



How to Create a Job Search Agent in CougarHR

1. Go to <http://jobs.collin.edu> to access the CougarHR system
2. Enter your regular Novell Username and Password and click the 'Login' button
 - Logging in from the above link should take you directly to the Career Center page within the CougarHR system
 - **NOTE: If you are a part-time employee and have not yet created your CougarHR application profile, you will need to create an account as a first time user before proceeding with the steps below.**
3. From the Career Center, click on the hyperlinked text 'Job Search Agents'
4. Hover over the 'Search Agents' title bar at the top of the page and select 'Create New Search Agent' from the drop down menu that appears
 - You will be taken to the Quick Job Search page where you can enter the criteria you are interested in searching.
5. Enter your preferred search criteria by selecting the appropriate location, job category or phrase you are interested in and click the 'Search' button
 - Hold down your Ctrl key to select multiple locations or categories
 - The system will bring up a list of current job postings that match your search criteria.
6. Click on the 'Save Search as Job Agent' button at the bottom of the page.
7. Select a name for your search agent (i.e. Full-time Faculty Jobs), click on the Active check box and the checkbox acknowledging that you are requesting to receive an email of job notification that meet your search criteria.
8. Click on the 'Save Search Agent' button
 - You should get a green pop up success message at the top of your screen when your search has been successfully saved.
 - You will now receive an email notification whenever a job that matches your search criteria is posted.

NOTE: You may unsubscribe or delete your search agent at any time by completing steps 1-3 above and then clicking on either the icon to deactivate or delete your search agent under the 'Actions' column.