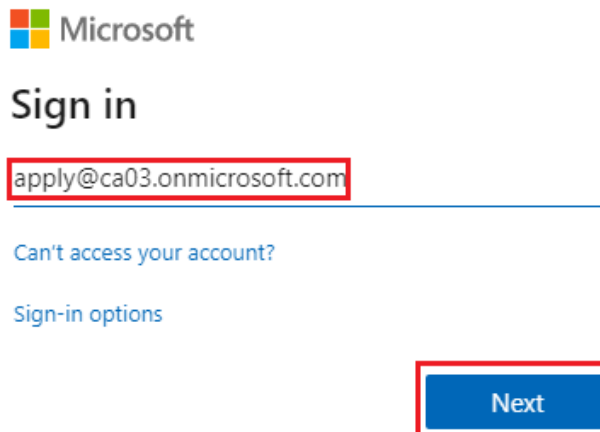


Application Instructions:

1. Prepare a single PDF file combining résumé, cover letter, and references.
2. You will submit your prepared PDF file online using the steps that follow. **The online interface is only compatible with the following browsers: Chrome, Edge and FireFox.**
3. Open a new browser instance (**Chrome, Edge or FireFox only**) and go to: <https://ca03.sharepoint.com/Sites/Vacancy/Sitepages/ApplyForVacancy.aspx>
4. At the **Sign in** prompt, enter: **apply@ca03.onmicrosoft.com** and click **Next**



Microsoft

Sign in

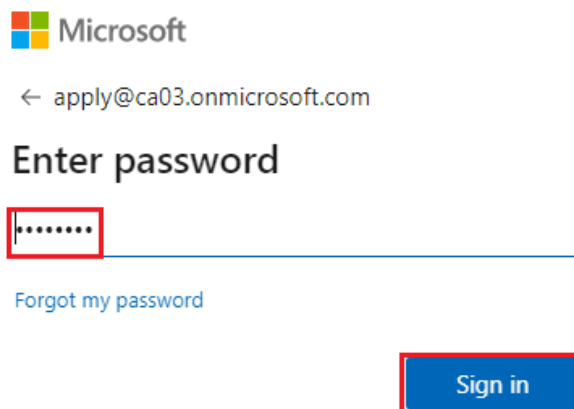
apply@ca03.onmicrosoft.com

[Can't access your account?](#)

[Sign-in options](#)

Next

5. At the **Enter Password** prompt, enter: **Job@ca03** and click **Sign in**



Microsoft

← apply@ca03.onmicrosoft.com

Enter password

.....

[Forgot my password](#)

Sign in

6. At the **Stay signed in?** screen, click **No**:



apply@ca03.onmicrosoft.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

7. On the form page titled: **Apply for a Vacancy**, complete all fields in the **Create New Application** section. For the **Supporting File Upload** field, select your prepared PDF file.
8. Click **Submit Application** and wait until a confirmation appears. The same confirmation will be emailed to the address entered in the form.

Note: If a confirmation e-mail message is not received in the Inbox, check the Spam/Junk directory. In case of errors note the details and contact the IT Help Desk: CA03help@ca3.uscourts.gov / 267-299-4150