1) Navigate to myAlaska and login with existing credentials or create a new myAlaska account. Note, you must have a myAlaska account for each user type in Alaska Jobs, such as an individual seeking a job, an employer recruiting for a position, a Service Provider, or a Grantee Case Manager.

2) Select the Services Tab
3) Select AlaskaJobs under the Services for Businesses category

4) Click on the 'Log in' drop down in the upper right corner
5) Select Employer

6) Review and accept the Privacy Agreement

7) Click on the ‘Log in’ drop down in the upper right corner
8) Select Employer

9) If you had an account in the ALEXsys system, enter in your login credentials for the previous ALEXsys system and you should be directed to the welcome page within AlaskaJobs.

If you do not remember your ALEXsys Username or Password, select ‘I do not have an Account…..’ and proceed to step 10 below.

If you would like to create a brand new account in AlaskaJobs, select ‘I do not have an Account……’ and proceed to step 10 below.

![Login Page](image-url)
10) Select Employer. If you had an ALEXsys account or have previously logged into AlaskaJobs, select ‘Yes, Verify my account’ and proceed to step 11 below. If you have never accessed ALEXsys or AlaskaJobs, select ‘No, Start a new registration’ and proceed to create a new registration.

11) Complete the below required fields to find your existing account. The information provided should be for your individual contact information.
12) An email verification code will be sent to your email address used in ALEXsys. Please enter it here. Make sure to check your junk mail or spam filter.

13) Review any Notices

Notice to Employers Regarding Job Bank Nondiscrimination and Hiring Restrictions Based on an Individual’s Unemployment Status

We advise employers not to automatically exclude job seekers based on their unemployment status unless the employer can show that an unemployment status restriction is related to the job posted and consistent with the employer’s business needs. This type of screening requirement may unjustifiably limit the employment opportunities of applicants in protected groups and may therefore violate federal civil rights laws. Any employer that submits a job announcement containing restrictions or exclusions based on an applicant’s unemployment status will have an opportunity to edit or remove the announcement.

Practical Considerations:
- It could be difficult for employers to show that screening out applicants based on their current status as unemployed is job related and consistent with business necessity. For example:
  - Candidates for entry-level jobs and certain other positions receive relevant training upon hire.
  - An applicant who currently is employed is not likely to be employed in a position identical to the position being filled.
  - For jobs that do not require state-of-the-art knowledge, skills and/or abilities related to rapidly changing technologies or practices, the qualifications and experience that applicants acquired through past jobs do not automatically disappear during the period of unemployment. Many of those who are unemployed for long periods of time before returning to work see their earnings eventually bounce back to their pre-unemployment levels, suggesting little loss of their skills during unemployment.
  - Even for those jobs that require state-of-the-art knowledge, skills and/or abilities of rapidly changing technologies or practices, it cannot be assumed that the applicant has not taken steps to maintain proficiency in those skills and knowledge. Moreover, current employment may not be useful in evaluating relevant experience and knowledge.
- More accurate and potentially less discriminatory alternatives to exclusion of those currently unemployed include individualized...
14) Successful login

ABC Company has been successfully registered.
Please make a selection below to continue.

What would you like to do next?

Add Locations and Contacts.
To add additional locations or contacts, please click the link above.

Post a job
At this time, you may enter job orders for positions that you have vacancies for. These job orders must have registration information. Please allow up to 3 business days for this verification process. You will be notified via email if you provided one during registration.

My Dashboard
To find more information about other services offered to employers, please click the link above.

If you need further assistance, please contact your nearest Alaska Job Center.