16.	After logging in, enter keywords such as job title or duty station in the *Job Search* tile of the Applicant / Staff Member Activity Center to look for job openings (1 year or longer) or temporary job openings (less than 1 year). Click *Search*.

17.	For an advanced search, use the expanded set of search fields to locate job openings using any combination of keyword, category, level, time of posting, job network, job family and duty station. Click the job title to learn more about the position.

Job Search

18.	Applicants may click *Save Search Criteria* to keep the search results and receive notifications for new job openings matching the search criteria. When saving the search criteria, applicants will be asked to name the search. They may set up notifications by checking the box *Use As Job alert*.

Once that has been done, click *Save Search*. Job alerts are not available for temporary job openings.

19.	Applicants may view saved searches and job alerts by clicking *My Saved Searches & Job Alerts* link on the top of the *Job Search* page. Saved job criteria and job alerts are active for a period of six months.

My Profile | My Applications | My Roster Memberships | My Notifications | **Job Search** | My Favorite Jobs | My Saved Searches & Job Alerts | My Upcoming Test Schedules

20.	To mark specific job openings for later, applicants may click the star icon (☆) on the far-right side of the searched job opening from the search list or in the title box after opening the job opening. Once the icon fills up in yellow (★), applicants may see the job openings again by clicking *My Favorite Jobs* at the top of the Inspira home page.

My Favorite Jobs

21.	Notifications relating to job applications, job alerts, selections, etc. may be viewed by clicking *My Notifications* on the Inspira home page.

My Notifications

Accessibility

22.	Accessibility features are available on both the United Nations Careers Portal and Inspira to assist persons with disabilities. This accessibility menu can be read by assistive screen readers (e.g. JAWS, NVDA).

23.	To turn on the accessibility features, click the grey *Accessibility* button located on the upper-left side of the browser for the Careers Portal and at the bottom-right side of the browser for Inspira.