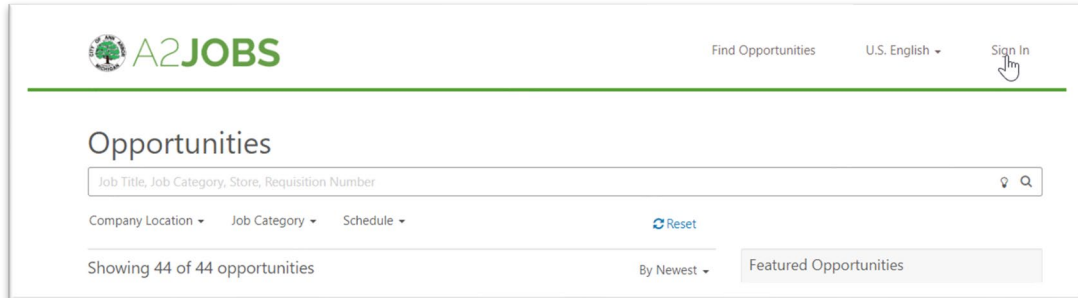


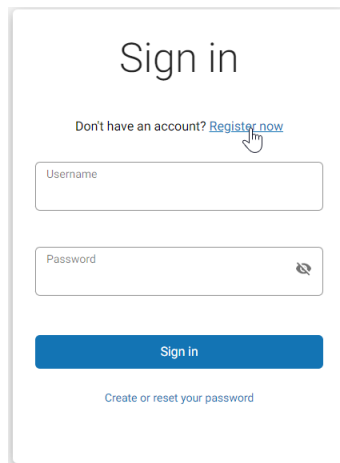
# Signing up for Police Job Alerts

1. Click the link to enter the [A2JOBS](#) page.
2. Click the **Sign in** link to create an account in A2JOBS.



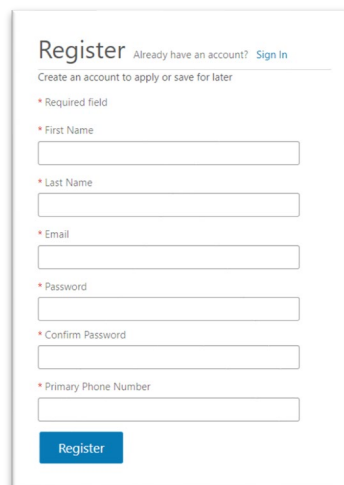
The screenshot shows the A2JOBS website header with the logo, navigation links for 'Find Opportunities', 'U.S. English', and 'Sign In'. Below the header is a search bar for 'Opportunities' with a search icon. Underneath the search bar are filters for 'Company Location', 'Job Category', and 'Schedule', along with a 'Reset' button. At the bottom of the search area, it says 'Showing 44 of 44 opportunities' and 'By Newest', with a 'Featured Opportunities' button.

3. Click the **Register now** link or **Sign in** if you already have account.



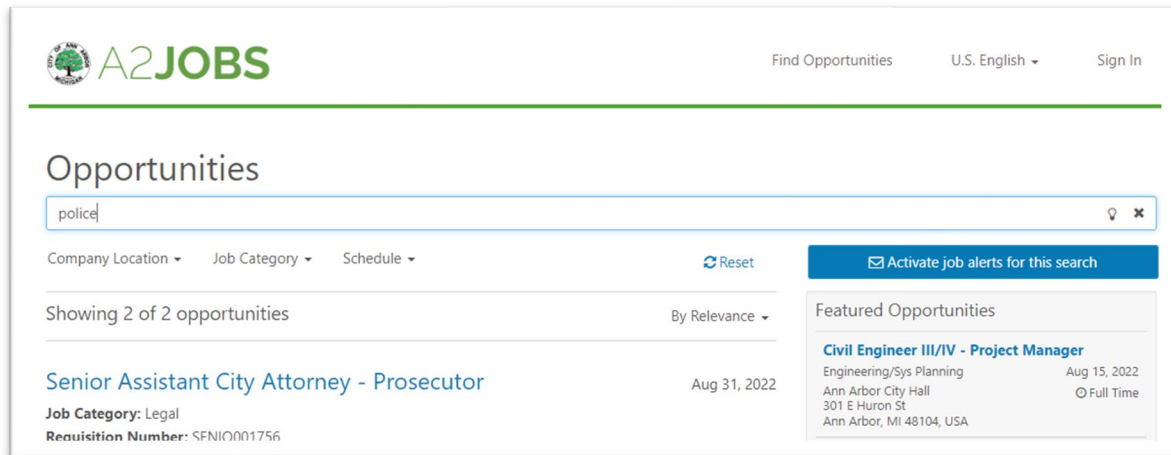
The screenshot shows a 'Sign in' form with the title 'Sign in'. Below the title is a link: 'Don't have an account? [Register now](#)'. There are two input fields: 'Username' and 'Password'. Below the fields is a blue 'Sign in' button. At the bottom, there is a link: 'Create or reset your password'.

4. To Register read and click the **Consent** button to acknowledge the City's COVID 19 conditions of employment.
5. Complete the fields below to create an A2JOBS account and click the **Register** button.



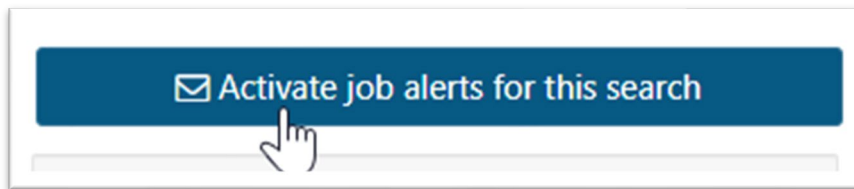
The screenshot shows a 'Register' form with the title 'Register' and a link: 'Already have an account? [Sign In](#)'. Below the title is the instruction: 'Create an account to apply or save for later'. There are several input fields, each with an asterisk indicating it is a required field: '\* First Name', '\* Last Name', '\* Email', '\* Password', '\* Confirm Password', and '\* Primary Phone Number'. At the bottom, there is a blue 'Register' button.

6. Sign into your account using your e-mail and password.
7. In the **Opportunities** search box, type **Police**.

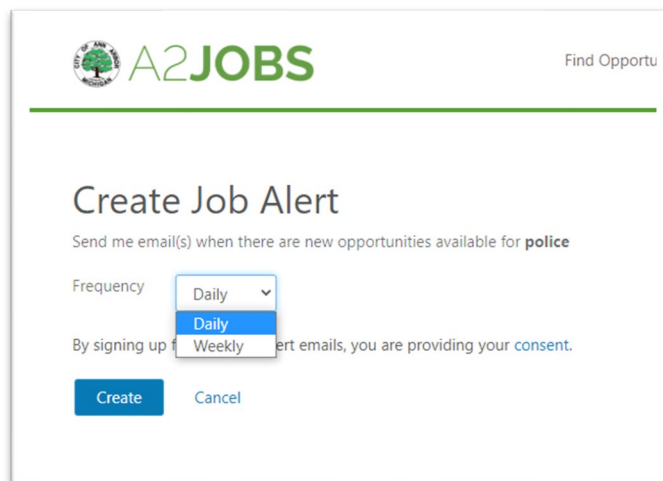


The screenshot shows the A2JOBS website interface. At the top left is the A2JOBS logo. To the right are links for 'Find Opportunities', 'U.S. English', and 'Sign In'. The main heading is 'Opportunities'. Below it is a search bar containing the text 'police'. Under the search bar are three dropdown menus: 'Company Location', 'Job Category', and 'Schedule', followed by a 'Reset' button. To the right of these is a blue button with a mail icon and the text 'Activate job alerts for this search'. Below the search bar, it says 'Showing 2 of 2 opportunities' and 'By Relevance'. The first result is 'Senior Assistant City Attorney - Prosecutor' with a date of 'Aug 31, 2022'. Below this result are the fields 'Job Category: Legal' and 'Requisition Number: SFNIO001756'. On the right side, there is a 'Featured Opportunities' section with a card for 'Civil Engineer III/IV - Project Manager', listing 'Engineering/Sys Planning', 'Ann Arbor City Hall', '301 E Huron St', 'Ann Arbor, MI 48104, USA', and 'Aug 15, 2022' with a 'Full Time' indicator.

8. Click the **Activate job alerts for this search** box.



9. Select the frequency to receive job opening notifications and click the **Create** button.



The screenshot shows the 'Create Job Alert' form on the A2JOBS website. The form has a heading 'Create Job Alert' and a sub-heading 'Send me email(s) when there are new opportunities available for police'. Below this is a text input field for an email address. To the right of the input field is a 'Frequency' dropdown menu with 'Daily' selected. Below the input field is a checkbox labeled 'By signing up for alert emails, you are providing your consent.' At the bottom of the form are two buttons: 'Create' and 'Cancel'.

You have successfully created a job alert.

*Result:*