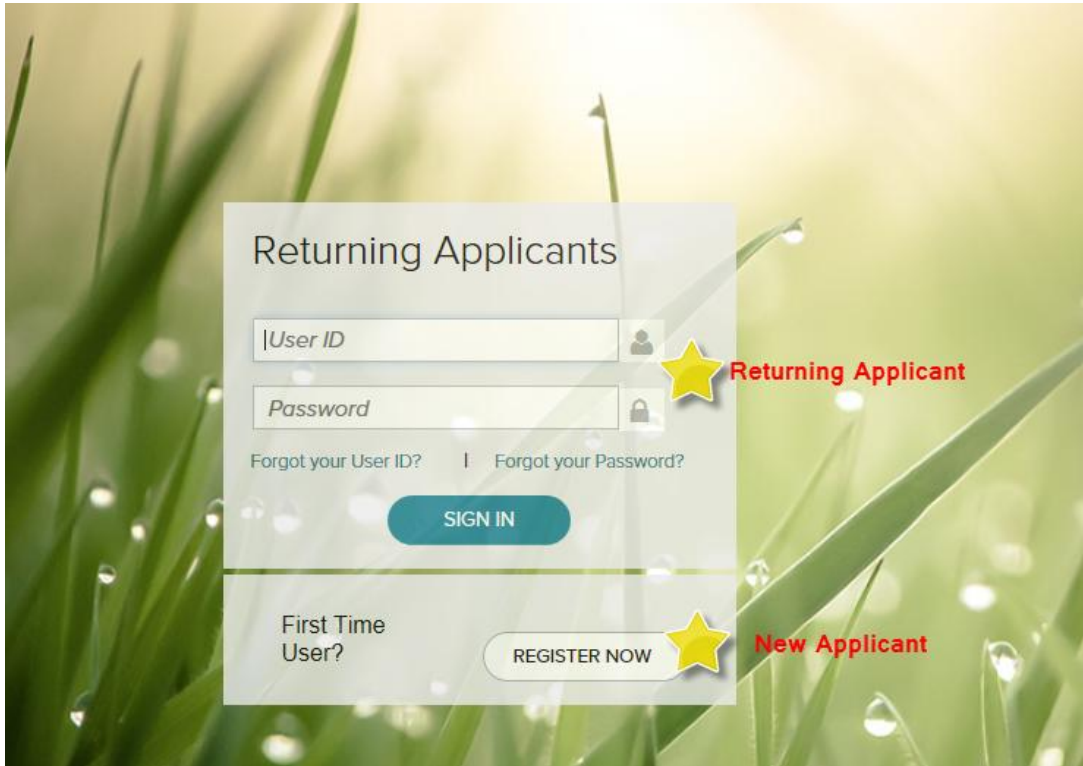


## Applying for a Position with HUSCO

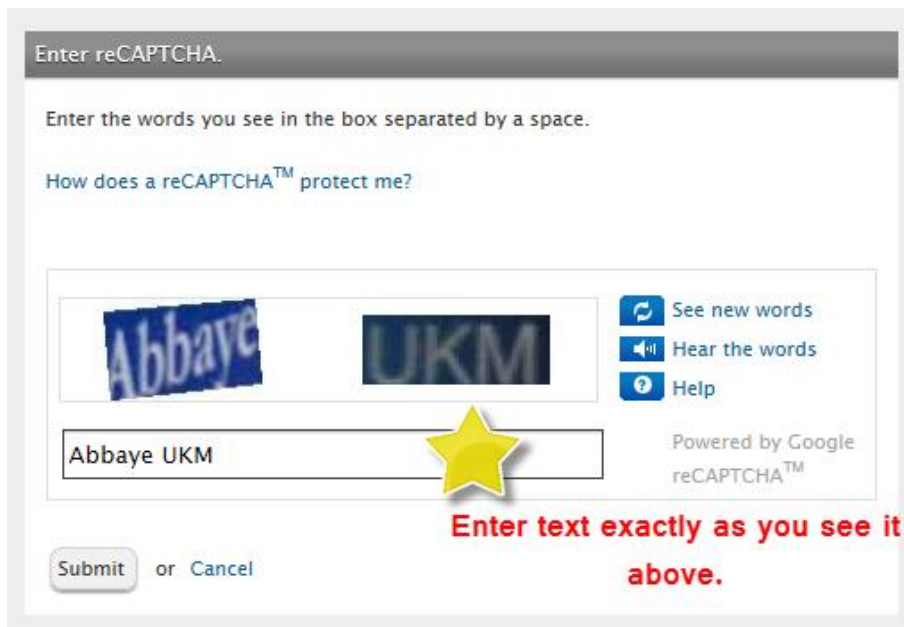
To apply for a position with HUSCO you must create an **Applicant Account** for HUSCO's Career Center website. From the job posting click on **APPLY** and **Register as a New Applicant** on HUSCO's Career Center **or** if you have previously applied for a position with HUSCO, login to the HUSCO Career Center using the USER ID and password that you previously created.



The screenshot shows a login and registration form titled "Returning Applicants". It features two input fields: "User ID" and "Password". Below these fields are links for "Forgot your User ID?" and "Forgot your Password?". A blue "SIGN IN" button is positioned below the password field. A yellow star icon is placed over the "SIGN IN" button, with the text "Returning Applicant" written in red to its right. Below the login section, there is a "First Time User?" label and a "REGISTER NOW" button. A yellow star icon is placed over the "REGISTER NOW" button, with the text "New Applicant" written in red to its right.

### Registration Process

Once you click the **REGISTER NOW** button, you will be asked to enter the reCAPTCHA information, enter this exactly as you see it in text box provided and then click **SUBMIT**.



The screenshot shows the reCAPTCHA registration step. It includes the instruction "Enter reCAPTCHA." and "Enter the words you see in the box separated by a space." Below this, there is a link that says "How does a reCAPTCHA™ protect me?". The main area contains a grid of words: "Abbaye" and "UKM". To the right of the grid are three buttons: "See new words", "Hear the words", and "Help". Below the grid is a text input field containing the text "Abbaye UKM". A yellow star icon is placed over the input field, with the text "Enter text exactly as you see it above." written in red below it. At the bottom left, there are "Submit" and "Cancel" buttons. At the bottom right, it says "Powered by Google reCAPTCHA™".

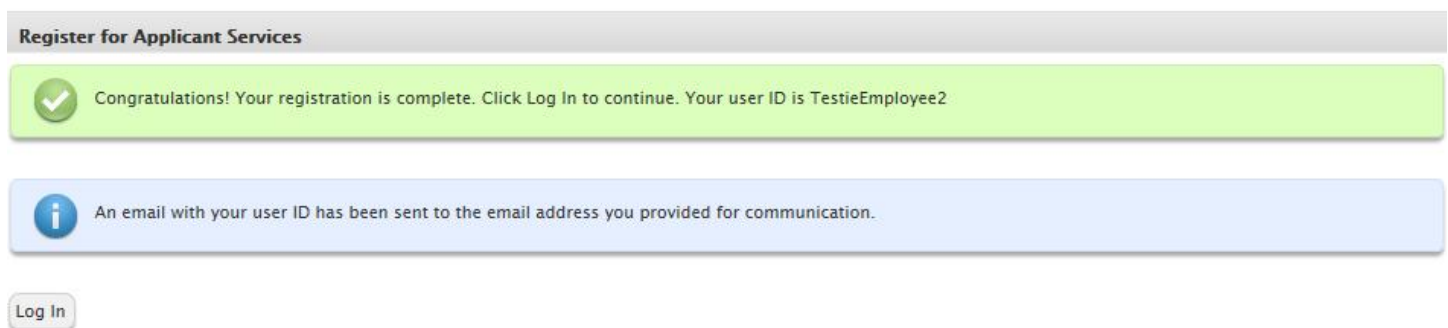
## Continue with Your Registration

**Step 1** – Enter your first and last name and your e-mail address. **All notifications from this site will be sent to this e-mail address, including password resets.**

**Step 2** – Create a **USER ID** and **password**, details on creating your USER ID and password are included on the Get User ID & Password webpage.

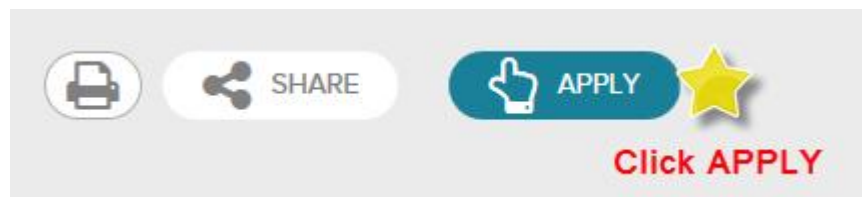
**Step 3** – Select your **security questions and answers**. For security purposes this information will be used to password resets.

**Step 4** – Review the information you entered and click  to submit your information. You will receive the message below.



The interface shows a grey header with the text "Register for Applicant Services". Below it is a green success message box with a checkmark icon and the text: "Congratulations! Your registration is complete. Click Log In to continue. Your user ID is TestieEmployee2". Below that is a light blue information box with an 'i' icon and the text: "An email with your user ID has been sent to the email address you provided for communication." At the bottom left is a "Log In" button.

You are now ready to complete your application. Click on the link in the e-mail you received, login to the HUSCO Career Center using the USER ID and password you created during registration and the job posting will open, click on the APPLY button in the upper right corner of the page **OR** click on the Log In button on your confirmation page



A row of three buttons: a print icon, a "SHARE" button with a share icon, and a blue "APPLY" button with a hand cursor icon and a yellow star. Below the "APPLY" button is the text "Click APPLY" in red.

Work your way through the application, review your information on the last page and click the submit button on the bottom right corner of the page.



A row of three buttons: a "PREVIOUS" button, a "NEXT" button, and a blue "SUBMIT" button with a hand cursor icon and a yellow star. Below the "SUBMIT" button is the text "Click SUBMIT" in red.

## Support Internet Browsers and Operating Systems

Your ADP service is certified and tested on the following browsers and operating systems, with the exception of Microsoft® Internet Explorer® Versions 9 and 10, which are only supported by ADP:

- Microsoft® Internet Explorer®
  - Version 9 on Microsoft Windows® 7 SP1 (32 and 64 bits). This version is no longer supported by Microsoft, but it is supported by ADP.

- Version 10 on Microsoft Windows® 7 SP1 (32 and 64 bits) and Microsoft Windows® 8 (32 and 64 bits). This version is no longer supported by Microsoft, but it is supported by ADP.
- Version 11 on Microsoft Windows® 7 SP1 (32 and 64 bits) and Microsoft Windows® 8.1 (excluding RT Touch Screen, which is not supported or certified by ADP)
- Mozilla® Firefox®
  - Version 38 and higher on Microsoft Windows® 7 SP1 (32 and 64 bits), Microsoft Windows® 8 (32 and 64 bits), Microsoft Windows® 8.1 (excluding RT Touch Screen, which is not supported or certified by ADP), Apple® Mac OS® Mavericks 10.9, and Apple® Mac OS® Yosemite 10.10
- Apple® Safari®
  - Version 7.x on Apple® Mac OS® Mavericks 10.9
  - Version 8.0 on Apple® Mac OS® Yosemite 10.10
- Google Chrome™
  - Version 50 and higher on Microsoft Windows® 7 SP1 (32 and 64 bits), Microsoft Windows® 8 (32 and 64 bits), Microsoft Windows® 8.1 (excluding RT Touch Screen, which is not supported or certified by ADP), Apple® Mac OS® Mavericks 10.9, and Apple® Mac OS® Yosemite 10.10