



# How to Create a Profile

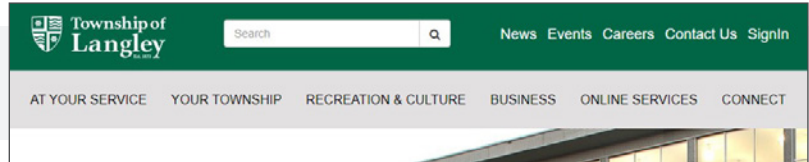
1

Select **External Jobs** or **Internal Jobs** from the **Careers** page



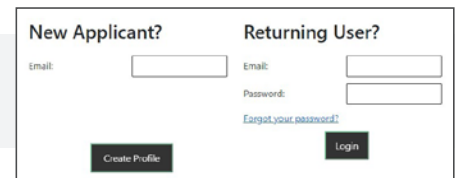
2

Select **SignIn** at the top right corner of the page.



3

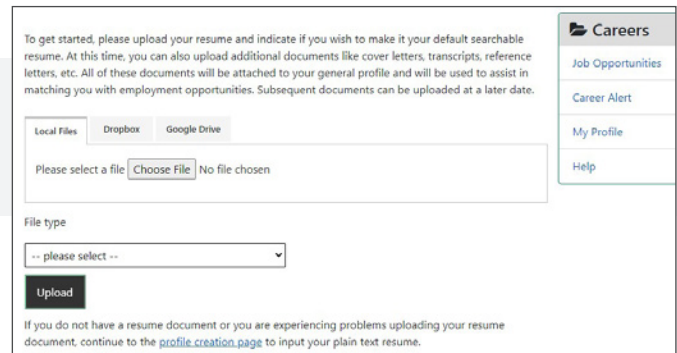
Under New Applicant, enter your email address and select **Create Profile**.



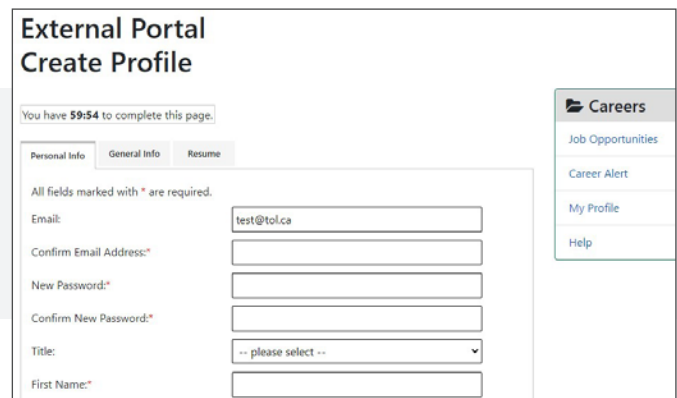
4

Upload your resume and other relevant certifications and select a *File type* for each document.

**NOTE:** Document title cannot contain special characters (/ - \_ ,) as it will not open. Only documents in the following format will be accepted: .doc, .pdf, .txt, .wpd, .docx, .rtf. The system does not permit picture files such as .jpg, .png, .etc.



Don't have a resume document? No problem, just select the **profile creation page** link under the **Upload** button. Complete the fields in the Personal Info, General Info, and Resume tabs, to compile your application profile and click **Save**.



Once completed, select **Job Opportunities** from the right side menu, find relevant jobs and apply!

If you encounter any issues when applying to a job, contact Njoyn Support at 1.877.427.7717, Monday to Friday, 8:00am - 8:00pm EST, or **email [webhelp.njoyn@cgi.com](mailto:webhelp.njoyn@cgi.com)**.