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Navigation and Search

Navigating and searching for information has never been easier. CareerPortal's intuitive design allows you to quickly find what you are looking for. Here are a few quick tips to get you started.

Navigating within CareerPortal

CareerPortal makes it easy to get around.

Field
CareerPortal Link
<
>
Page Numbers
ʌ

Go to the home page from anywhere within CareerPortal by clicking the CareerPortal link in the top left corner.

Click < and > or the page number at the bottom of pages to view the next or previous page.

Click Λ on the bottom right of the page to jump to the top of the page.

Use the sidebar for easy navigation.

Searching within CareerPortal

CareerPortal provides many ways to search for information. These include:

Pages with search fields that dynamically search for information.

Grids that can be sorted by clicking a column's heading.

Grids that provide dynamic search fields or a drop-down menus within columns.

Searching CareerPortal jobs

Searching jobs on CareerPortal is facilitated in two ways.

You can click Job Search on the CareerPortal home page, or

You can log in to your CareerPortal account, and click Search Jobs in your CareerPortal account sidebar.

Full screen mode

CareerPortal provides a full screen mode for easy viewing and searching. To enter full screen mode:

Click your username in the top right corner. A drop-down menu will appear.

Click Full Screen.

Press ESC to exit full screen mode.

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