GETTING STARTED: REGISTER FOR AN ACCOUNT

If you wish to apply to a job posting or submit interest to a Talent Network, you must first register an account at the FBI Careers site. Once registered, you can search, apply to, and/or submit interest for Job Postings and Talent Networks. You can also edit your account and reset your password as needed for job opportunities.

Navigate to the FBI Careers site (https://apply.fbijob.gov). The Careers page is where applicants perform Job Posting or Talent Network searches.

1. Click the Menu button ( ) in the upper right hand corner.
2. Select the New User hyperlink.
3. On the New User Registration page, enter a value in the User Name field.
4. Create a value and enter it in the Password field. Re-enter the password in the Confirm Password field.
5. Enter values in the First Name, Last Name, Email Address, and Phone fields.
6. In the **Current Address Information** section, enter information about where you *currently* reside. Enter values in the following required fields:
   - Country
   - Address 1
   - City
   - Postal
   - State
   - County

7. In the **Permanent Address Information** section, enter information about your *permanent* address. Enter values in the following required fields:
   - Country
   - Address 1
   - City
   - Postal
   - State
   - County

   *Note: If your permanent address is the same as your current address, select the checkbox next to *Same as Current Address Information.**

8. Review the **Terms and Conditions** by selecting the **View Terms and Conditions** hyperlink.

9. Select the checkbox next to **I agree to the Terms and Conditions.**

10. At the top of the page, select the **Register** button.
**UPDATE YOUR PROFILE**

Navigate to the FBI Careers site (https://apply.fbijobs.gov).

1. Login to your account by entering your **User Name** and **Password** and clicking the **Sign In** button. Your Careers Home page will display.

2. Click the **Menu** button (⋯) in the upper right hand corner

3. Select the **My Account Information** hyperlink.

4. On the **My Account Information** page, update the information you wish to change. Items you may update include:

   - Password
   - Address
   - Preferred Method of Contact
   - Email Addresses
   - Name
   - Phone Number

5. Once you have made the desired edits, click the **Save** button.

**Important Note:** To protect personally identifiable information (PII), applicant profile data will be purged one year after the date of last login. This data will be retained on internal FBI networks, but not on FBJobs.gov.
RETRIEVE YOUR USER NAME/RESET YOUR PASSWORD

Navigate to the FBI Careers site (https://apply.fbijobs.gov).

To Retrieve a Password:

1. Select the Forgot Password link.
2. Enter your User Name in the User Name field.
3. Click the Email New Password button. An email will be sent to the Email Address that you used when registering for the account.

   Note: A confirmation that the email has been sent will be visible at the top of the Careers Page.

To Retrieve a User Name

5. Select the Forgot User Name link.
6. Enter the Email Address you used when registering for the account.
7. Click the Email User Name button. An email will be sent to the email address you used when registering for an account.

   Note: A confirmation that the email has been sent will be visible at the top of the Careers Page.