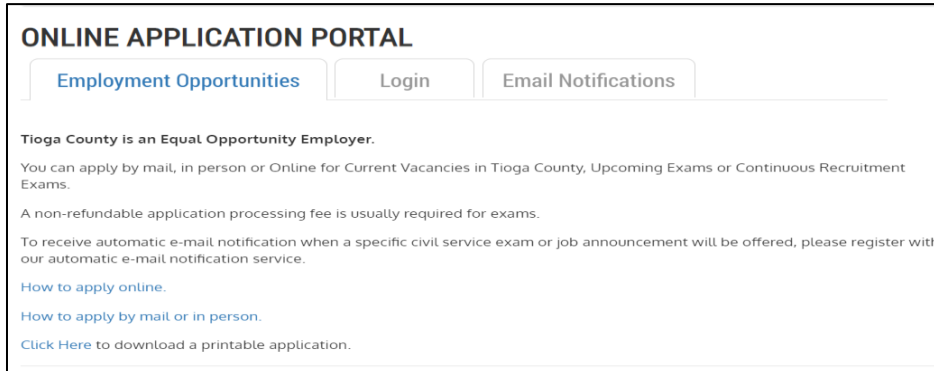


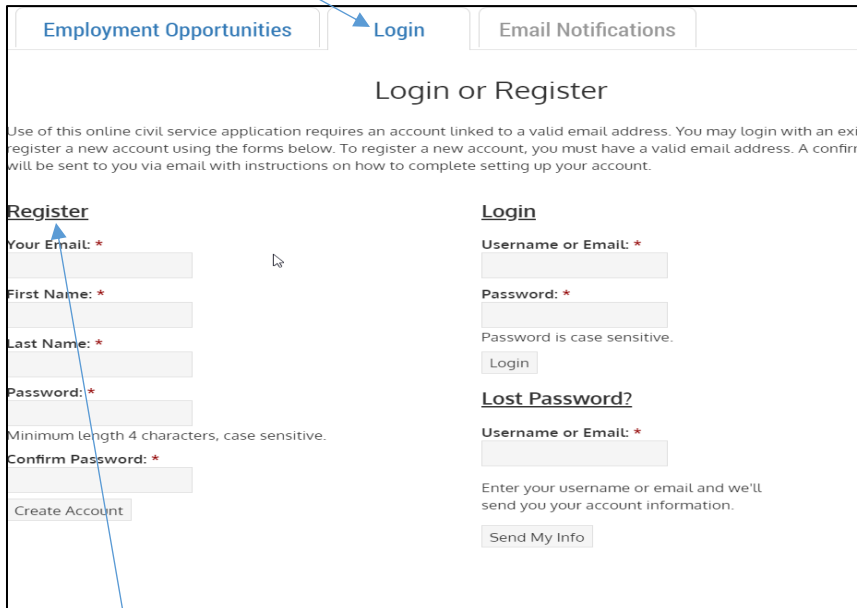
# HOW TO REGISTER FOR TIOGA COUNTY ONLINE APPLICATION PORTAL

1. Create an account. Go to <https://www.tiogacountyny.com/departments/personnel-civil-service/> and scroll down to ONLINE APPLICATION PORTAL (below Services and Information).



The screenshot shows the 'ONLINE APPLICATION PORTAL' header with three navigation buttons: 'Employment Opportunities', 'Login', and 'Email Notifications'. Below the header, there is a section titled 'Tioga County is an Equal Opportunity Employer.' followed by several paragraphs of text providing information about the application process, including a note about a non-refundable application fee and instructions on how to register for automatic e-mail notifications. There are also links for 'How to apply online.', 'How to apply by mail or in person.', and 'Click Here to download a printable application.'

2. Click on **Login** to bring up the Login or Register menu.



The screenshot shows the 'Login or Register' page. At the top, there are three navigation buttons: 'Employment Opportunities', 'Login', and 'Email Notifications'. Below the navigation is the title 'Login or Register' and a paragraph of text explaining the requirements for using the online application portal. The page is divided into two main sections: 'Register' and 'Login'. The 'Register' section includes fields for 'Your Email: \*', 'First Name: \*', 'Last Name: \*', and 'Password: \*', with a 'Create Account' button below. The 'Login' section includes fields for 'Username or Email: \*' and 'Password: \*', with a 'Login' button below. There is also a 'Lost Password?' section with a 'Send My Info' button. A blue arrow points from the 'Login' button in the navigation bar to the 'Login' button in the 'Login' section.

- Under **Register**, fill out the required information. Once you have filled out the information, click on **Create Account**.

3. Once you have created an account, the following screen will display asking for an activation key:

Employment Opportunities Login Email Notifications

### Account Activation

An activation key has been sent to your email address. Either enter the key in the field below, or click the link contained in the email to activate and login to your new account.

Activation Key:

Submit

What if I did not receive the activation email?

The email may take a few minutes to send. If after several minutes you still have not received the email, try one of the options below.

[Click here to resend activation email](#)  
[Click here to try a different email address](#)

Enter in the code (activation key) from the email sent by [exams@tioga.mycivilservice.com](mailto:exams@tioga.mycivilservice.com). If you do not see the email from Tioga County, please check you spam/junk folder.

➤ The email will read as follows:

Thank you for registering with the Tioga County Civil Service online application service. Your activation code is:

**(Activation Code)**

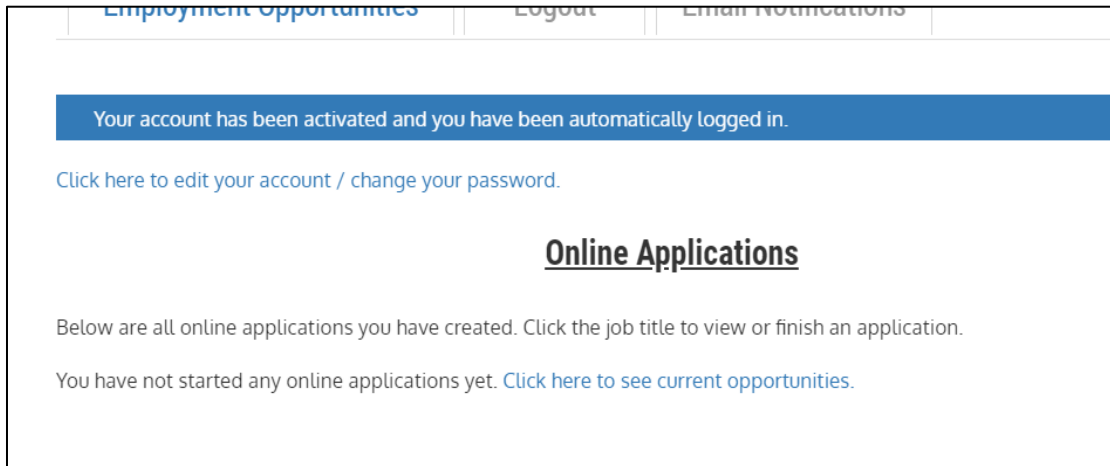
You may also activate your account by visiting this URL:

**(URL)**

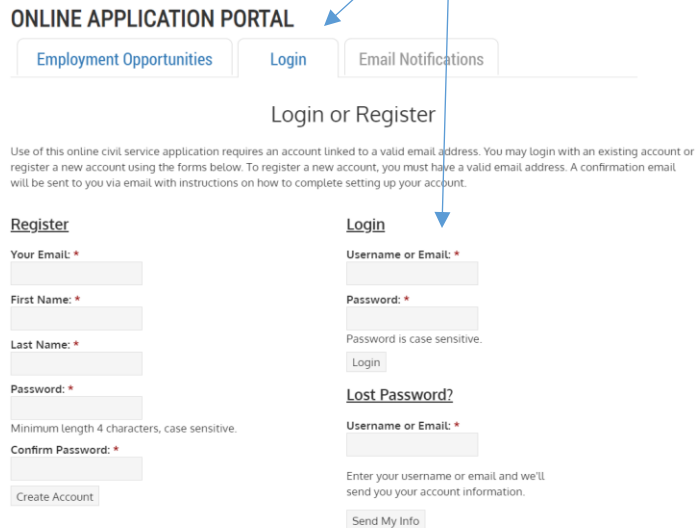
Tioga County Civil Service

\*You can **copy and paste the activation code** from the email into the activation key box **OR** you may **click on the URL** that is generated in the email.

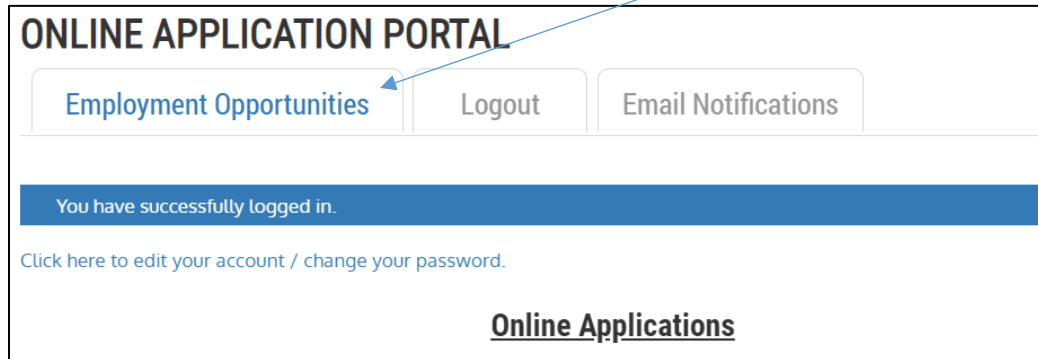
4. You have successfully registered your account when the following screen is displayed:



➤ To access the portal go to **Login** and enter the email and password you used to register your account to login in to the portal and submit an application.

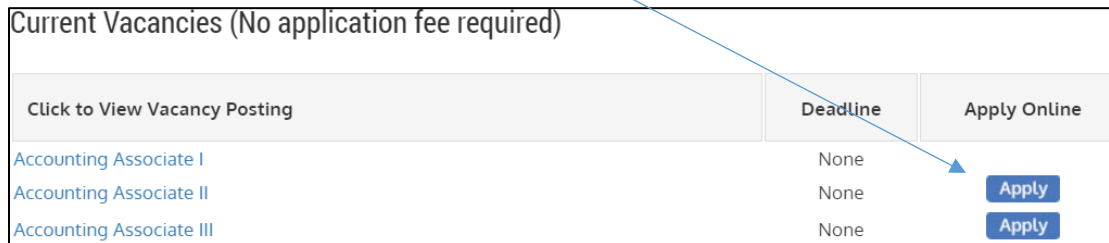


5. After you have successfully logged in, select the **Employment Opportunities** tab to view vacancies and exams.



The screenshot shows the 'ONLINE APPLICATION PORTAL' header. Below the header are three tabs: 'Employment Opportunities' (which is highlighted in blue and has a blue arrow pointing to it from the text above), 'Logout', and 'Email Notifications'. Below the tabs is a blue notification bar that says 'You have successfully logged in.' and a link that says 'Click here to edit your account / change your password.' At the bottom of the screenshot, the text 'Online Applications' is centered.

- Click on the blue Apply button to apply online.



The screenshot shows a table titled 'Current Vacancies (No application fee required)'. The table has three columns: 'Click to View Vacancy Posting', 'Deadline', and 'Apply Online'. There are three rows of data, each representing a different accounting associate position. The 'Apply Online' column contains blue 'Apply' buttons. A blue arrow points from the text above to the first 'Apply' button.

Click to View Vacancy Posting	Deadline	Apply Online
<a href="#">Accounting Associate I</a>	None	<a href="#">Apply</a>
<a href="#">Accounting Associate II</a>	None	<a href="#">Apply</a>
<a href="#">Accounting Associate III</a>	None	<a href="#">Apply</a>