

How to use the Internal Job Board

Navigate to the RIC Applicant Portal <https://employment.ric.edu/>

To Log In

From the left menu select > **Log/In Create Account** > **RIC Full Time Employees Log In**

Home
Search Jobs
Job Alerts
Log In /Create Account
Help
Annual Security Report
Applicant FAQs

Log in to your account

*Required fields are indicated with an asterisk **

* Username

* Password

[Forgot your username or password?](#)

If you are signed in using your RIC credentials, you will automatically be logged in to the portal.

If you are an Adjunct or Part Time Staff or if you have not created an account in the past, scroll down to How to Create an Account.

To Search

From the left menu select > **Search Internal Jobs** > select Job Title to View specific job

Home
Search Internal Jobs
Search Jobs
Job Alerts
Your Bookmarked Postings
Your Applications
Your Documents
Account Settings
Logout Lori
Help
Annual Security Report
Applicant FAQs

Accountant

To perform professional accounting work of a relatively complex nature; to be responsible for the maintenance of related work as required.

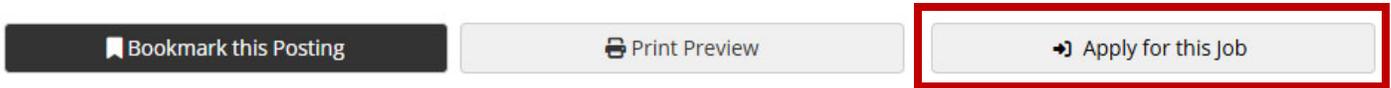
To Apply

Select button > **Apply for this Job**

Complete the required fields for each section and select Go.

> Navigate through the application using the drop-down menu.

> Check for Errors and Submit



Application for Accountant: Personal Information

Save changes Save & Continue Check Information

Personal Information

Go

Application for Accountant: Personal Information

Save changes Save & Continue Check Information

Check for Errors and Submit

Go

To Create an Account

From the left menu select > **Log/In Create Account** > **Create an Account** > **Create account**

Log in to your account

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* Password

[Forgot your username or password?](#)

Log In

RIC Full Time Employees Log In

Log In with LinkedIn

[Or Create an Account](#)

Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Create account

Log In with LinkedIn

Or [Log in](#) to your account

Note – if you are unsure if you have an existing account, select RIC Full Time Employee Log In or select Log In and request a password reset with your personal email address.