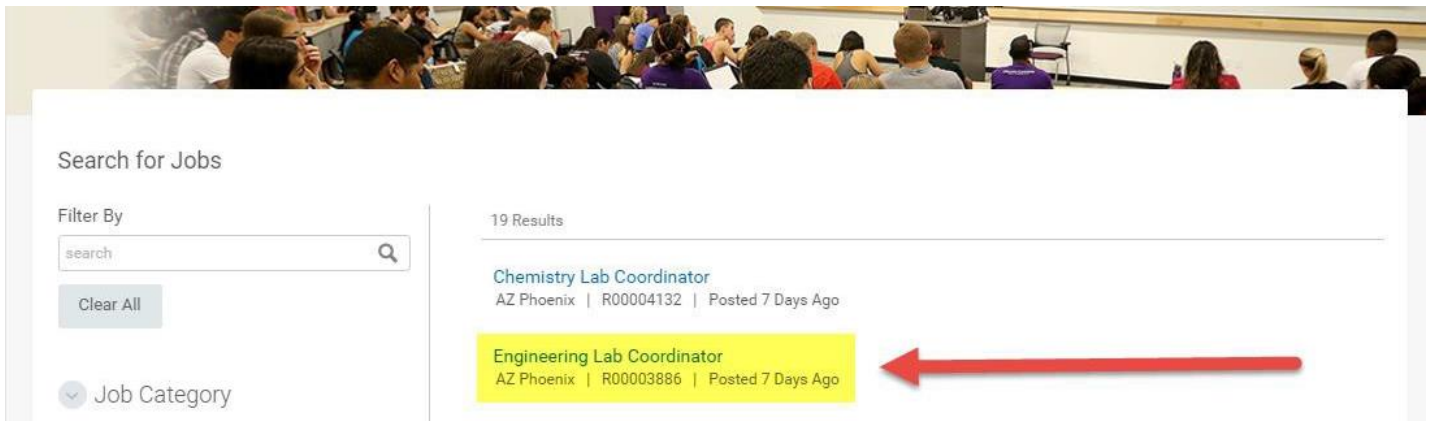
Please click the following link to confirm your email address and finish the account creation process:
<https://gcu.wd1.myworkdayjobs.com/GCU/activate/1pcpt30nbkizarhym2013mdetaqw3wifh1o6sduy978cq9toba33oj621hu1ql>
One-Time-Use Security Token Action Email

4) Sign in with the previously entered email and password

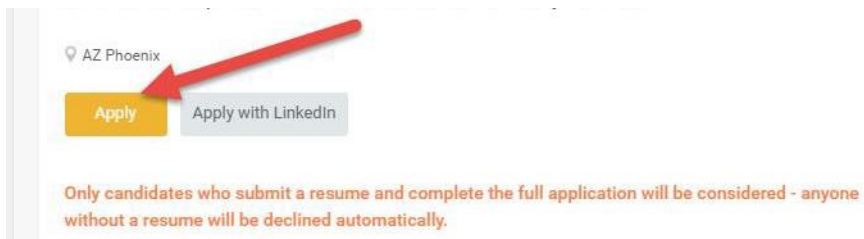


The image shows a "Sign In" form with two input fields: "Email Address" and "Password". Below the fields is a yellow "Sign In" button. At the bottom, there are two buttons: "Create Account" and "Forgot Password?". A blue arrow points to the "Sign In" button.

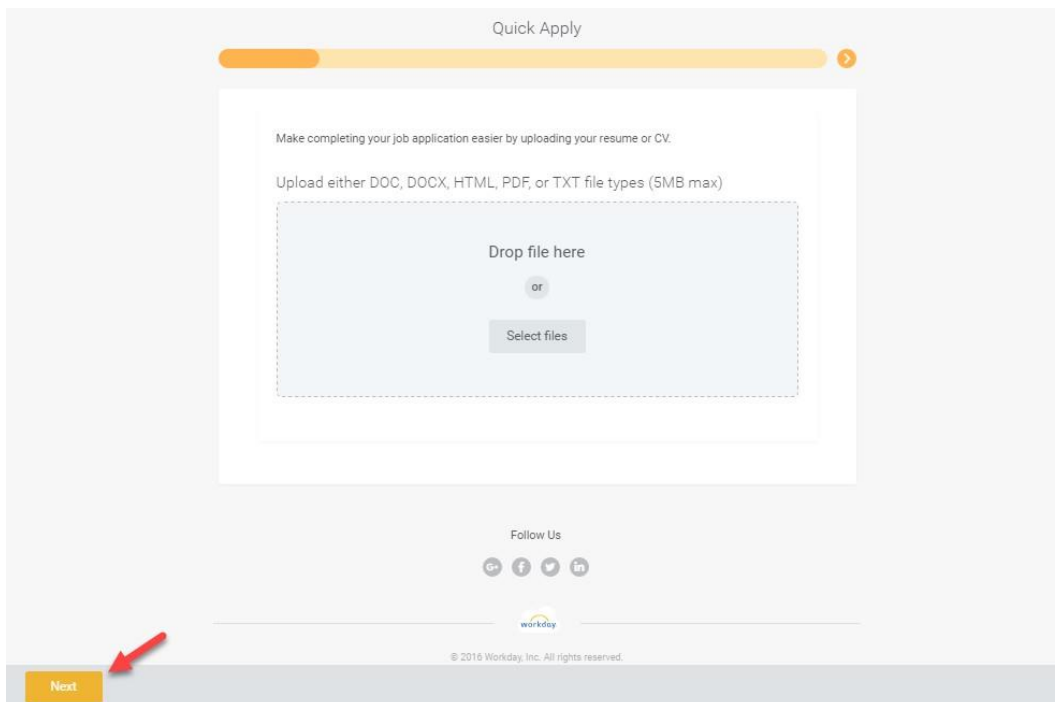
5) Click on the job you wish to apply to:



6) Click on the “Apply” button:



For the application, you will have the option to attach a resume for parsing purposes.



The information provided in your resume will automatically populate selected fields on the following screens. Please remember to review each field to ensure information populated correctly. Again, this first step is **Optional**. Click **Next**.

You will need to enter all details on the following two screens: **My Information** and **Experience**.

My Information

Country *
United States of America

First Name *
Almond

Last Name *
Joy

Address Line 1
123 N. Beautiful Ln.

City
Phoenix

State
Arizona

Postal Code
85040

Email *
bellavita9991@yahoo.com

Phone *
602-123-4567

How Did You Hear About Us? *
Indeed

Back Next

Experience

Work Experience
Add

Education
Add

Skills
Separate each skill with a comma.

Resume/CV
Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max) *
Drop files here
or
Select files

Websites
Add any relevant websites. Format should be: http://
Add

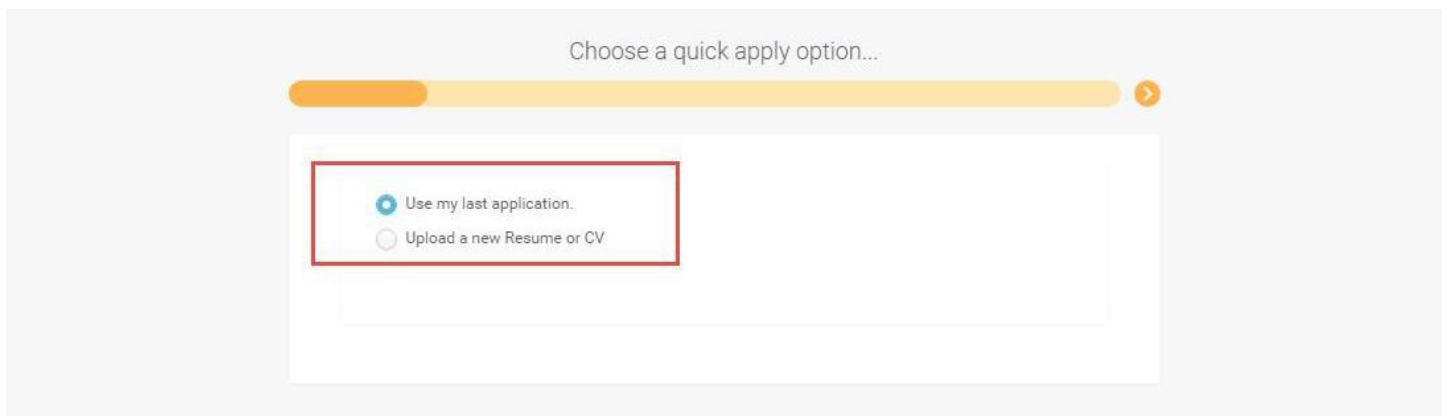
Social Network URLs
LinkedIn (Optional):

Back Next

For those who utilized the resume parsing option at the beginning, remember to review all populated fields for accuracy. For those who did not upload a resume for parsing, you have the option to upload one on the **Experience** page.

Continue through the questionnaire and disclosure and click **Submit**.

If you have applied to a GCE job in the past, you will have the option to use your previous application or to upload a new Resume/CV:



Note: Any resumes uploaded must be 5 MB or less and cannot be password-protected. Supported file formats include: Doc, DocX, HTML, PDF, and TXT.

After filling out the application details, you will receive this confirmation message when your application is submitted successfully:

