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To access AURAK Employment Portal:

1. Visit AURAK website at <http://aurak.ac.ae/en/>
2. Scroll down to the bottom of the page and select **Employment** as shown in the sample below.



AURAK Employment page will open with option to sign in or create account.

How to Create Account:

1. From AURAK Employment page, click on **Create Account** button or link

 A screenshot of the AURAK Employment portal. At the top, there is a 'Need an account?' section with a red 'CREATE ACCOUNT' button circled in blue. Below this is a 'Sign In' form with fields for 'Username or Email Address' and 'Password'. There is a 'Forgot password?' link and a 'Create Account' link circled in blue. At the bottom of the form is a 'Sign in' button.

2. Fill out the required fields as shown below then click the **Register** button.

 A screenshot of the AURAK Employment portal registration form. The form is titled 'Registration' and has several input fields: 'Email address', 'Confirm email address', 'Username', 'Password', 'Confirm password', 'First name', and 'Last name'. Each of these fields is highlighted with a blue border. At the bottom of the form is a blue 'Register' button circled in blue.

NOTE: You can set any username as long as it is still available. Error will prompt if the username is already in use.

After successful account creation, you will receive an email notification from:

employment@aurak.ac.ae

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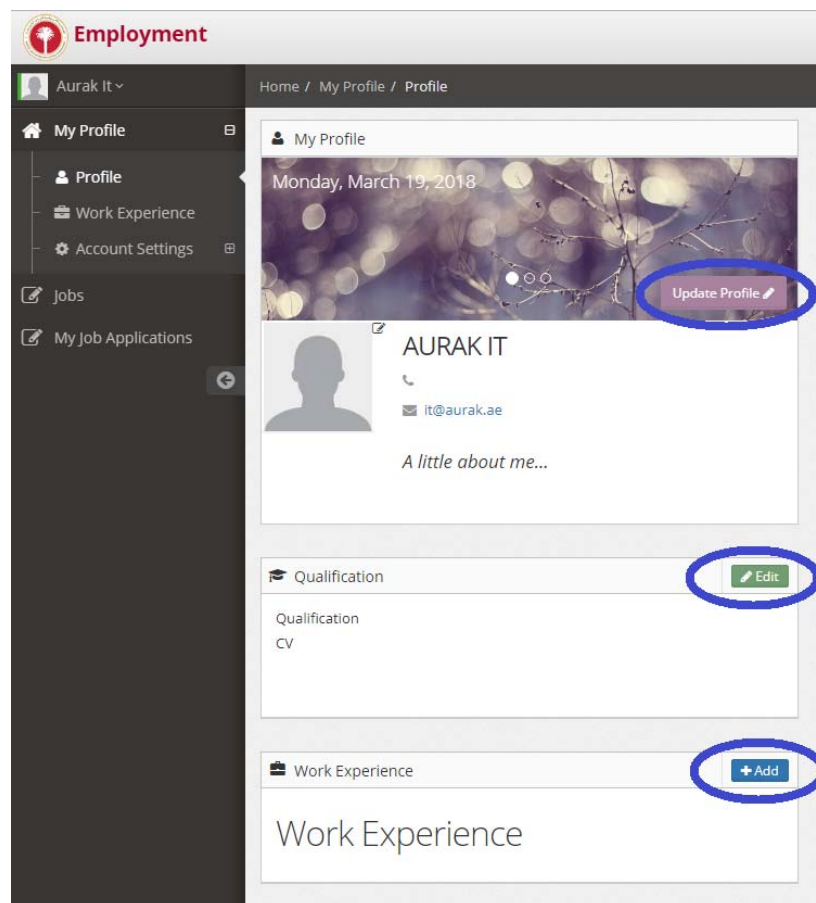
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Sign In and Update Your Profile

1. From AURAK Employment page, enter your registered username or email address and password then click the Sign In button to login to your account.
2. **NOTE:** Screenshot is provided below for your easy reference on the following items:
To update your profile, click the **Update Profile** button and fill out the fields accordingly with accurate data. Use the **Submit** button to save your inputs. Use the **Back** button to go back to previous window and discard any change.

To update qualification, click the **Edit** button, select from the drop down menu your qualification, and use the **Choose File** button to locate and upload your CV (must be in .pdf file format). Click **Update Qualification** button to save.

To add work experience, click the **Add** button and fill out the fields accordingly. Use the **Submit** button to save your inputs. Use the **Back** button to go back to previous window and discard any change.



Viewing and Applying for Jobs

Go to the Jobs section by clicking **Job** from the menu on the left panel to browse for available jobs. Jobs are sorted in latest order. Each position has a dedicated **View Job** button. Clicking on View Job will take you to the Job Details section. Use the **Apply Now** button located at the bottom of the page to apply for the selected position.

Steps to Apply for Job

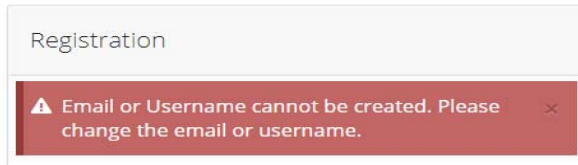
1. Select a position you wish to apply then click the **View Job** button.
2. Read through the details carefully before clicking the **Apply Now** button.
3. **NOTE:** Submit button in the “Apply for Job” section will be greyed out if Nationality is not updated in your profile. If so, please go back to the Profile section and update the **Nationality** field first.
Fill out the required fields and upload your **Cover Letter** and **Updated CV** both in .pdf file format.
4. Click the **Submit** button to submit your application.
NOTE: “My Job Applications” section (similar to the screenshot below) will display, which means your submission is successful. A notification email will also be sent to your registered email address.



You may check for other postings and apply too. All submitted applications will show in the “My Job Applications” section.

Troubleshooting Common Errors

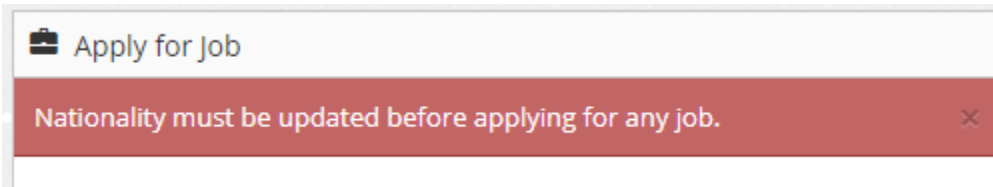
1. Email or Username cannot be created.



Cause: This error prompts when the specified email address or username is already in use.

Solution: Change the email address or use another username whichever applies.

2. Nationality must be updated



Cause: Nationality is not updated in your profile

Solution: Go to My Profile > Profile > Update Profile then update the Nationality field by selecting from the drop down menu then Submit to save.