



## Creating ERA Account

### Step 1:

Click on your country's seeker URL and then go to the next page of this job-aid.

### Step 2:

*Option A:* Click "Login" from the Open Vacancies page.

*Option B:*

1. Click on the hyperlinked job title for any job.
2. Click "Apply to this Vacancy" or "Email to a Friend."

**Open Vacancies**

Showing 1 of 1 items found. Search for Open Vacancies

**Option A** Login

**Option B** 1 Protocol Assistant

Sort By: Close Date (Ascending)

Announcement #: Nov2017

The U.S. Mission in (insert post and/or country name) is seeking eligible and qualified applicants for the position of (insert official position title and/or post s working title). Supervisory Position: Yes/No

<b>Salary:</b>	(KWD) KD11,500 - (KWD) KD11,500/Per Year	<b>Position Info:</b>	Public Non-Status Full-Time
<b>Series/Grade:</b>	LE - 0120 - 5	<b>Location:</b>	Bogota, CO
<b>Agency:</b>	Embassy Bogota	<b>Close Date:</b>	11/30/2017 (MM/DD/YYYY)

Show 25 results per page GO FIRST PREVIOUS NEXT LAST

**Vacancy Details**

**2**

APPLY TO THIS VACANCY VIEW ELIGIBILITY QUESTIONS VIEW VACANCY QUESTIONS EMAIL TO A FRIEND PRINT VACANCY

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply



### Step 3:

Click “Create an Account” from the Login pop-up window.

## Login

[Forgot Password?](#)

Don't have an account yet?

TERMS AND CONDITIONS

By creating an account (login and password), I understand and expressly consent to the following:

- The information that I provide while filling out this online employment application form and completing the application process, including possibly sensitive data, will be transferred online, stored, and processed on a server in the United States of America. This information may or may not be provided the same level of data protection as provided in my home country.
- The information that I provide will be retained and destroyed in accordance with U.S. Department of State record retention policies and procedures.



### Step 4:

1. Fill out Personal and Contact Information including First Name, Last Name, US Citizen status, Address, City/Town, Country, State/Province/Territory, Zip/Postal/Pin Code, Telephone type, Telephone Number, and Email.
  - o Use the "Next" and "Previous" buttons located at the bottom of each page to navigate.
  - o Do NOT use the browser navigation buttons or refresh button, or you may lose important information.
  - o All items marked with a red asterisk (\*) are mandatory and require a response.
  - o Note that each ERA account must have a unique email address. The system will not allow multiple applicant accounts to share an email address.

#### Personal Information

Prefix  
--- Please Select ---

**\* First Name** **Middle Name** **\* Last Name**

Suffix  
--- Please Select ---

**\* US Citizen**  
 Yes  No

#### Contact Information

**\* Address 1**

Address 2

Address 3

**\* City/Town** **\* Country** **\* State/Province/Territory**

**\* Zip/Postal/Pin Code** **Plus 4**

**\* Telephone 1** **\* Telephone Number** **Extension**

+ ADD ANOTHER TELEPHONE

**\* Email**

Enter only ONE Internet E-Mail Address (example: john\_doe@company.com)


2. Enter and confirm password then select and answer three security questions.
  - o Your password must have at least 12 characters and must include at least one letter (upper and lower case), one digit, one special character and no spaces.
  - o Each security question selection must be unique.
  - o Each security question answer must be unique.
  - o Question answers must not begin and/or end with spaces.
  - o Question answers are case sensitive.
3. Click "Next."

**2**

**\* Password**

Your password must have at least 12 characters and must include at least one alphanumeric (upper and lower case), one digit, one special character and no spaces.

**\* Confirm Password**

**\* Secret Question 1** 

--- Please Select ---

**\* Secret Answer**

Minimum 5 characters. Maximum 25 characters.

**\* Secret Question 2**

--- Please Select ---

**\* Secret Answer**

Minimum 5 characters. Maximum 25 characters.

**\* Secret Question 3**

--- Please Select ---

**\* Secret Answer**

Minimum 5 characters. Maximum 25 characters.

**3**


**NEXT**

### Step 5:


Receive confirmation that your account was created.

- o Upon account creation you also will receive an email stating that your seeker account was created.
- o **Ensure to safeguard account email, password, and security questions/answers as you will be responsible for remembering this information in order to login to your ERA account.**

Login



Personal Information



Account Created

## Account Creation

**Congratulations, your account was created.**