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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	Go to the homepage from anywhere within CareerPortal by clicking the **CareerPortal** link in the top left corner.
<	
>	
Page Numbers	
Λ	Jump to the top of the page (located on the bottom right of the page).

Searching within CareerPortal

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

Field	**Description**
Search	Dynamically search all columns based on input typed into the field.
Grid Sort	Sort columns at any time by clicking on a column's heading. Click the heading once to sort the grid information in ascending order. Click the heading again to sort the grid information in descending order.
Grid Search	Dynamically search a column based on input typed into the field.

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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