



GETTING STARTED: REGISTER FOR AN ACCOUNT

If you wish to apply to a job posting or submit interest to a Talent Network, you must first register an account at the FBI Careers site. Once registered, you can search, apply to, and/or submit interest for Job Postings and Talent Networks. You can also edit your account and reset your password as needed for job opportunities.

Navigate to the **FBI Careers** site (<https://apply.fbijob.gov>). The Careers page is where applicants perform Job Posting or Talent Network searches.

1. Click the **Menu** button (☰) in the upper right hand corner.
2. Select the **New User** hyperlink.
3. On the **New User Registration** page, enter a value in the **User Name** field.
4. Create a value and enter it in the **Password** field. Re-enter the password in the **Confirm Password** field.
5. Enter values in the **First Name**, **Last Name**, **Email Address**, and **Phone** fields.



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6. In the **Current Address Information** section, enter information about where you *currently* reside. Enter values in the following required fields:

- Country
- Address 1
- City
- Postal
- State
- County

7. In the **Permanent Address Information** section, enter information about your *permanent* address. Enter values in the following required fields:

- Country
- Address 1
- City
- Postal
- State
- County

*Note: If your permanent address is the same as your current address, select the checkbox next to **Same as Current Address Information**.*

8. Review the *Terms and Conditions* by selecting the **View Terms and Conditions** hyperlink.

9. Select the checkbox next to **I agree to the Terms and Conditions**.

10. At the top of the page, select the **Register** button.

The screenshot shows the 'New User Registration' page. At the top, there is a navigation bar with a 'Search Jobs' link, the page title 'New User Registration', and icons for home, search, and user profile. Below the navigation bar, the form is divided into two main sections: 'Current Address Information' and 'Permanent Address Information'. The 'Current Address Information' section is highlighted with a red box and a callout '6'. It contains fields for *Country (dropdown menu), *Address 1, Address 2, Address 3, *City, *State (dropdown menu), *Postal, and County. The 'Permanent Address Information' section is also highlighted with a red box and a callout '7'. It includes a checkbox labeled 'Same as Current Address Information' (highlighted with a dashed red box and callout '8') and the same set of address fields as the current address section. Below the permanent address section, there is a callout '8' pointing to a 'View Terms and Conditions' link and a callout '9' pointing to a checkbox labeled 'I agree to the Terms and Conditions'. At the bottom of the form, there is a callout '10' pointing to a green 'Register' button. The footer of the page contains the text 'Already Registered? Sign In' and the 'Register' button.



UPDATE YOUR PROFILE

Navigate to the **FBI Careers** site (<https://apply.fbijobs.gov>).

1. Login to your account by entering your **User Name** and **Password** and clicking the **Sign In** button. Your *Careers Home* page will display.
2. Click the **Menu** button (☰) in the upper right hand corner
3. Select the **My Account Information** hyperlink.
4. On the *My Account Information* page, update the information you wish to change. Items you may update include:
 - Password
 - Address
 - Preferred Method of Contact
 - Email Addresses
 - Name
 - Phone Number
5. Once you have made the desired edits, click the **Save** button.

Important Note: To protect personally identifiable information (PII), applicant profile data will be purged one year after the date of last login. This data will be retained on internal FBI networks, but not on [FBIJobs.gov](https://apply.fbijobs.gov).

The image shows a 'Sign In' form with two input fields: '*User Name' and '*Password'. A red box with the number '1' is around the first field. Another red box with the number '1' is around the 'Sign In' button. Below the button are links for 'Forgot User Name' and 'Forgot Password'. At the bottom, it asks 'Are you a new user?' with a 'Register Now' link.

The image shows the 'Search Jobs' page. A red box with the number '2' is around the menu icon (☰) in the top right. The menu is open, showing options like 'Careers', 'Search Jobs', 'My Job Notifications', etc. A red box with the number '3' is around the 'My Account Information' option.

The image shows the 'My Account Information' page. A red box with the number '4' is around the 'Account Settings' section, which includes fields for 'User Name' (Immontgomery), 'Contact Method' (Not Specified), and 'Change Password' link. Below this is the 'Name' section with fields for 'Name Format' (English), 'Name Prefix', '*First Name' (Lucy), 'Middle Name', '*Last Name' (Montgomery), and 'Name Suffix'. A red box with the number '5' is around the 'Save' button in the top right corner.



RETRIEVE YOUR USER NAME/ RESET YOUR PASSWORD

Navigate to the **FBI Careers** site (<https://apply.fbijobs.gov>).

To Retrieve a Password:

1. Select the **Forgot Password** link.
2. Enter your **User Name** in the User Name field.
3. Click the **Email New Password** button. An email will be sent to the Email Address that you used when registering for the account.

Note: A confirmation that the email has been sent will be visible at the top of the *Careers Page*.

To Retrieve a User Name

5. Select the **Forgot User Name** link.
6. Enter the **Email Address** you used when registering for the account.
7. Click the **Email User Name** button. An email will be sent to the email address you used when registering for an account.

Note: A confirmation that the email has been sent will be visible at the top of the *Careers Page*.

The Sign In form contains fields for *User Name and *Password, a Sign In button, and links for Forgot User Name and Forgot Password. A 'Register Now' link is also present for new users.

The Forgot Password form prompts the user to enter their User Name. It includes a *User Name field and an Email New Password button.

The Forgot User Name form prompts the user to enter their Primary Email Address. It includes a *Primary Email Address field and an Email User Name button.