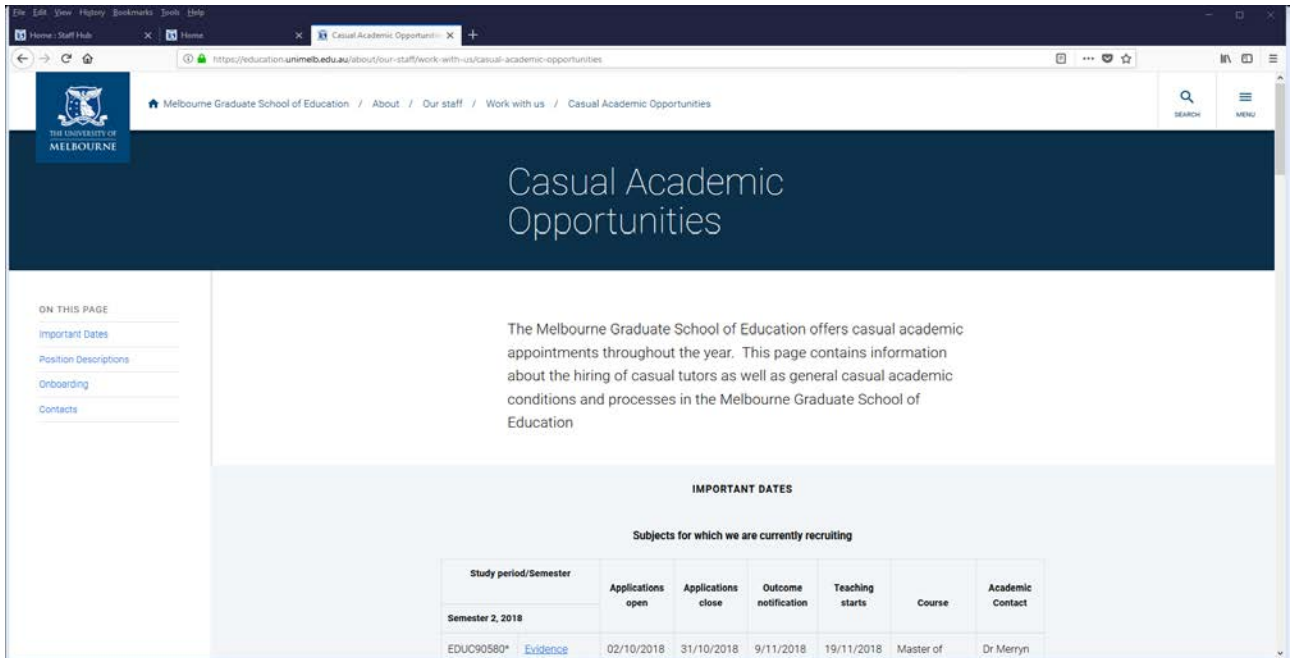
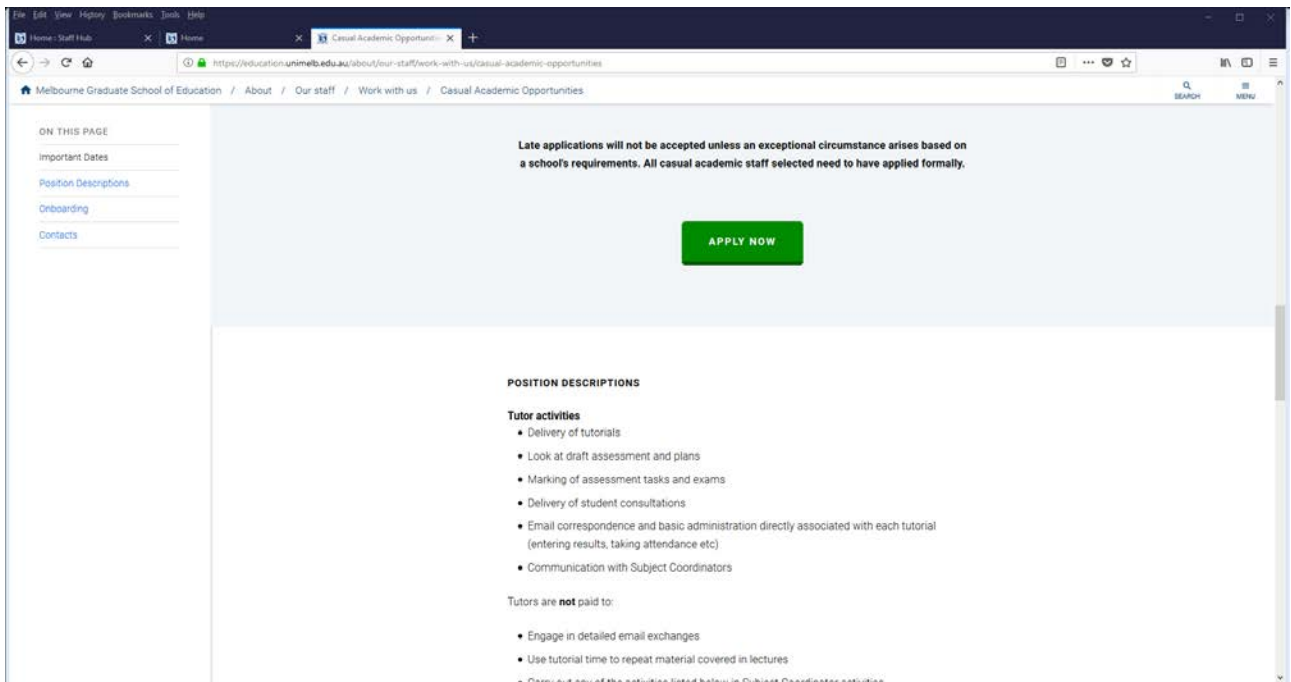


# How to Create a User Account in the Casual Tutor Recruitment System (CTRS)

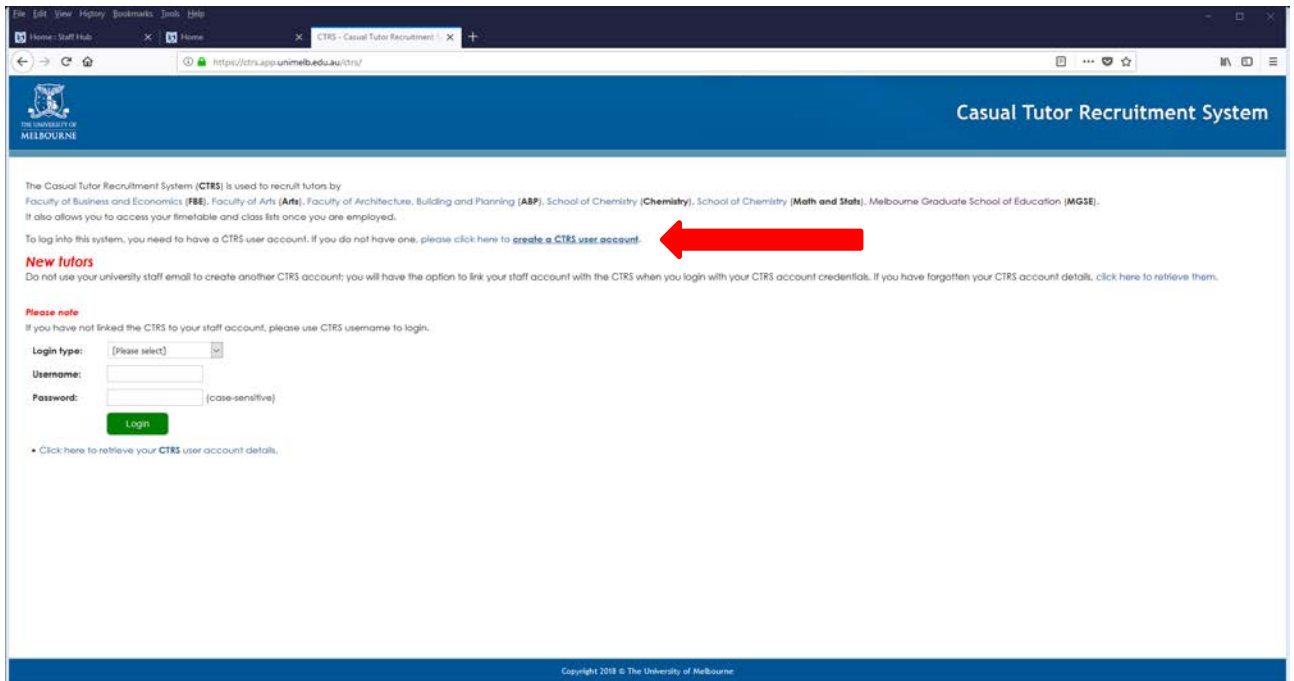
Go to the Melbourne Graduate School of Education casual academic staff recruitment page at <https://education.unimelb.edu.au/about/our-staff/work-with-us/casual-academic-opportunities>



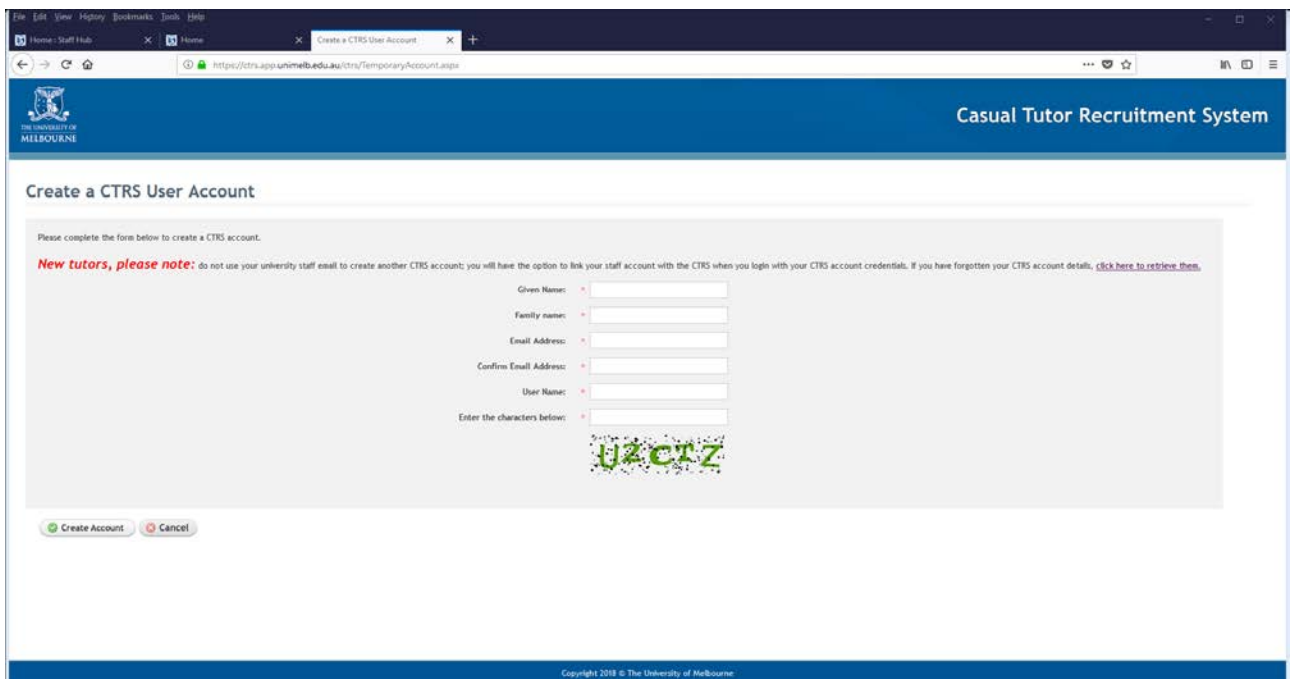
Scroll down the page and select the “Apply Now” button



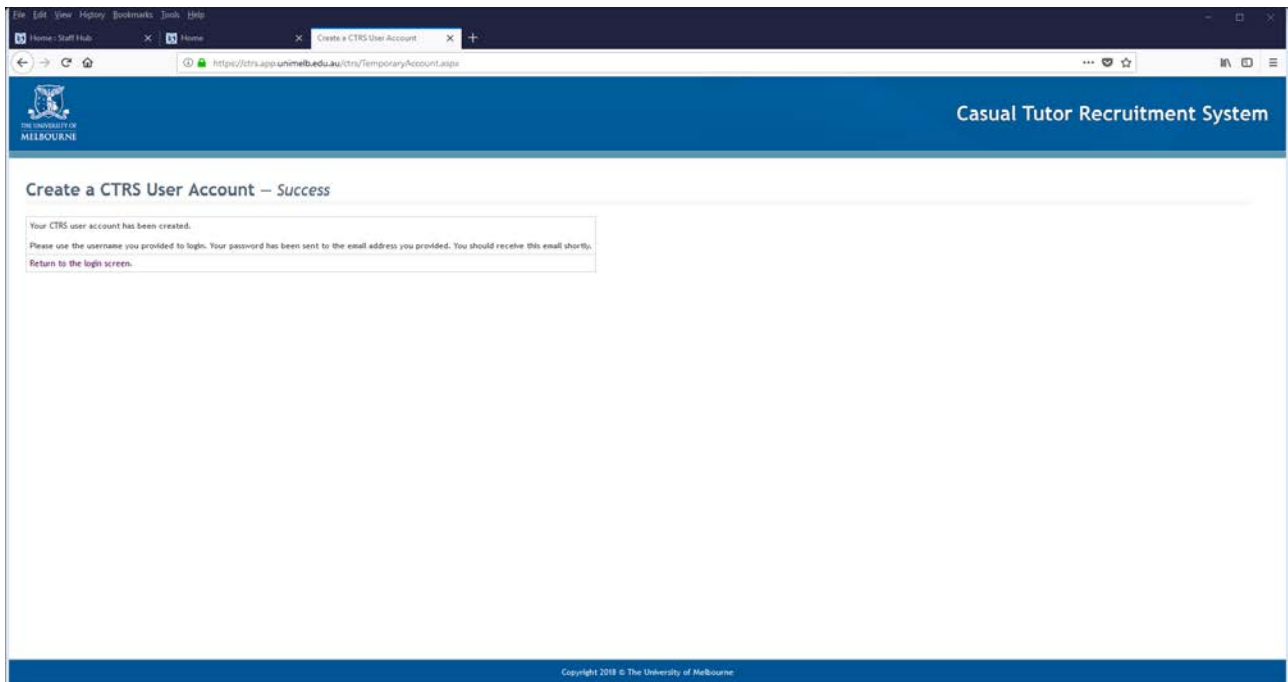
At the top of the screen select the link to “create a CTRS user account”



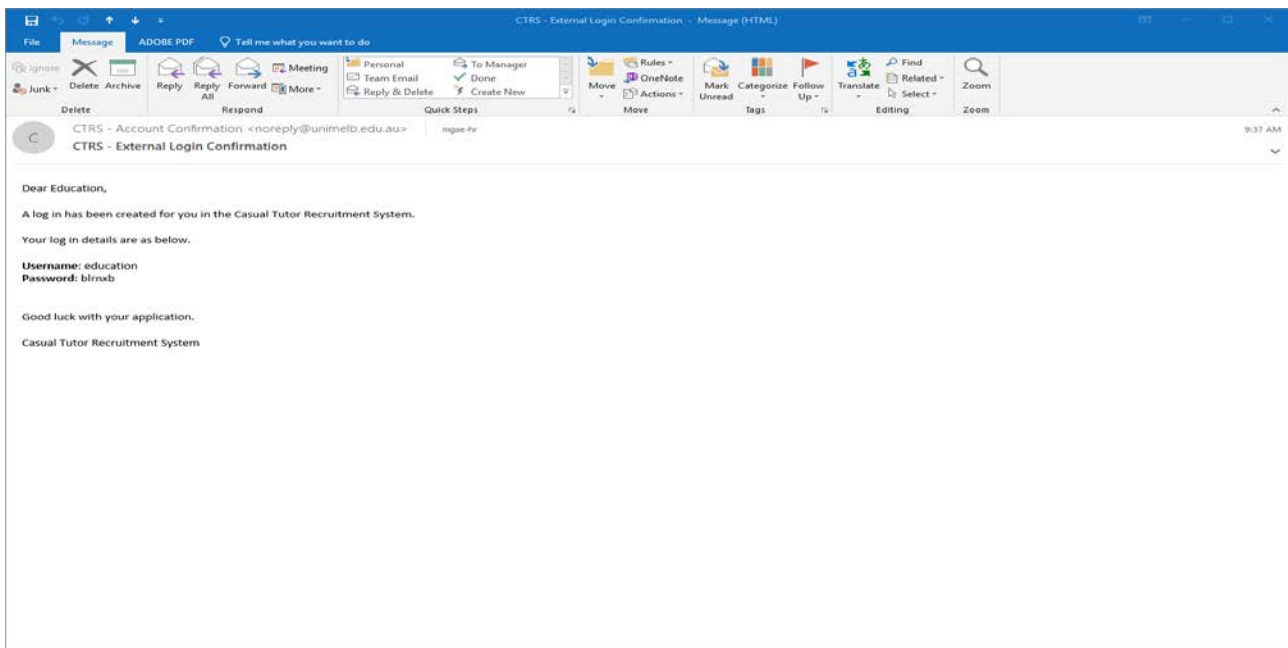
Complete the fields on the screen (all fields are mandatory) before pressing the “Create Account” button



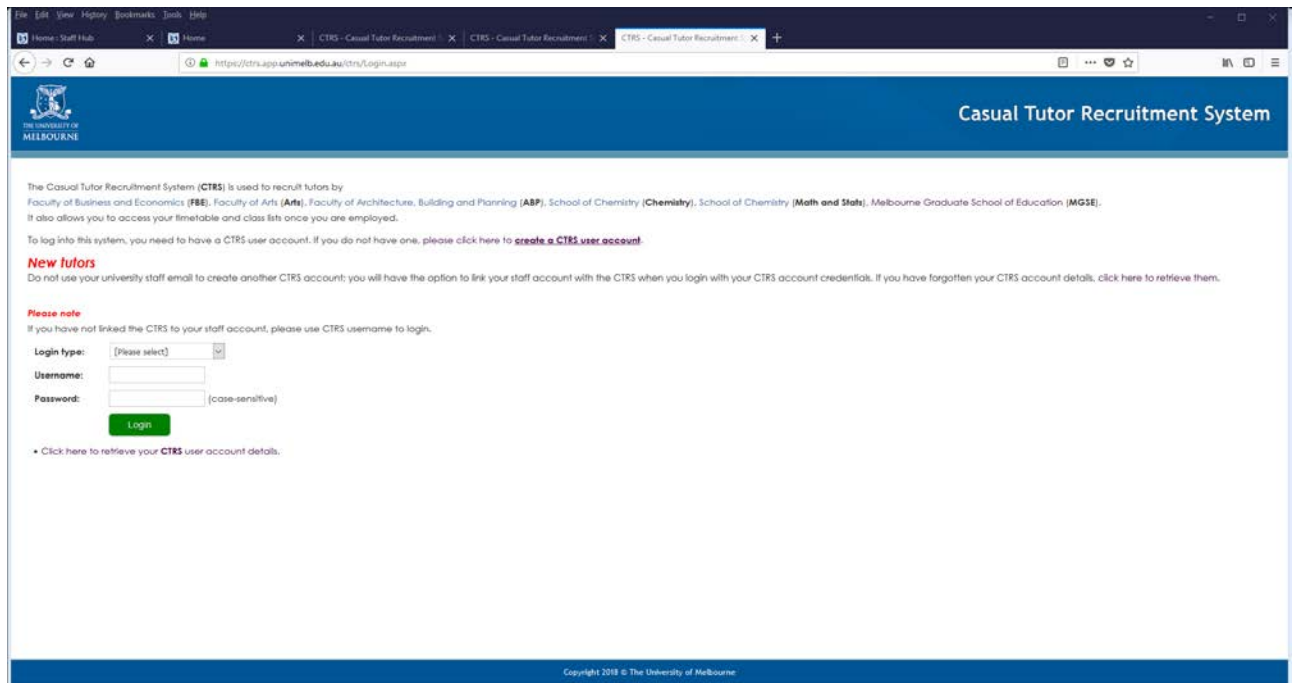
When your account has successfully been created you will see the following confirmation screen. An email with a temporary password will also be sent to the email address you provided. Click the link to return to the CTRS login screen.



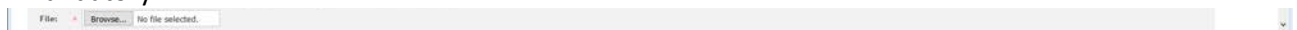
Example of email sent with temporary password to CTRS



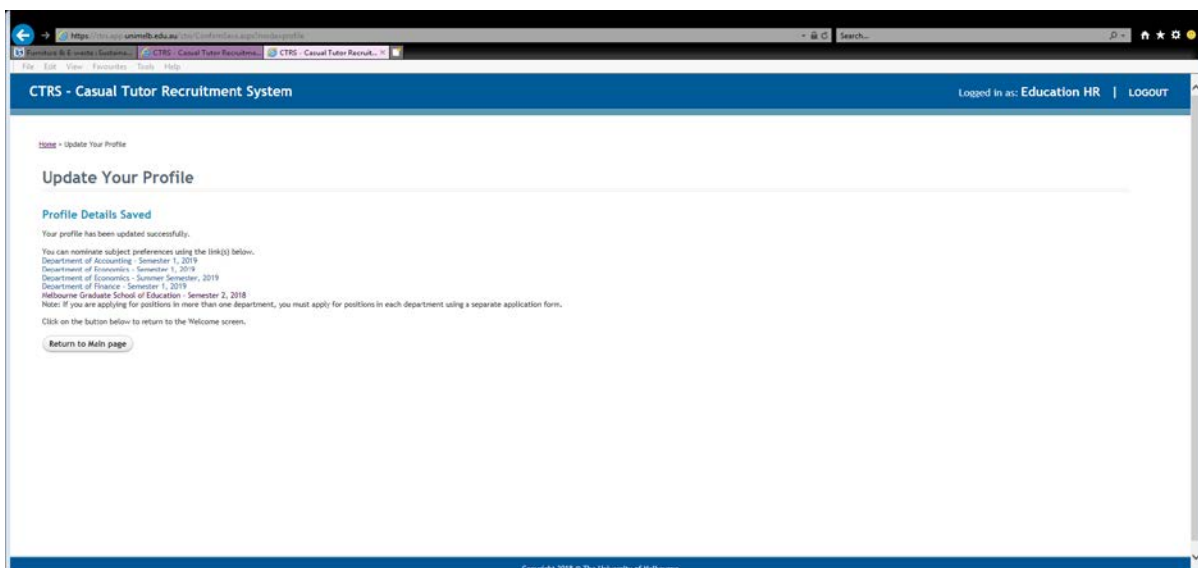
Return to the CTRS Login screen and login using the details that have been provided to you in the email. Please note that the very first time you access the CTRS system you will have a “non-staff account”, even if you have previously worked at the University before and are using a University of Melbourne email address to register.



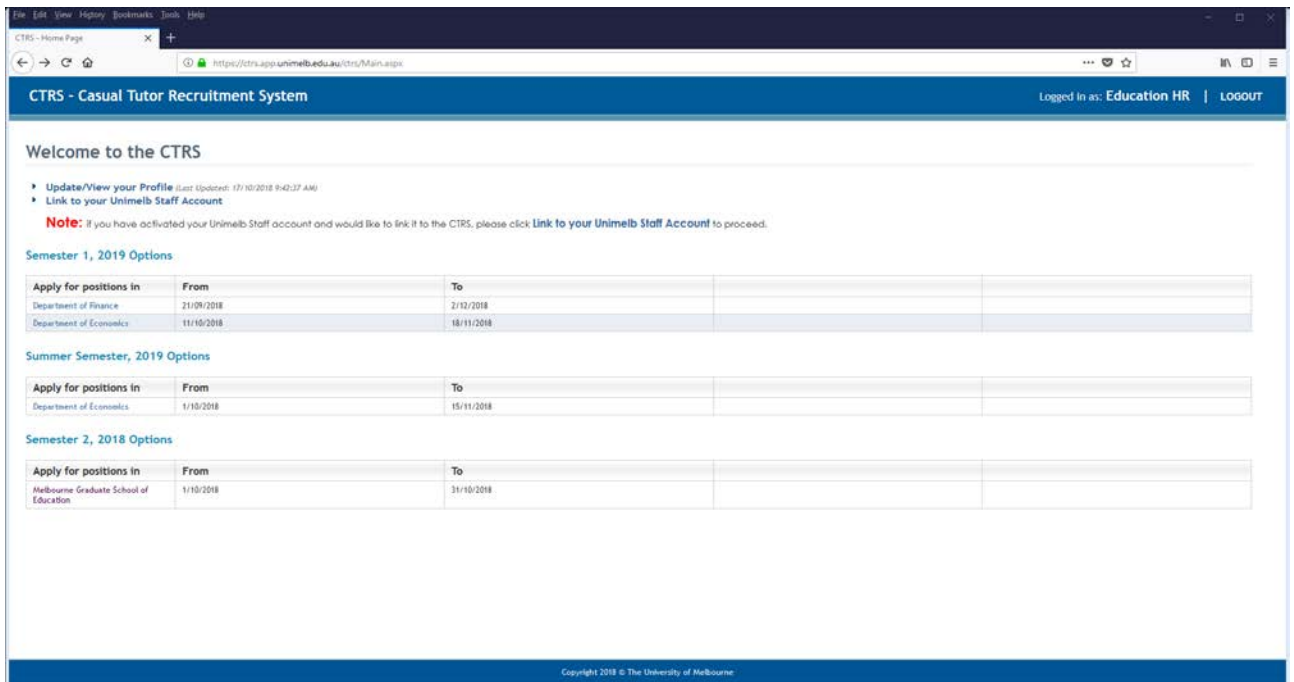
You will be prompted to update your profile. Please note that the fields marked with red asterisk are mandatory.



Upload a copy of your resume and student transcript of results (where applicable). Review your details before saving. Your profile has now been created and saved in the CTRS system.

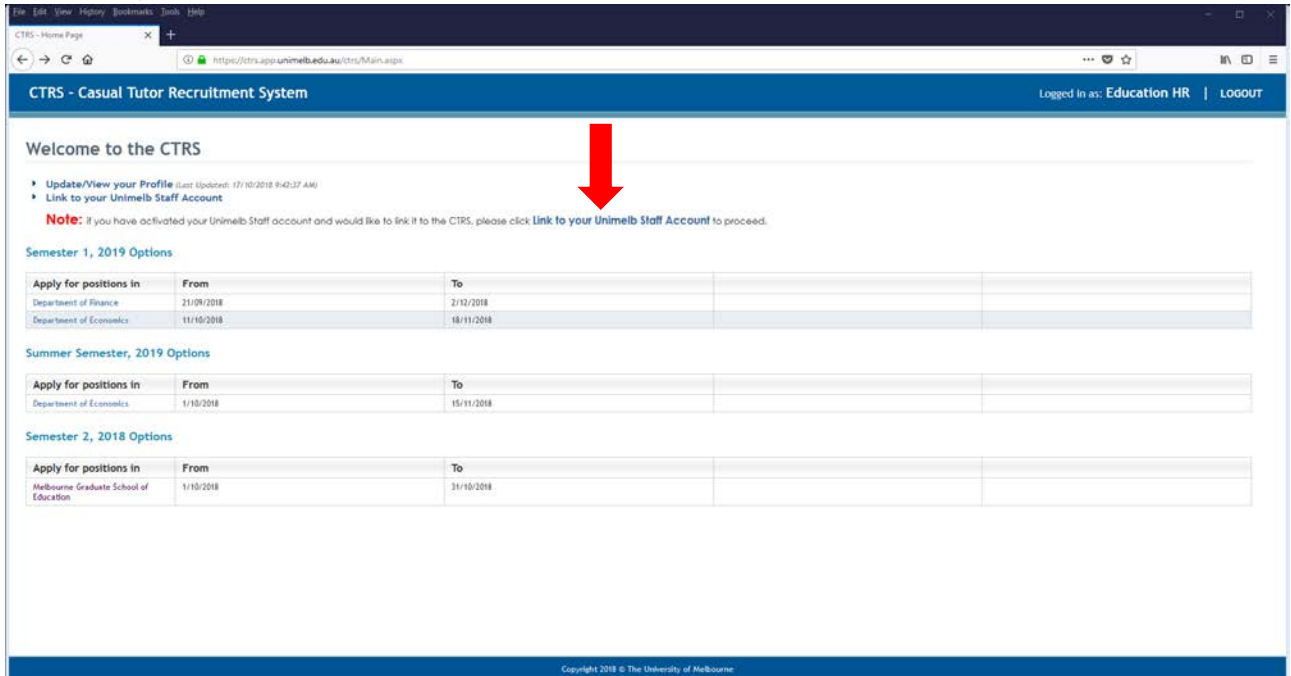


If applications are currently open for the subjects you are interested in you can start preparing an application, please refer to the Lodging an Application reference guide for step by step instructions. You are also able to update your CTRS profile at any time and instructions regarding how to do this are available from the Updating your Profile and CV reference guide.

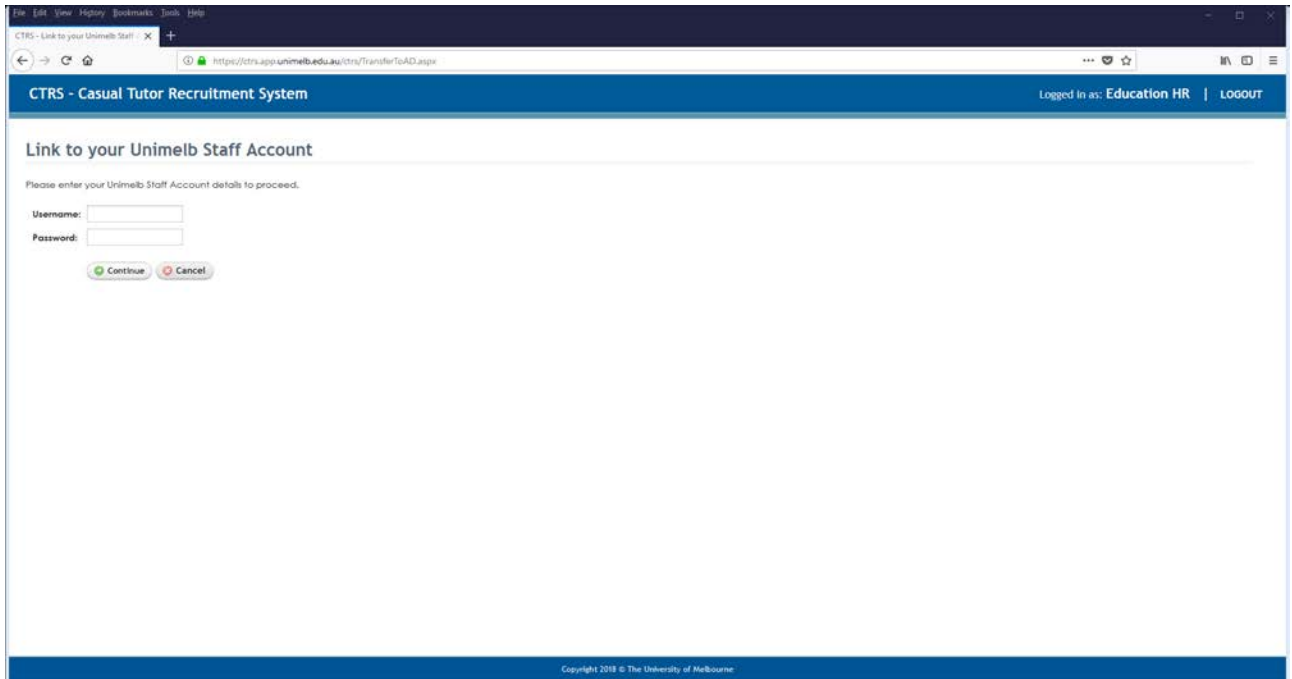


If you have registered your CTRS account using a University of Melbourne staff email address you may wish to transfer your CTRS login details so they are the same as your staff login name and password.

To do this, select the Transfer To Unimelb Staff Account link.



When prompted enter your University of Melbourne staff IT username and password.



You will receive the following confirmation screen once this has been completed. When logging in to the system you will be able to use your staff login details. Just make sure that you select "Staff" as the account type.

