

# DEA Career Gateway

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Step-by-Step Guide for Applicants

## APPLICANT PROCESS

	-
<b>Find Job Openings</b>	<b>DEA Career Gateway USAJOBS</b>

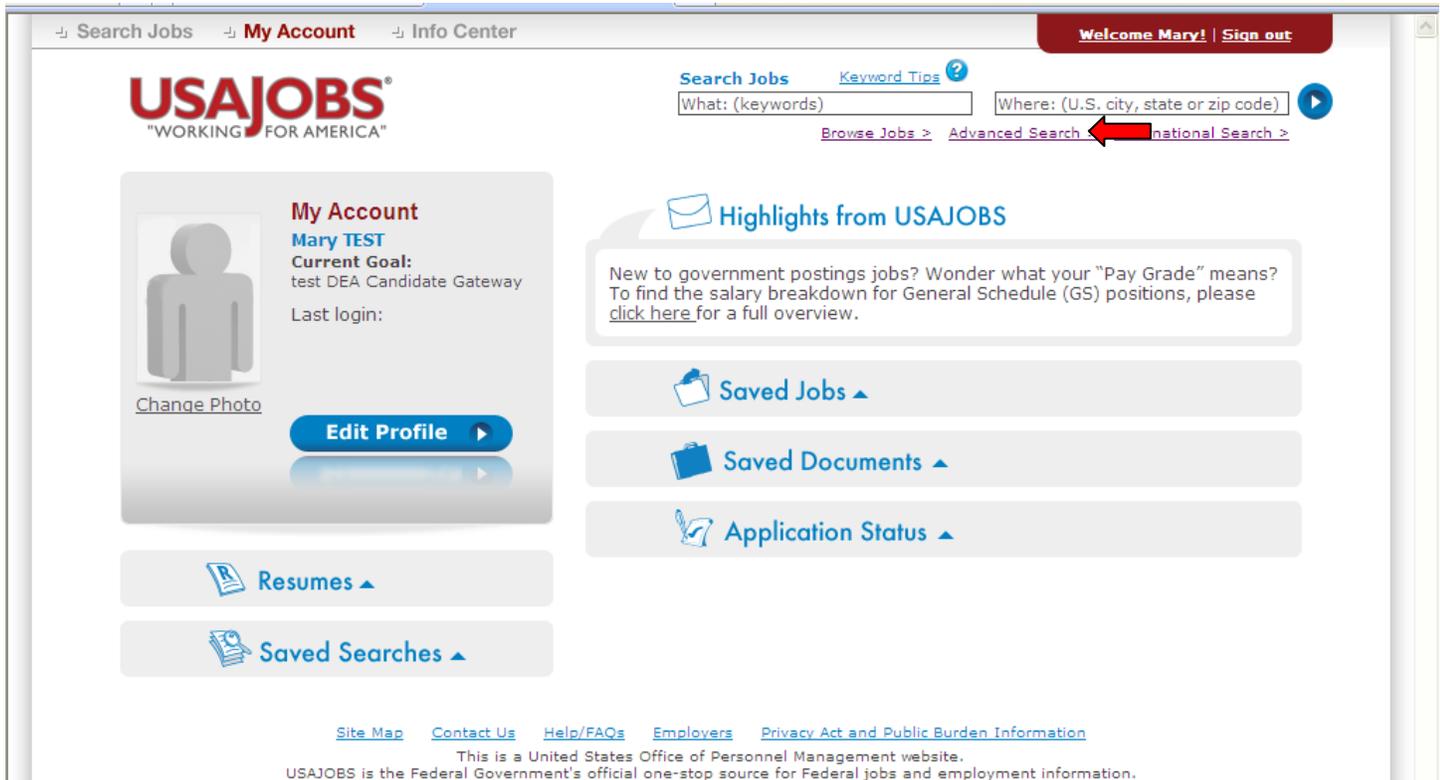
## DEA CAREER GATEWAY

<b>External Applicants</b>	<b>Unregistered</b> <ul style="list-style-type: none"><li>- View list of job postings</li><li>- Search for job postings</li><li>- Register for USA Jobs account</li><li>- Connect to the DEA Career Gateway to register for DEA account</li></ul> <b>Registered</b> <ul style="list-style-type: none"><li>- Maintain name and contact information</li><li>- Submit applications (with or without selecting specific jobs)</li><li>- Save search criteria</li><li>- Save a list of job openings</li><li>- Upload attachments</li><li>- Receive email notification of receipt of application submitted through DEA Career Gateway</li><li>- View status of applications submitted through DEA Career Gateway</li></ul>
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## UNREGISTERED APPLCANTS

Unregistered applicants must first have or create a new account in USAJOBS, select a DEA job, then create a new account in the DEA Career Gateway.

1. Create a new account or access your current account for USAJOBS at <http://www.USAJOBS.gov/>.
2. To apply for DEA jobs, sign back on to USAJOBS and select **Advanced Search**.



The screenshot shows the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". A red banner at the top right says "Welcome Mary! Sign out". The main header features the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo is a search bar with "What: (keywords)" and "Where: (U.S. city, state or zip code)" fields. A red arrow points to the "Advanced Search" link in the search bar. The "My Account" section displays the user's name "Mary TEST", current goal "test DEA Candidate Gateway", and a "Last login:" field. There is a "Change Photo" link and an "Edit Profile" button. Below this are links for "Resumes" and "Saved Searches". The "Highlights from USAJOBS" section contains a message about "Pay Grade" and a link to "click here for a full overview". At the bottom, there are links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". A footer note states: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

**3. Scroll to the Agency Search section and select Drug Enforcement Administration under JUSTICE, DEPARTMENT OF.**



**4. Scroll to the bottom of the page and click on **Search for Jobs**.**



5. Scroll through the current job openings and select the job you want then click on **Apply Online**.

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". A user is logged in as "Mary!" with a "Sign out" link. The main search area includes a "Search Jobs" button, a "Keyword Tips" link, and input fields for "What: (keywords)" and "Where: (U.S. city, state or zip code)". Below the search area, there are tabs for "Back to Results", "OVERVIEW", "DUTIES", "QUALIFICATIONS & EVALUATIONS", "BENEFITS & OTHER INFO", and "HOW TO APPLY". The "OVERVIEW" tab is selected, displaying the job listing for "Drug Enforcement Administration".

**Drug Enforcement Administration**

**Job Title:** Program Analyst  
**Department:** Department Of Justice  
**Agency:** Justice, Drug Enforcement Administration  
**Job Announcement Number:** H-DEA-OD-11-0017-DEU

**SALARY RANGE:** \$62,467.00 - \$97,333.00 /year  
**OPEN PERIOD:** Monday, November 15, 2010 to Friday, November 19, 2010  
**SERIES & GRADE:** GS-0343-11/12  
**POSITION INFORMATION:** Full-Time Permanent  
**PROMOTION POTENTIAL:** 13  
**DUTY LOCATIONS:** 1 vacancy - Arlington, VA  
**WHO MAY BE CONSIDERED:** Applications will be accepted from United States citizens and nationals.

**JOB SUMMARY:**  
TOUGH WORK. VITAL MISSION. Challenge yourself! You have the power to help combat drug trafficking. Be a part of DEA! It's tough work, but a vital mission. Whatever your background or expertise, your work at DEA will be tremendously rewarding because it will

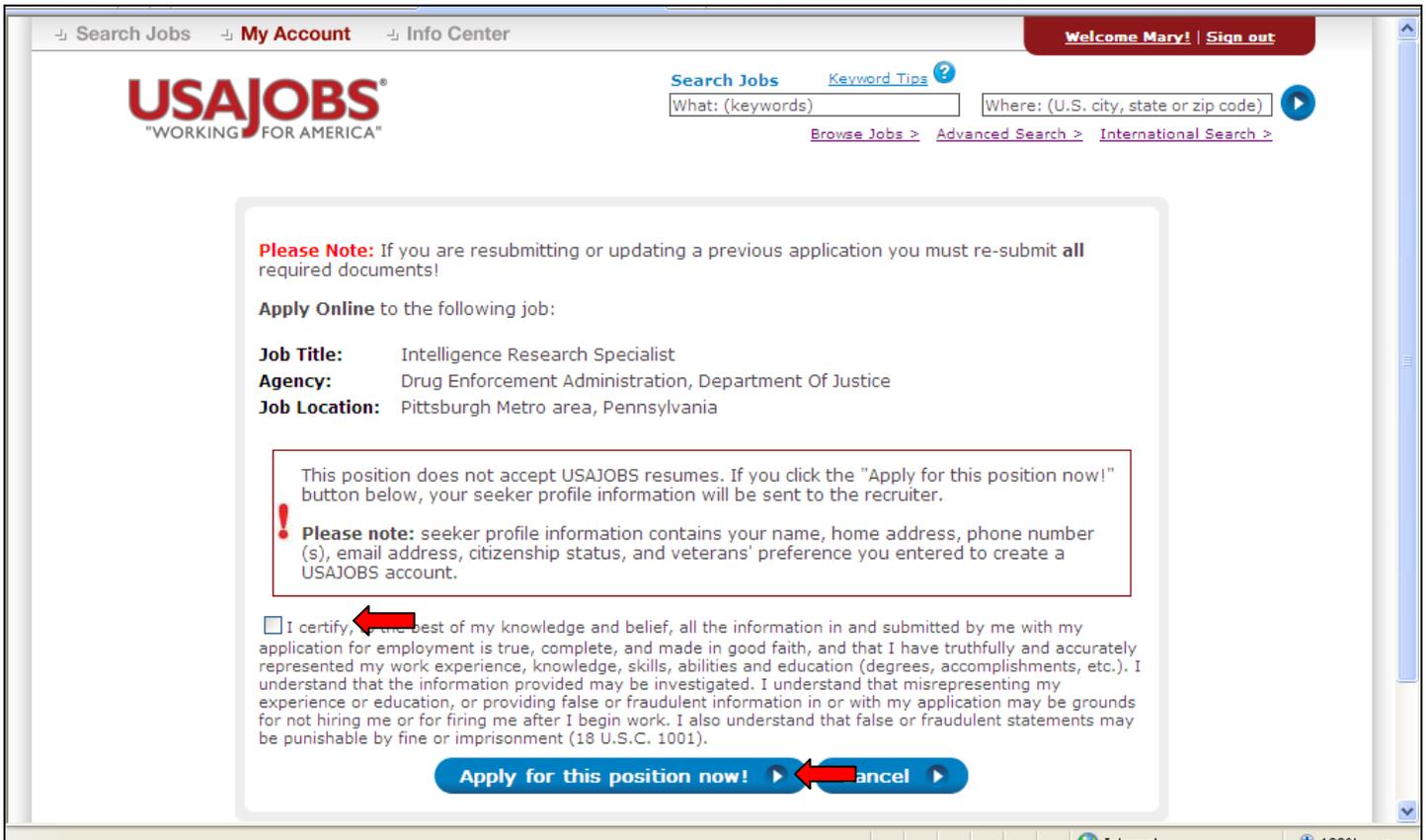
**Go to section of this Job:** [Dropdown menu]

**Apply Online** ▶ (Red arrow pointing to this button)  
**Print Preview** ▶  
**Save Job** ▶  
**Share Job** ▶

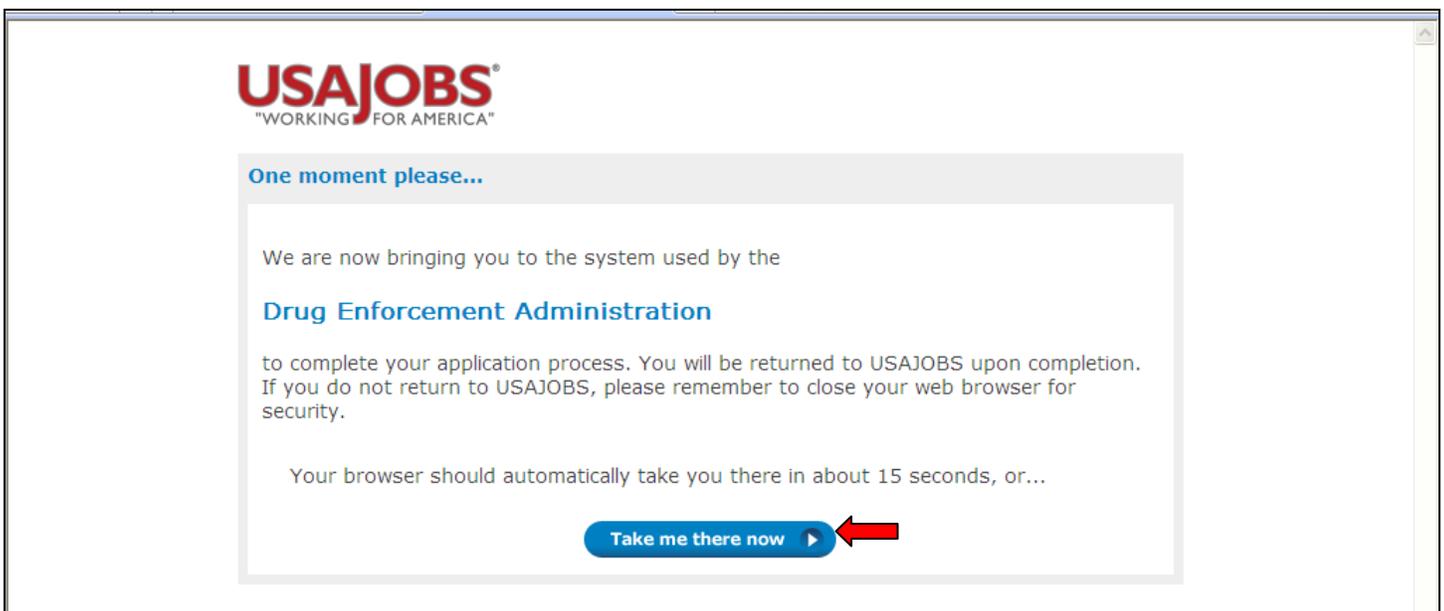
**Agency Information:**  
Department Of Justice - DEA  
8701 Morrisette Dr  
HQ Staffing Unit (HRRH) - ATTN:  
Vanessa Willis  
Springfield, VA 22152  
US  
Fax: 202-307-4321

**Questions about this job:**  
Vanessa Willis  
Phone: 202-307-7138  
Fax: 202-307-4321

6. Certify the information is true then click on **Apply for this position now!**



7. Click on **Take me there now** to be connected to the DEA Career Gateway.



**This takes you to the vacancy you selected on the DEA Career Gateway website. Scroll to the bottom of the vacancy announcement and click on Apply Now.**

**WHAT TO EXPECT NEXT:**

We will notify you of the outcome after each step of the recruitment process has been completed. After making a tentative job offer, we will conduct a suitability/security background investigation. We expect to make a final job offer within 80 days after the closing date of the announcement.

The hiring office requires the successful completion of a structured interview process and writing skills assessment. If you are contacted for an interview, you should allocate four hours to participate. No telephonic interviews will be conducted. Failure to confirm interview will result in discontinuation of your application.

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[Email to Friend](#) [Save Job](#) [Apply Now](#) 

**8. Register as a new user by clicking on Register Here or Register Now.**

**Login**

You must login or register in order to continue. [Register Here](#) 

**Login**

User Name:  Password:

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[Login](#) [Login Help](#) [Register Now](#) 

[Return to Previous Page](#)

9. Click on My Career Tools and complete the registration process under Edit Profile.

Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools

Feeds provide updated website content

## My Career Tools

[Edit Profile](#)

### My Applications

Display applications from: Within Last Week Refresh

You have not submitted any applications.

### Resumes

You do not have any saved resumes.

### Supporting Documentation

You have not added any attachments

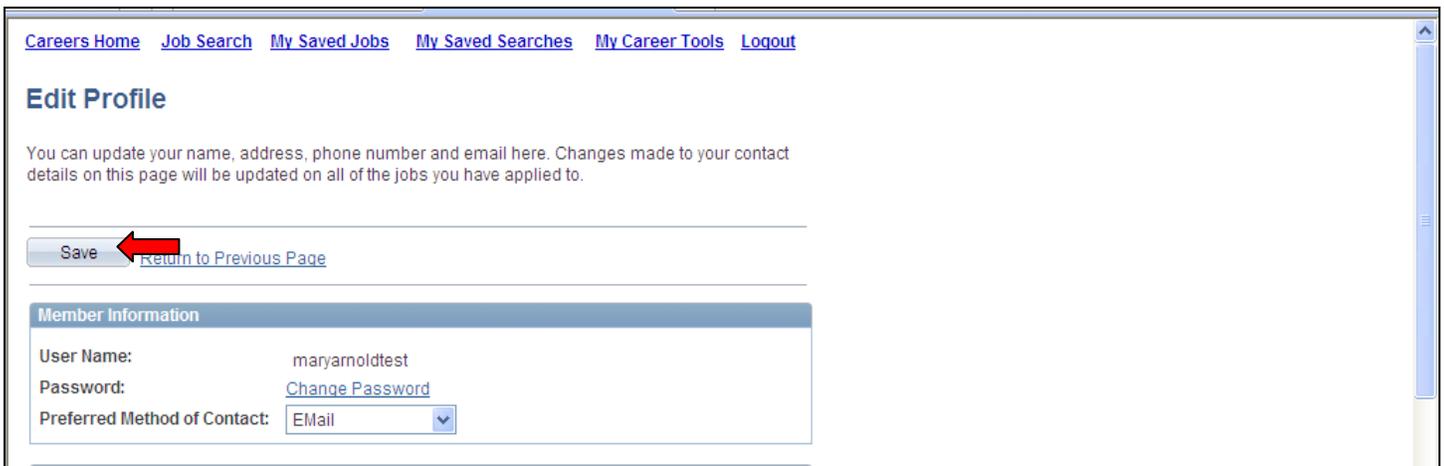
[+ Add Attachment](#)

### Job Offers

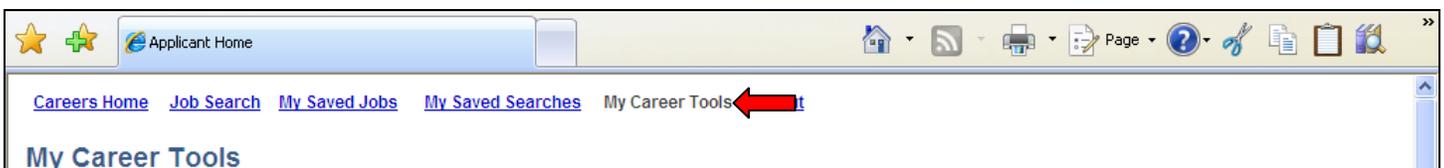
You do not have any online job offers at this time.

[Return to Previous Page](#)

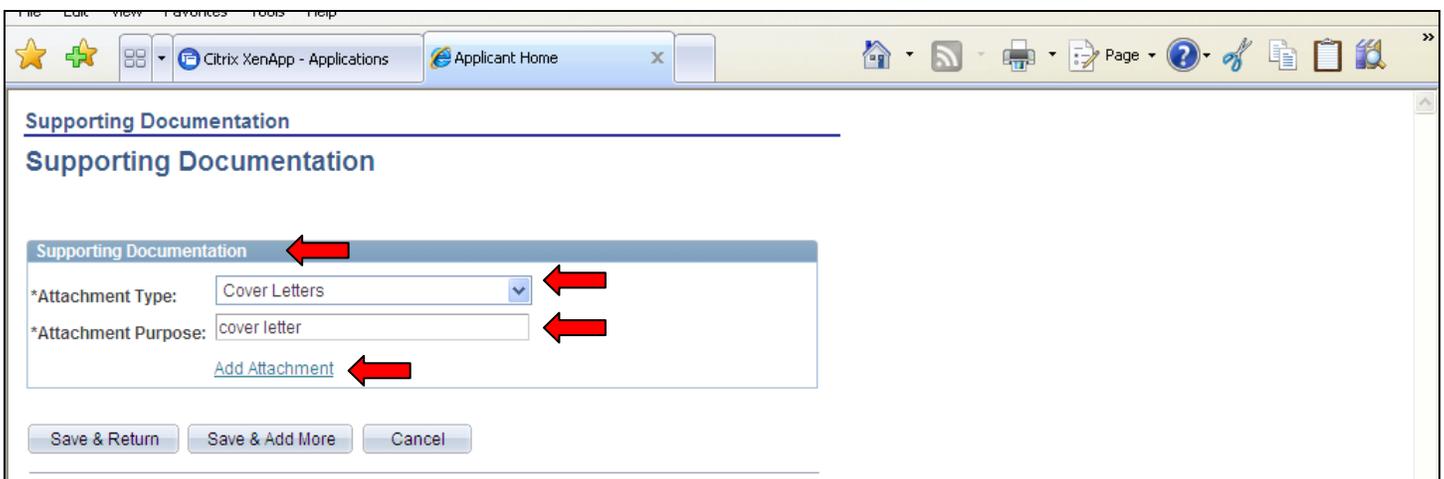
10. Be sure to **Save** the data.



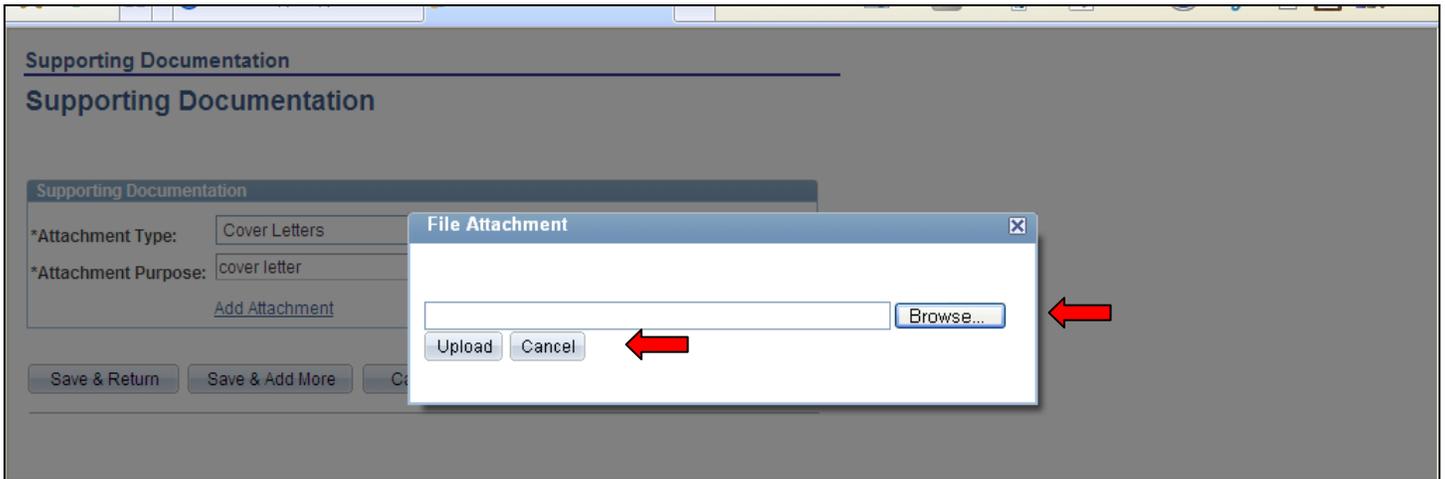
11. To add attachments such as SF-50, DD-214, cover letters, resume's etc., navigate to the **My Career Tools** page.



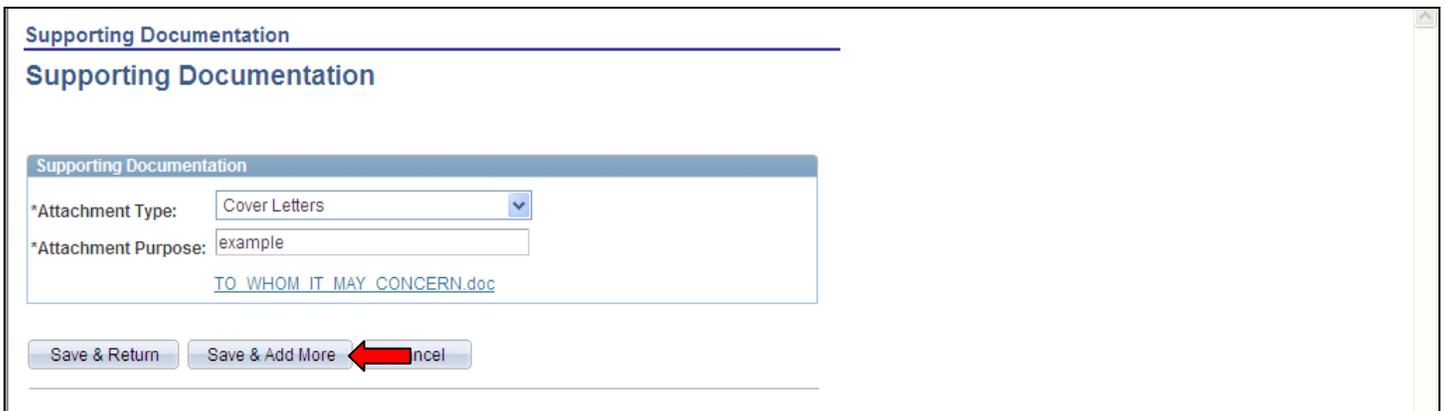
12. Scroll to the **Supporting Documentation** section and select **Add Attachments**; select Attachment Type from the drop down box; type in attachment purpose and Click on the **Add Attachment** hyperlink.



13. Click on **Browse** then search for and select the document from your files saved elsewhere then click on **Upload**.



14. Click on **Save & Add More** to add and upload additional attachments then click on **Save & Return** when all attachments have been added.



15. Go to the **Careers Home** page and click on the **Select** box next to each job for which you wish to apply. Then click on **Save Selected Jobs** if you wish to save them and apply later or click on **Apply for Selected Jobs** to apply now.

Careers Home [Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

**Careers Home**  
Welcome Mary

**Basic Job Search**

Keywords:

Posted:

[Advanced Search](#) [Search Tips](#)

**My Career Tools**

- [0 Accepted/Unaccepted Applications](#)
- [1 Cover Letters and Attachments](#)
- [0 Saved Resumes](#)
- [My Profile](#)

**Notifications**

You do not have any notifications.

**Job Posting Information**

◀◀ First ◀ Previous | Next ▶▶ Last ▶▶

**Latest Job Postings**

Select	Date	Job Title	Job ID	Location
<input checked="" type="checkbox"/>	10/02/2010	<a href="#">Intelligence Research Specialist</a>	503971	Las Vegas, NV
<input checked="" type="checkbox"/>	10/02/2010	<a href="#">Intelligence Research Specialist</a>	503975	Buffalo, NY
<input checked="" type="checkbox"/>	10/09/2010	<a href="#">Intelligence Research Specialist</a>	503978	Miami, FL
<input type="checkbox"/>	11/09/2010	<a href="#">Intelligence Research Specialist</a>	503976	Philadelphia Metro area, PA
<input type="checkbox"/>	11/09/2010	<a href="#">Intelligence Research Specialist</a>	503980	Pensacola, FL

[Select All](#) [Deselect All](#)

**16. Select and complete the appropriate Resume Option then click on Continue.**

Apply Now

### Choose Resume

**Resume Options**

How would you like to proceed?

Copy and paste resume text

Use an existing resume

Apply without using a resume

**Continue** [Return to Previous Page](#)

**17. Complete the Application Questionnaire and Terms and Agreements then click Continue.**

**Application Questionnaire**

Are you a U.S. Citizen?

Yes

No

If selected for employment with the DEA, are you willing to undergo a comprehensive background investigation, which includes but is not limited to: contact with all references, employers, co-workers, personal associates and review of your credit history, criminal history and military service.

Yes

**Terms and Agreements**

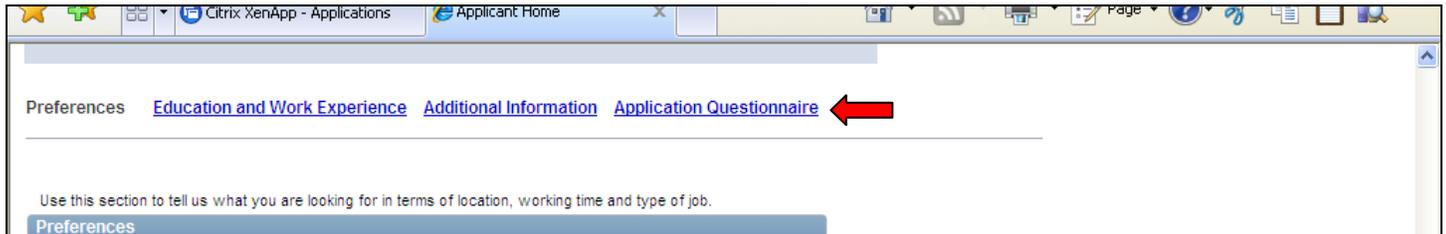
I certify that if I am offered employment with the DEA, I will be required to successfully complete a pre-employment drug test, an employment and education background check, and a criminal investigation.

I agree to these terms

I do not agree to these terms

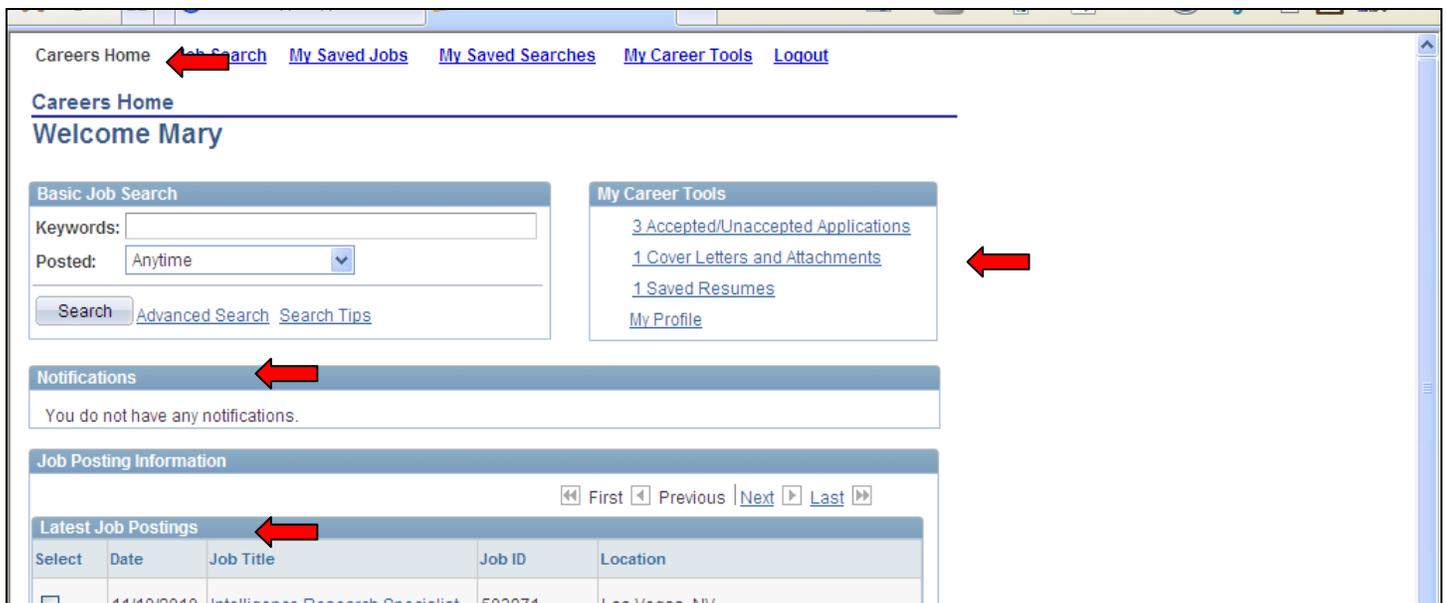
**Continue** [Return to Previous Page](#)

18. When you pass the Pre-Application Questionnaire you will click on **Continue** and complete all items under each of the following page tabs: **Preferences**, **Education and Work Experience**, **Additional Information** and **Application Questionnaire**. Make sure to click on **Save** on each page tab after you have completed the information for that page tab.



19. Once you have completed and saved your application, click on **Submit**. Then complete Ethnic Group Question, Agree to Terms and attach supporting documentation as needed then click on **Submit**.

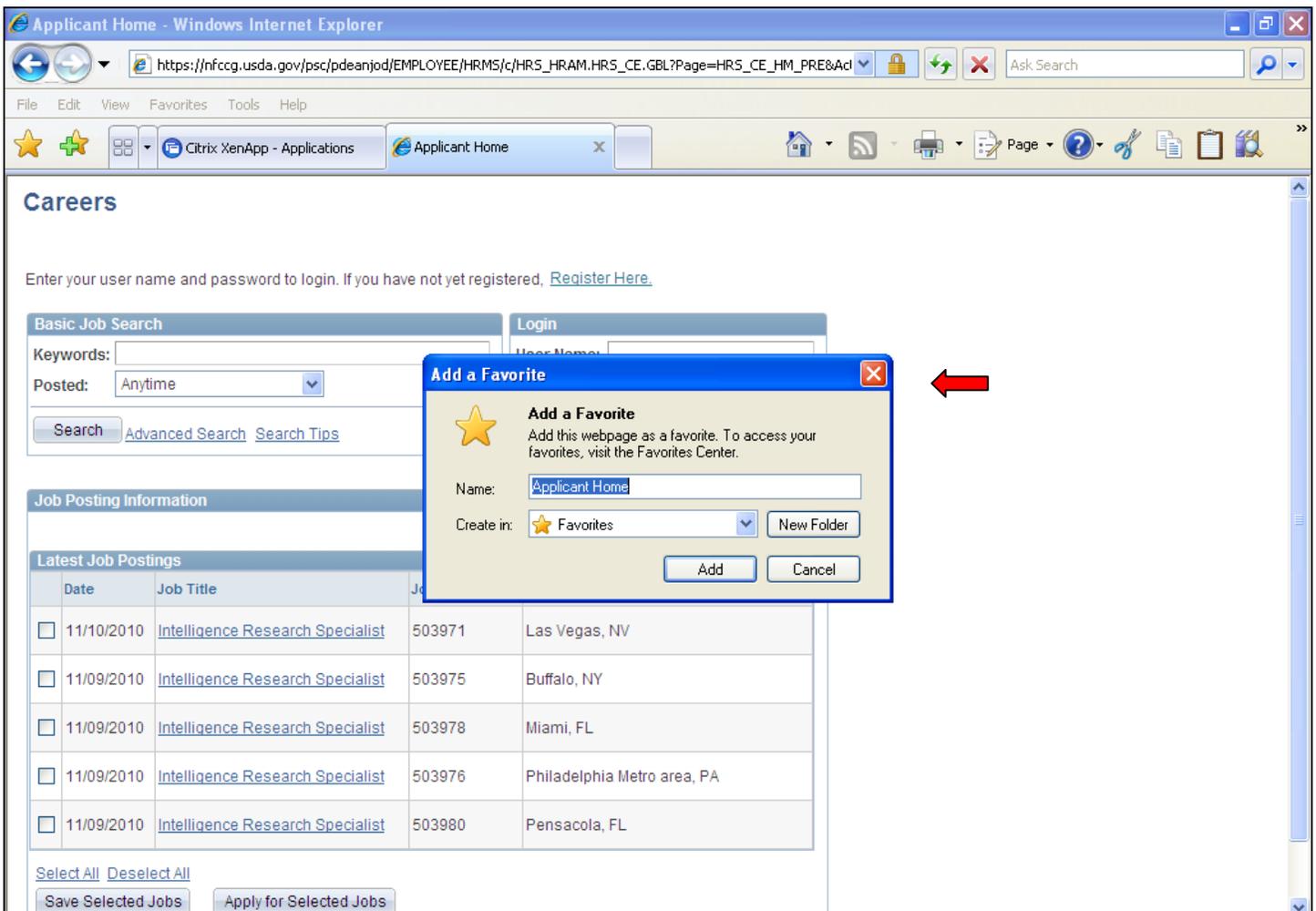
20. Return to the **Careers Home** page to see the status of your application(s). You can also see any Notifications you have received from DEA as well as the Latest Job Postings.



21. Click on the Logout hyperlink to exit the system.



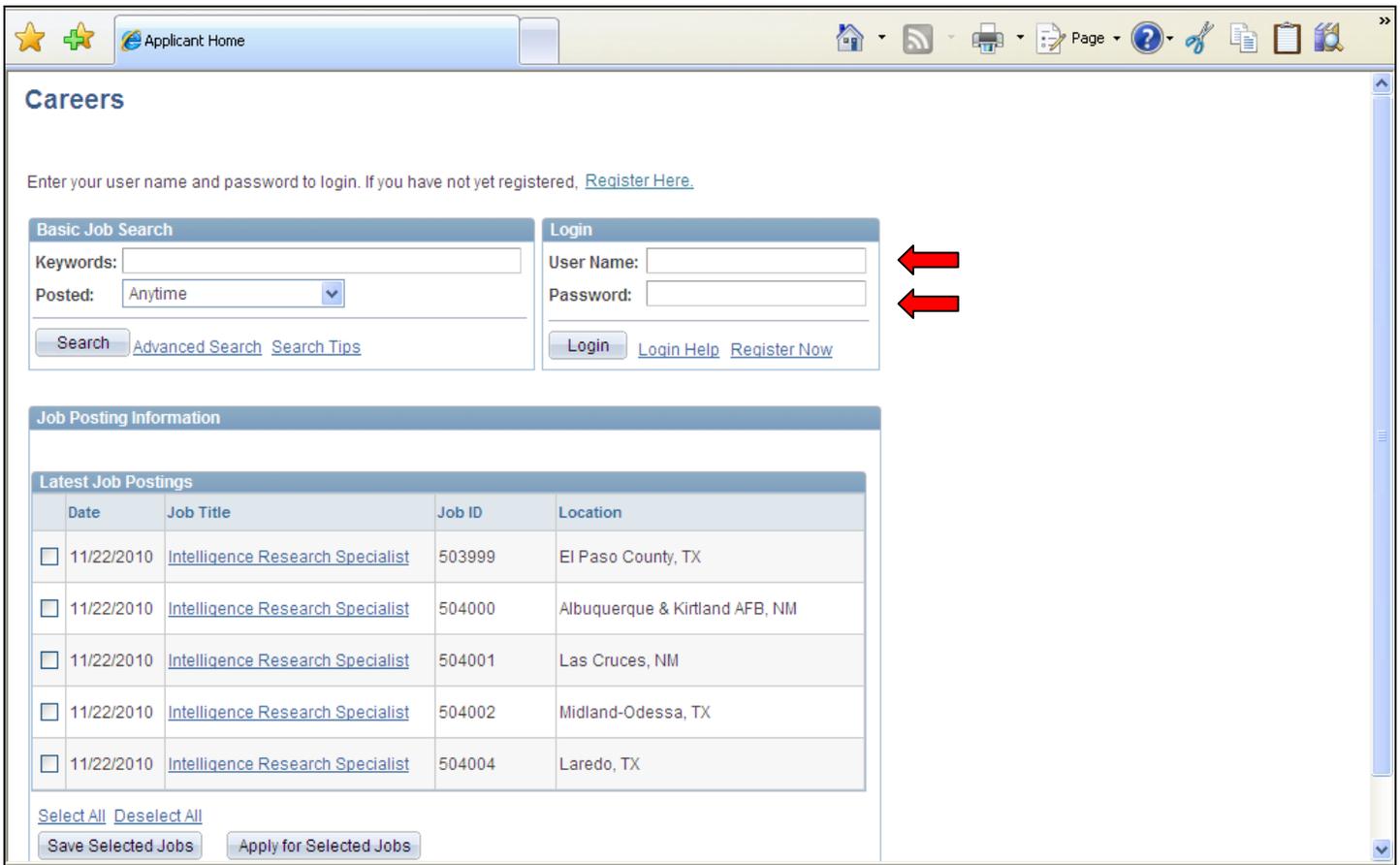
22. Be sure to add the website as a Favorite on your browser for future sessions.



## REGISTERED APPLICANTS:

Once you have completed the DEA Career Gateway registration, you may, retrieve notifications from DEA regarding your current application(s), see a listing of new vacancies, search and/or apply for new jobs and add additional resumes and attachments.

1. From your browser, navigate to the DEA Career Gateway that you previously saved as a Favorite then enter your User Name and Password for this site.



The screenshot shows a web browser window with the URL "Applicant Home". The page title is "Careers". Below the title, there is a prompt: "Enter your user name and password to login. If you have not yet registered, [Register Here](#)." The page is divided into two main sections: "Basic Job Search" and "Login".

**Basic Job Search**

Keywords:   
Posted:    
 [Advanced Search](#) [Search Tips](#)

**Login**

User Name:    
Password:    
 [Login Help](#) [Register Now](#)

**Job Posting Information**

**Latest Job Postings**

	Date	Job Title	Job ID	Location
<input type="checkbox"/>	11/22/2010	<a href="#">Intelligence Research Specialist</a>	503999	El Paso County, TX
<input type="checkbox"/>	11/22/2010	<a href="#">Intelligence Research Specialist</a>	504000	Albuquerque & Kirtland AFB, NM
<input type="checkbox"/>	11/22/2010	<a href="#">Intelligence Research Specialist</a>	504001	Las Cruces, NM
<input type="checkbox"/>	11/22/2010	<a href="#">Intelligence Research Specialist</a>	504002	Midland-Odessa, TX
<input type="checkbox"/>	11/22/2010	<a href="#">Intelligence Research Specialist</a>	504004	Laredo, TX

[Select All](#) [Deselect All](#)

2. Retrieve notifications from DEA if any exist. (Note that you should have received an email from the DEA Career Gateway if you have any notifications pending.)
3. Search and apply for new jobs through the Basic Job Search function or from the Latest Job Postings list and add supporting documents or resumes through the My Career Tools page. *NOTE: Due to Federal hiring mandates all applicants should apply to Federal jobs via the USAJobs website.*
4. Please note that applications can be edited prior to submission. Once you have completed and submitted an application, it cannot be edited; you will need to submit a new application to incorporate changes.

The screenshot shows the 'Applicant Home' web portal. At the top, there are navigation links: [Careers Home](#), [Job Search](#), [My Saved Jobs](#), [My Saved Searches](#), [My Career Tools](#), and [Logout](#). Below this is a 'Welcome Mary' message. The main content area is divided into several sections:

- Basic Job Search:** Includes a 'Keywords:' input field, a 'Posted:' dropdown menu set to 'Anytime', and buttons for 'Search', 'Advanced Search', and 'Search Tips'. A red arrow points to the 'Keywords' field.
- My Career Tools:** Contains links for '3 Accepted/Unaccepted Applications', '1 Cover Letters and Attachments', '1 Saved Resumes', and 'My Profile'.
- Notifications:** A message stating 'You do not have any notifications.'
- Job Posting Information:** A section with navigation buttons (First, Previous, Next, Last) and a red arrow pointing to the 'Job Posting Information' header.
- Latest Job Postings:** A table with columns for 'Select', 'Date', 'Job Title', 'Job ID', and 'Location'. A red arrow points to the 'Latest Job Postings' header.

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	11/22/2010	<a href="#">Intelligence Research Specialist</a>	503999	El Paso County, TX
<input type="checkbox"/>	11/22/2010	<a href="#">Intelligence Research Specialist</a>	504000	Albuquerque & Kirtland AFB, NM
<input type="checkbox"/>	11/22/2010	<a href="#">Intelligence Research Specialist</a>	504001	Las Cruces, NM
<input type="checkbox"/>	11/22/2010	<a href="#">Intelligence Research Specialist</a>	504002	Midland-Odessa, TX
<input type="checkbox"/>	11/22/2010	<a href="#">Intelligence Research Specialist</a>	504004	Laredo, TX

At the bottom of the job postings section, there are links for 'Select All' and 'Deselect All', and buttons for 'Save Selected Jobs' and 'Apply for Selected Jobs'.

## DEA CAREER GATEWAY HELPFUL HINTS – Add Degree(s):

1. To add degree(s) and school information to a job application, navigate to the Education and Work Experience page and click on Add Degrees.

Preferences Education and Work Experience **Personal Information** Application Questionnaire

Indicate your highest level of education by selecting a value from the drop-down list below.

**Education History**

Highest Education Level: Master's Degree

If you have any Employment Information, enter it in this section.

**Work Experience**

Employer	Job Title	Start Date	End Date	Delete
<a href="#">Dept. of Commerce</a>	Systems Analyst	01/20/2000	03/20/2005	

[+ Add Work Experience](#)

To add Degrees to your application, select the Add Degrees hyperlink below.

**Degrees**

You have not added any Degrees to your application

[+ Add Degrees](#)

[Previous](#)    [Careers Home](#) [Next](#)

2. Add details, including those under the US Federal section and click **OK** to save or **Apply and Add Another** to add additional degrees.

The screenshot shows a software window titled "Add Degrees". At the top left, a red arrow points to the "Details" tab. Below the tab, the form is divided into two main sections. The upper section contains fields for: \*Degree: (text box with search icon), \*Date Acquired: (text box containing "11/22/2010" with a red arrow), Major Code: (text box with search icon), Major Description: (text box), Country: (text box with search icon), State: (text box with search icon), School Code: (text box with search icon), School Description: (text box),  Minority Institution, Minor Code: (text box with search icon), Minor Description: (text box), and Average Grade: (text box). Below these are expandable sections for "Germany", "Japan", "US Federal" (highlighted with a red arrow), and "French Public Sector". The "US Federal" section includes "Credit Hours (USF):" (text box) and "Credit Hours Type (USF):" (dropdown menu). The lower section of the form contains: Year Acquired: (text box), GPA: (text box),  Graduated,  Terminal Degree for Discipline, and Educator: (text box with search icon). At the bottom, there are three buttons: "OK", "Cancel", and "Apply and Add Another" (with a red arrow pointing to it).

- a. Degree – select appropriate degree from drop down box. Note that the system only allows you to view up to a maximum of 100 records initially.

The screenshot shows the 'Add Degrees' interface with a 'Look Up' dialog box. The dialog box has a search section with a dropdown menu set to 'Description' and a text input field for 'begins with'. Below the search section are buttons for 'Look Up', 'Cancel', and 'Advanced Lookup'. The 'Search Results' section shows a table with two columns: 'Description' and 'Content Item ID'. The table lists various degree types such as 'Advanced Level', 'Associate of Arts', 'Associate of Applied Science', etc. A red arrow points to the 'View 100' link in the search results section.

**Look Up**

**Look Up Degree**

Search by: Description begins with

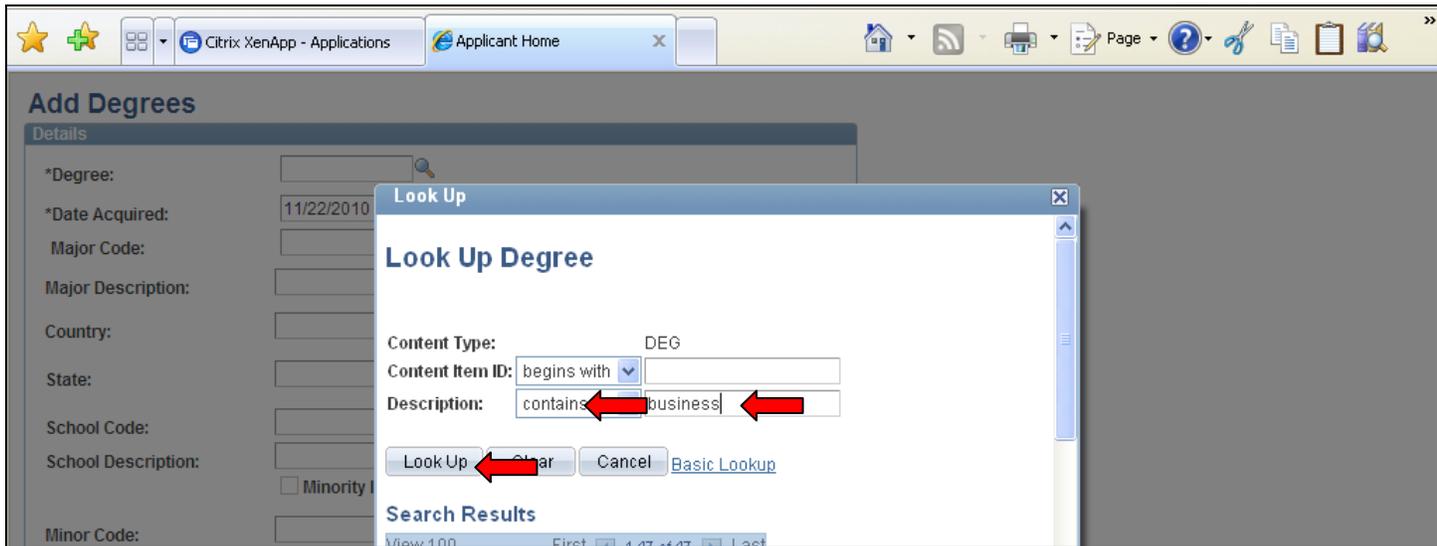
Look Up Cancel Advanced Lookup

**Search Results**

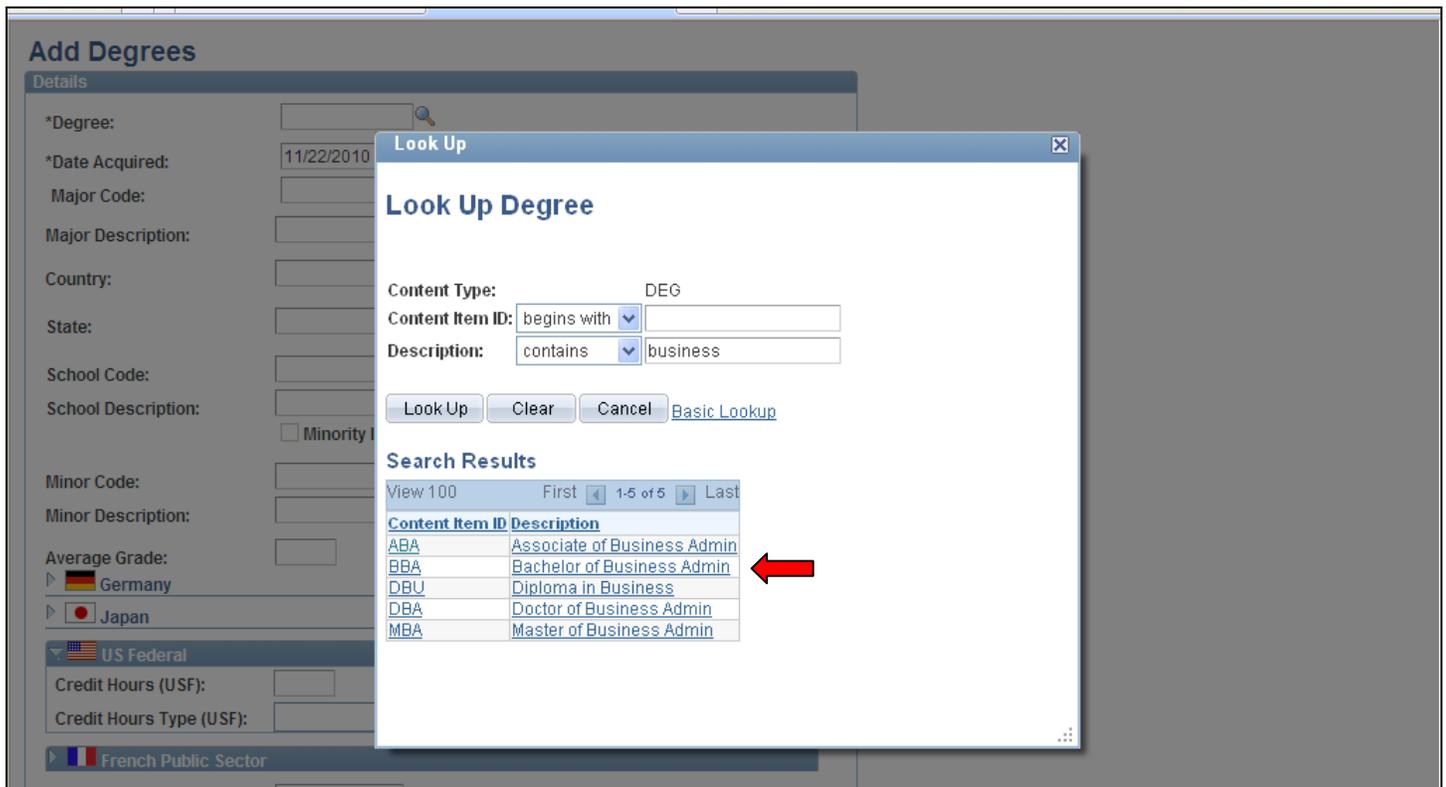
View 100 First 1-47 of 47 Last

Description	Content Item ID
<a href="#">Advanced Level</a>	A
<a href="#">Associate of Arts</a>	AA
<a href="#">Associate of Applied Science</a>	AAS
<a href="#">Associate of Business Admin</a>	ABA
<a href="#">Associate of Engineering</a>	AE
<a href="#">Associate of Science</a>	AS
<a href="#">Bachelor of Arts</a>	BA
<a href="#">Bachelor of Business Admin</a>	BBA
<a href="#">Bachelor of Engineering</a>	BE
<a href="#">Bachelor of Fine Arts</a>	BFA

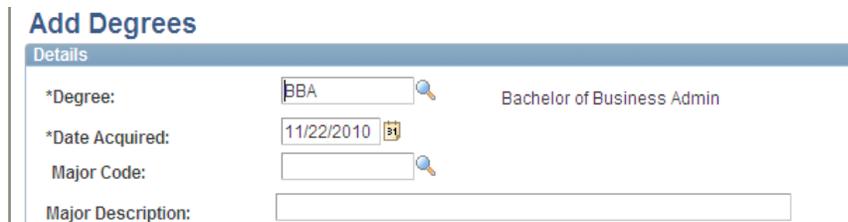
- To streamline your search and view only those degrees applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered the word “Business”), then click on **Look Up**.



- the system now shows only the degree descriptions containing the character(s) you entered in the Advanced Look Up request. Select the appropriate degree from the Description column.



- For this example, I selected Bachelor of Business Admin and the system returned me to the Add Degrees section to continue.



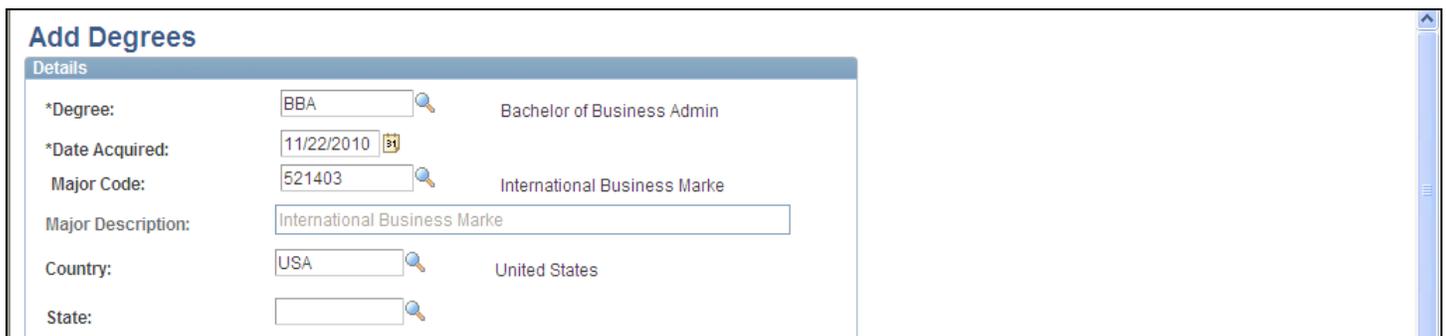
- Major Code – Select the Look Up icon next to Major Code and again note that the system only brings up a maximum of the first 100 possible majors initially. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered the word “Business”), then click on **Look Up**. The system returns only those majors containing the character(s) you entered. Scroll down and select your major (for this example I selected “International Business Marke”) and the system returned me to the Add Degrees section to continue.

## Add Degrees

### Details

*Degree:	<input type="text" value="BBA"/>	Bachelor of Business Admin
*Date Acquired:	<input type="text" value="11/22/2010"/>	
Major Code:	<input type="text" value="521403"/>	International Business Marke
Major Description:	<input type="text" value="International Business Marke"/>	
Country:	<input type="text"/>	
State:	<input type="text"/>	

- c. **Country** – Select the Look Up icon next to Country to select the country in which you obtained your degree. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered “U”), then click on **Look Up**. The system returns only those countries containing the character(s) you entered. Scroll down and select the country (for this example I selected United States) and the system returned me to the Add Degrees section to continue.



The screenshot shows a web form titled "Add Degrees" with a "Details" section. The form contains the following fields and values:

Field	Value	Associated Text
*Degree:	BBA	Bachelor of Business Admin
*Date Acquired:	11/22/2010	
Major Code:	521403	International Business Marke
Major Description:	International Business Marke	
Country:	USA	United States
State:		

- d. **State** - Select the Look Up icon next to State to select the state in which you obtained your degree. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered “N”), then click on **Look Up**. The system returns only those countries containing the character(s) you entered. Scroll down and select the state (for this example I selected New York) and the system returned me to the Add Degrees section to continue.

## Add Degrees

### Details

*Degree:	<input type="text" value="BBA"/>		Bachelor of Business Admin
*Date Acquired:	<input type="text" value="11/22/2010"/>		
Major Code:	<input type="text" value="521403"/>		International Business Marke
Major Description:	<input type="text" value="International Business Marke"/>		
Country:	<input type="text" value="USA"/>		United States
State:	<input type="text" value="NY"/>		New York
School Code:	<input type="text"/>		
School Description:	<input type="text"/>		

**School Code – Please note that there are thousands of schools to select from. You must carefully define your search criteria to prevent the system from freezing up and risking the loss of data on your application or stopping the process before you have finalized and submitted your application for consideration. Select the Look Up icon next to School Code to select the school from which you obtained your degree. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, type in the Country and State you selected from the previous sections, select contains from the Description drop down box, type in the appropriate character(s) for your search, then click on **Look Up**. The system returns only those schools containing the character(s) you entered. Scroll down and select the school (for this example I will select Albany Business College).**

**Add Degrees**

Details

\*Degree: BBA Bachelor of Business Admin

\*Date Acquired: 11/22/2010

Major Code: 521403

Major Description: International

Country: USA

State: NY

School Code:

School Description:

Minority I

Minor Code:

Minor Description:

Average Grade:

US Federal

Year Acquired:

GPA:

Graduate

Terminal

**Look Up**

**Look Up School Code**

School Code: begins with [ ]

Country: begins with [ USA ]

State: begins with [ NY ]

Description: contains [ bus ]

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-2 of 2 Last

School Code	Country	State	Description
NY002	USA	NY	ALBANY BUSINESS COLLEGE
NY085	USA	NY	BRYANT & STRATTON BUSINESS INS

- The system returned me to the Add Degrees section to continue.

### Add Degrees

Details

*Degree:	<input type="text" value="BBA"/>		Bachelor of Business Admin
*Date Acquired:	<input type="text" value="11/22/2010"/>		
Major Code:	<input type="text" value="521403"/>		International Business Marke
Major Description:	<input type="text" value="International Business Marke"/>		
Country:	<input type="text" value="USA"/>		United States
State:	<input type="text" value="NY"/>		New York
School Code:	<input type="text" value="NY002"/>		ALBANY BUSINESS COLLEGE
School Description:	<input type="text" value="ALBANY BUSINESS COLLEGE"/>		
	<input type="checkbox"/> <b>Minority Institution</b>		
Minor Code:	<input type="text"/>		
Minor Description:	<input type="text"/>		

- e. **Minor Code** – If you wish to add a minor code, select the **Look Up** icon next to **Minor Code** and again note that the system only brings up the first 100 possible degrees initially. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the **Advanced Lookup** hyperlink, select **contains** from the **Description** drop down box, type in the appropriate character(s), then click on **Look Up**. The system returns only those majors containing the character(s) you entered. Scroll down and select your minor (for this example I selected “Accounting and Finance”) and the system returned me to the **Add Degrees** section to continue.

The screenshot shows the 'Add Degrees' web application. The main form is partially visible, showing details for a Bachelor of Business Administration degree. A 'Look Up' dialog box is open, showing search results for 'Accounting and Finance' under major code 520304.

**Add Degrees**

**Details**

\*Degree: BBA Bachelor of Business Admin  
 \*Date Acquired: 11/22/2010  
 Major Code: 521403 International Business Administration  
 Major Description: International Business Marke  
 Country: USA United States  
 State: NY New York  
 School Code: NY002 ALBANY BUSINESS COLLEGE  
 School Description: ALBANY BUSINESS COLLEGE  
 Minority Institution  
 Minor Code:  
 Minor Description:  
 Average Grade:  
 US Federal  
 Year Acquired:  
 GPA:  
 Graduated  
 Terminal Degree for Discipline  
 Educator:

**Look Up**

**Look Up Minor Code**

Major Code: begins with  
 Description: contains account

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-6 of 6 Last

Major Code	Description
520301	Accounting
520305	Accounting And Business/Manage
301601	Accounting And Computer Scienc
520304	Accounting And Finance
520302	Accounting Technician
520399	Accounting, Other

- f. Verify the data is correct. Pay close attention to Date Acquired (the system defaults to the current date so you must enter the date you received your degree. Under School Description, indicate if the school is a Minority Institution. Under the US Federal section be sure to indicate year acquired, GPA and check the box to indicate you Graduated or Received a Terminal Degree for Discipline. There is also an Educator box to fill in additional information if needed. *The Educator box would be an appropriate place to enter information on a school or degree not found in the lookup boxes for those fields.* Don't forget to click on **OK** to save or **Apply and Add Another**. Then continue on to complete the other sections of your application.

**Add Degrees**

Details

\*Degree: BBA Bachelor of Business Admin

\*Date Acquired: 11/22/2010

Major Code: 521403 International Business Marke

Major Description: International Business Marke

Country: USA United States

State: NY New York

School Code: NY002 ALBANY BUSINESS COLLEGE

School Description: ALBANY BUSINESS COLLEGE

Minority Institution

Minor Code: 520304 Accounting And Finance

Minor Description: Accounting And Finance

Average Grade:

US Federal

Year Acquired:

GPA:

Graduated

Terminal Degree for Discipline

Educator:

OK Cancel Apply and Add Another

## DEA CAREER GATEWAY HELPFUL HINTS – Supporting Documentation

1. To attach supporting documentation to your application, navigate to [My Career Tools](#), scroll down to the Supporting Documentation Section and click on the [Add Attachment](#) hyperlink.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) 

### My Career Tools

Mary Test  
1111 Lonely Street  
Heartbreak, VA 22151  
USA  
[Edit Profile](#)

#### My Applications

Display applications from:

|

#### Applications In Progress

Application	Status	Application Date
<a href="#">Intelligence Research Specialist</a>	Applied	11/19/2010 2:46PM
<a href="#">Intelligence Research Specialist</a>	Applied	11/19/2010 2:46PM
<a href="#">Intelligence Research Specialist</a>	Applied	11/19/2010 2:46PM
<a href="#">Intelligence Research Specialist</a>	Not Applied	11/22/2010 10:26AM

#### Resumes

Resume Title	Attached File	Created
<a href="#">Test Resume</a>		11/19/2010 3:16PM

#### Supporting Documentation



File Name	Attachment Type	Uploaded	Edit Attachment	Delete
<a href="#">TO_WHOM_IT_MAY_CONCERN.doc</a>	Cover Letters	11/19/2010 2:23PM	<a href="#">Edit Attachment</a>	

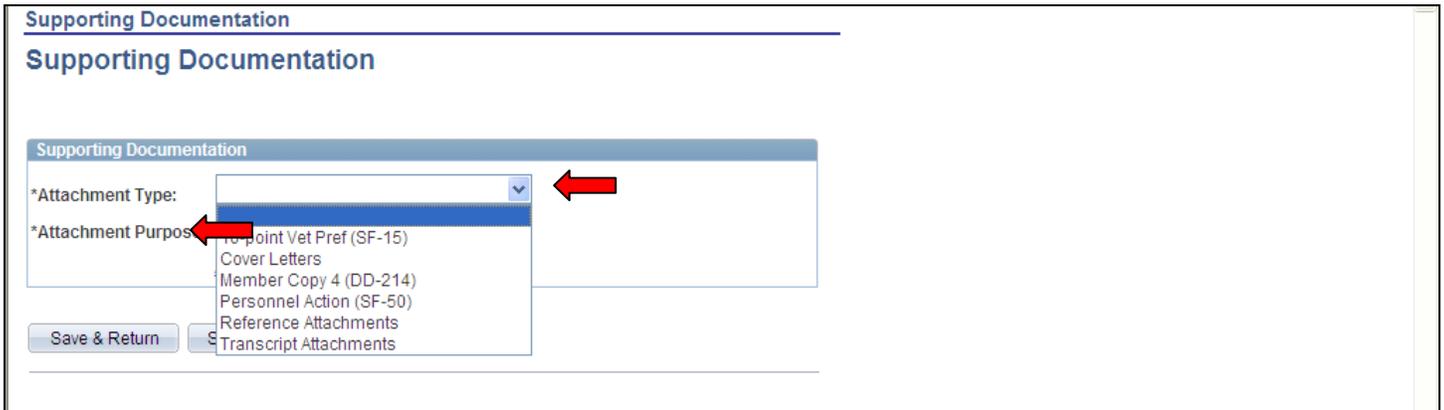
[+ Add Attachment](#) 

#### Job Offers

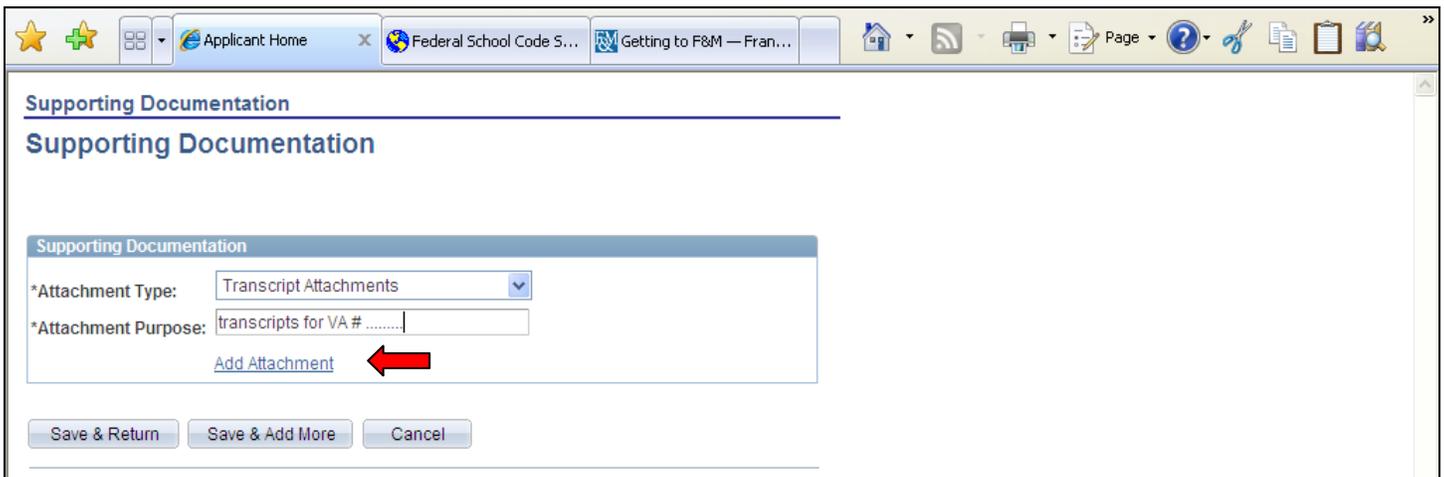
You do not have any online job offers at this time.

[Return to Previous Page](#)

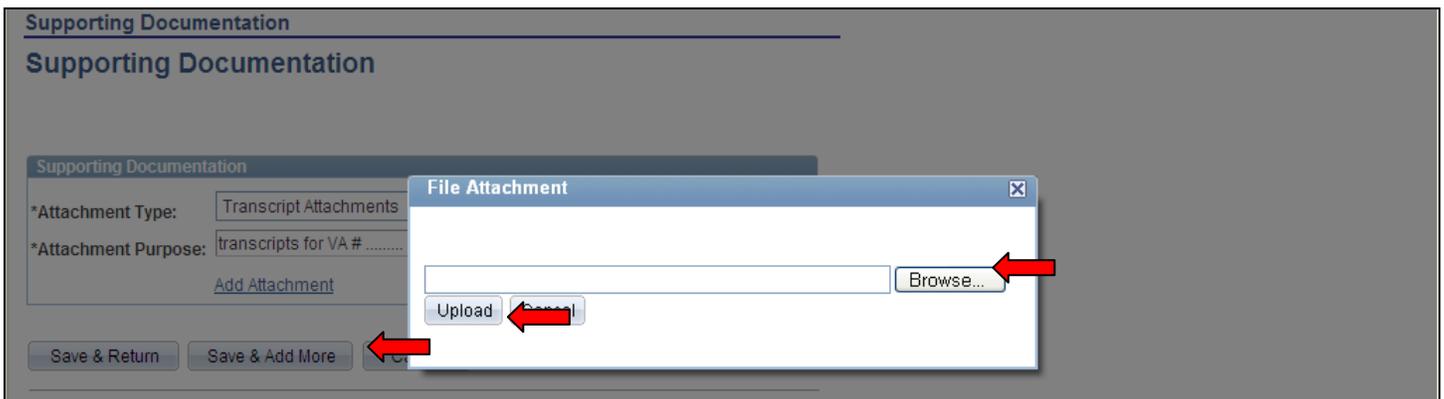
2. Select the attachment type from the drop down list and enter the attachment purpose.



3. Click on the Add Attachment hyperlink.



4. Click on **Browse** then search for and select the document from your files saved elsewhere and click on **Upload**. Select **Save & Return** if no more attachments or **Save & Add More** until all attachments have been saved.



## DEA CAREER GATEWAY HELPFUL HINTS – Add Resume:

1. To add a resume to an application, select the job you wish to apply for and click on **Apply Now**. You can **Copy and paste resume text**, **Use an existing resume**, or **Apply without using a resume**.

Apply Now

### Choose Resume

**Resume Options**

How would you like to proceed?

Copy and paste resume text

Use an existing resume

Apply without using a resume

[Continue](#) [Return to Previous Page](#)

- a. To copy and paste resume text, click the radio button next to that option and then click **Continue**.

Apply Now

### Choose Resume

**Resume Options**

How would you like to proceed?

Copy and paste resume text

Use an existing resume

Apply without using a resume

[Continue](#) [Return to Previous Page](#)

- Type in a resume title. Copy the data you wish to enter from another file and paste the data into the large open text field. You may click the checkmark to run a spell check on the data in that text field. Click **Continue**.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Applicant Home, Federal School Code S..., Getting to F&M — Fran...
- Page Title:** Apply Now
- Section Header:** Enter Resume Text
- Resume Text Section:**
  - Title:** A text input field with a red arrow pointing to it.
  - Language:** A dropdown menu currently set to "English".
  - Resume:** A large text area with a rich text editor toolbar. A red arrow points to the spell check icon (a checkmark) on the right side of the toolbar.
  - Text Area:** A large empty text area with a red arrow pointing to its center.
- Buttons:** At the bottom left, there are three buttons: "Continue" (with a red arrow pointing to it), "Close", and "Return to Previous Page".

- b. To use an existing resume, click the radio button next to that option, select the previously saved resume to use and then click **Continue**.

The screenshot shows a web form titled "Choose Resume" under the heading "Apply Now". The form is divided into a "Resume Options" section and a "Resume to Use" section. In the "Resume Options" section, the question "How would you like to proceed?" is followed by three radio button options: "Copy and paste resume text", "Use an existing resume" (which is selected and has a red arrow pointing to it), and "Apply without using a resume". To the right of these options is a "Resume to Use:" dropdown menu with a blue arrow pointing to it. The dropdown menu is open, showing three options: "Select Resume...", "Select Resume..." (highlighted in blue), and "Test Resume". At the bottom of the form, there is a "Continue" button with a red arrow pointing to it, and a link labeled "Return to Previous Page".

- c. To apply without using a resume, click the radio button next to that option and then click **Continue**.

The screenshot shows the same "Choose Resume" form as above. In this instance, the "Apply without using a resume" radio button is selected, indicated by a red arrow. The "Resume to Use:" dropdown menu is not open. The "Continue" button and "Return to Previous Page" link are still present at the bottom, with a red arrow pointing to the "Continue" button.

## Fields

Fields are single items of information displayed on pages. A field may be represented in various ways:

- **LOOKUP (search icon)** – If the information for this field is known, the user types directly into the field. If the information is not known, the user clicks the search icon (lookup) button and selects the correct value.



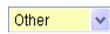
- **Radio button** – If a solid circle appears inside the button, then the option is selected. If the button is empty, then the option is not selected. The user can only select one radio button in a group. Click a radio button to select it (any previously selected radio button is automatically deselected).



- **Date field** – The user can enter a date in MMDDYY or MMDDYYYY format (it is not necessary to enter the slashes) or the user can click the Calendar Icon to select a date from the calendar. The system defaults to the current date if the field is required and no date is entered.



- **Drop-down list** – This field permits only a specific list of valid values. Click the drop-down list arrow to select from the list.



- **Edit field** – Type information directly into this field. There is usually a limit to the number of characters that the user can enter.



- **Long Edit field** – This text entry field that enables the user to type multiple lines of a text or copy and paste text from another document. The lines automatically wrap as the user types. The user can also press the Enter key to move to the next line. This field is not validated or formatted. Click the box with the checkmark to activate spell check for the information typed in the long edit field.



- **Checkbox** – If the checkbox appears empty, then the option is not selected (unchecked). If there is a checkmark in the box, then the option is selected (checked). Click the checkbox to check or uncheck an option.



- **Required Fields** - Field names that are preceded with an asterisk are required fields. The user must enter data in these fields before proceeding.

\*

- **View-Only Fields** – There are times when the user may only be allowed to view the information, not modify it. These view-only fields appear grayed out and it is impossible to alter their values.



- **Default Fields** – It is common for some information to default on the page, whether or not the field is view-only. On many occasions the information needed in a field is repetitive from session to session or may be related to another field that has been previously entered. To make data entry more efficient (and consistent), these fields are populated.

Drug Enforcement Administratio