Below are instructions for employers accessing AlaskaJobs for NEW accounts. Pre-existing ALEXsys users, do not follow these instructions.

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 AlaskaJobs, 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

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

![Image of AlaskaJobs website]

6) Review and accept the Privacy Agreement

![Image of myAlaska website]

Privacy Agreement: Department of Labor

By checking the ‘I Accept the Privacy Agreement’ box below, you are authorizing myAlaska to share your profile information with DOL.

☐ I Accept the Privacy Agreement

Continue
7) Click on the ‘Log in’ drop down in the upper right corner

8) Select ‘Employer’
9) To create a new account in AlaskaJobs, select ‘I do not have an Account…….’ and proceed to step 10 below.

10) Since you have never accessed ALEXsys or AlaskaJobs, select ‘No, Start a new registration’ and proceed to create a new registration.
11) Review the user agreement

12) Start an employer registration to complete all the needed information to register in the system.

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