1. Go to link: http://www.pvamu.edu/studentemployment/job-postings
2. Click Create Account. (Third option on left navigation menu)
3. Scroll to Bottom of Screen; Click **Login in without Vitae**.
4. Complete the login information underneath **Create an account**. Click **Create**
5. Select **search jobs** (second option on left navigation menu).
6. Search and select a job.
7. Click third option **Apply to this job.**
8. Complete Employment Application. Click **Certify and submit** (make sure all options appear to be green).
9. **Check box** if you have read and agree with these statements. **Enter your initials** and **Submit** Application.