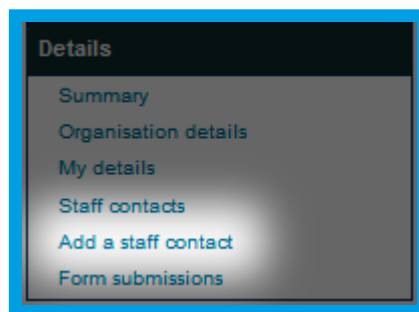


CareerHub - Adding a new contact

1. [Login](#) to the [employer portal](#) using your [UTS CareerHub username](#) and [password](#).
2. Click [Add a Staff Contact](#) on the right side navigation panel



3. Complete the [Staff Contacts](#) form fields:

Title	-	Mr, Mrs, Ms ect.
First Name	-	The contact's first name.
Last Name	-	The contact's last name.
Position title	-	Official Title of this contact in your organisation
Active	-	Uncheck to deactivate this contact
Phone	-	Landline telephone number
Mobile	-	Mobile telephone number
Email	-	Contact's Email address
Address	-	If the contacts address differs to the organisations
Username	-	Your email address
Password	-	Your desired password.

4. Click [Save](#)
5. [Confirm](#) the new contacts email address by clicking the link provided in the email sent upon submitting the above form.

For assistance please contact [UTS Careers](#) Monday - Friday 09:00 - 17:00 (Australian Eastern Standard Time)
<http://careers.uts.edu.au> careers@uts.edu.au +61 2 9514 1471