



Section I: Creating ERA Account

Step 1:

Click on your country's seeker URL.

Step 2:

Option A: Click "Login" from the Currently Available Vacancies listing.

Option B:

1. Click on the hyperlinked Announcement Number that you're interested in applying for, located next to the Position Title.
2. Click "Apply to this Vacancy" or "Email to a Friend."

Currently Available Vacancies

Search for Open Vacancies [Show Filter](#)

Showing 2 Result(s).

Agency	Position Type	Position Title	Announcement Number	Series/Grade	Locations	Close Date (MM/DD/YYYY)
Colombia	Public Non-Status	Protocol Assistant (Protocol Assistant)	274123	0120 - 5	1 in Bogota, CO, CO1500000	07/31/2017
Colombia	Public Non-Status	Protocol Assistant (Protocol Assistant)	JULY182017	0120 - 5	1 in Bogota, CO, CO1500000	07/31/2017

Show results per page

Vacancy Details

[Overview](#) [Duties](#) [Qualifications & Evaluations](#) [Benefits & Other Info](#) [How to Apply](#)

Step 3:

Click "Create an Account" from the Sign In Page.

Sign In

[Forgot User ID or Password](#)
[Create an Account](#)



Step 4:

1. Fill out Personal and Contact Information including First Name, Last Name, US Citizen status, Address, City/Town, Country, State/Province/Territory, Zip/Postal/Pin Code, Telephone type, Telephone Number, and Email.
 - o Use the "Previous" and "Next" buttons located at the bottom of each page to navigate.
 - o Do NOT use the browser navigation buttons or refresh button, or you may lose important information.
 - o All items marked with a red asterisk (*) are mandatory and require a response.
 - o Note that each ERA account must have a unique email address. The system will not allow multiple applicant accounts to share an email address.

Personal Information

Prefix
--- Please Select ---

1

* First Name	Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Suffix
--- Please Select ---

* US Citizen
 Yes No

Contact Information

* Address 1

Address 2

Address 3

* City/Town	* Country	* State/Province/Territory
<input type="text"/>	United States	--- Please Select ---

* Zip/Postal/Pin Code	Plus 4
<input type="text"/>	<input type="text"/>

* Telephone 1	* Telephone Number	Extension
-- Select --	<input type="text"/>	<input type="text"/>

+ ADD ANOTHER TELEPHONE

* Email

Enter only ONE Internet E-Mail Address (example: john_doe@company.com)

2. Enter and confirm password then select and answer three security questions.
 - Your password must have at least 12 characters and must include at least one letter (upper and lower case), one digit, one special character and no spaces.
 - Each security question selection must be unique.
 - Each security question answer must be unique.
 - Question answers must not begin and/or end with spaces.
 - Question answers are case sensitive.
3. Click “Next.”

2

*** Password**

Your password must have at least 12 characters and must include at least one alphanumeric (upper and lower case), one digit, one special character and no spaces.

*** Confirm Password**

*** Secret Question 1** ?

--- Please Select ---

*** Secret Answer**

Minimum 5 characters. Maximum 25 characters.

*** Secret Question 2**

--- Please Select ---

*** Secret Answer**

Minimum 5 characters. Maximum 25 characters.

*** Secret Question 3**

--- Please Select ---

*** Secret Answer**

Minimum 5 characters. Maximum 25 characters.

3

NEXT

Step 5:

- Receive confirmation that your account was created.
- Upon account creation you also will receive an email stating that your seeker account was created.
 - Ensure to safeguard account email, password, and security questions/answers as you will be responsible for remembering this information in order to login to your ERA account.

Login

Personal Information

Account Created

Account Creation

Congratulations, your account was created.



C. Resetting Password

Step 1:

Click “Forgot User ID or Password.”

Step 2:

1. Enter Email.
 - If you don’t remember the email address that was used to create your ERA account, you may need to create a different account, using a unique email address.
2. Click “Next.”

Step 3:

1. Respond to the Security Questions.
 - If you respond to one of your security questions incorrectly, you will receive an email stating that you entered an incorrect response.
 - If you don’t remember case sensitive response to one of your security questions, you will not be able to login to this account and may need to create a different ERA account, using a unique email address.
2. Click “Next.”



Step 4:

1. Enter and verify new password that meets the specified requirements.
2. Click “Submit.”
 - After successfully changing your password, you will receive an email stating that your password has been updated. You will also return to the Sign In Page to enter your new password.

You must create a new password. After you have entered your new password, you will be returned to the login page.

Items marked with * are required. 1

***New Password:**

***Verify New Password:**

Your new password must be a minimum of 12 characters and must include at least one alphanumeric (upper and lower case), one digit, one special character and no spaces.

2



D. Updating ERA Account

Step 1:

Click “Your Name” from the Applications Dashboard.

Dashboard Logout

Welcome, JOHN DOEH

Applications SEARCH FOR JOBS

All Complete Incomplete

Announcement Number Position Title	Application Status	Comments	Vacancy Status	Actions
JULY182017 Protocol Assistant (Protocol Assistant)	Grade 5 Application Received ✔ You have answered all the required questions for this grade.	Grade 5 No Comment	Accepting Applications Vacancy closes in 6 days	Edit Application Update Documents

Step 2:

1. Click “Edit” to update your Personal or Contact Information.
 - o Click “Save” when finished.
2. Click “View my Resume” to review/update the Resume.
 - o It is not necessary to enter resume information as part of the application process in most cases.
 - o Click “Save” when finished.
3. Click “Change My Password” in order to update your current password.
 - o Click “Save” when finished.
4. Click “Change my Security Questions” to update your current questions/answers.
 - o Click “Save” when finished.

Dashboard Logout

My Profile

Personal Information Edit

Name: JOHN DOEH
User Id: 3
Address: 4921 Seminary Road
Bogota,
Colombia
Phone: 31926677773 (day phone)
Email: artyom.ivakh@monster.com

Account Information View My Resume
 Change My Password
 Change My Secret Questions