1. Navigate to the [MCCSC employment job board](#).

2. To view current job openings, select **Click to view current job openings** under the magnifying glass on the left side of your screen.
3. MCCSC job postings will appear in boxes grouped by category, position, assignment, & location. If you are interested in a position, you may check the box to the right of the position title.

4. In the upper right hand corner of your screen, there is a button labeled **Search For Posted Positions**. By selecting this button, you will be moved to a screen which displays all positions that you checked a box for on the previous page.
5. To view position details, highlight the position you wish to view by clicking anywhere in the row of the position. Next, select **View Details of Highlighted Position** on the right side of your screen.

6. Details of the position will appear on your screen as shown below.
7. To apply for the position, select **Apply for Position** on the upper right hand corner of your screen.

8. You will then be prompted to either create an account or login using your existing external applicant credentials. If you have forgotten your username or password, select **Forgot your username/password**. The email address used to create your account will receive automated messages including updates to your application status.
9. Once logged in, you will see the application dashboard screen. Select **Add** for each category to complete your application. Information entered into each category will save within Skyward FastTrack. References listed in your application will be sent an email questionnaire at the email address that you provide.

10. Each category will prompt you to check a box that reads, “I have completed this information to the best of my abilities.” This box must be checked before moving to the next category or submitting your application.

11. Once each category has been completed, select **Submit to HR** to submit your application for review by hiring managers.