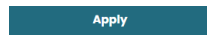


## How to Apply for a Job:

1. Visit [jobs.brownhealth.org](http://jobs.brownhealth.org) and search for a job that interests you.
2. Click on "View details & Apply".



3. Select "Apply" again.



4. You will be prompted to either "Log in" or "Create an account".
  - o If you are a new user, click on "Register".



5. Complete the \* Step 1: Basic Information fields.

- a. Email Address – enter valid email address.
- b. First Name – enter LEGAL FIRST NAME
- c. Last Name – enter LEGAL LAST NAME
- d. Password/Confirm Password - case sensitive (no repeated letters, numbers and/or symbols)

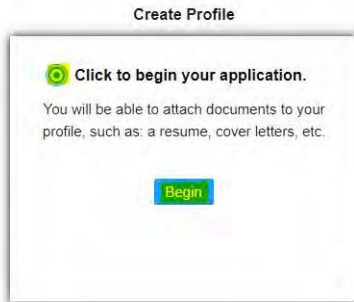


## Step 2: Answer the Security Question

### Step 2: Security Question(s)

What is your mother's maiden name?

Step 3: Click on “Click to begin your application” and select “Begin”.



6. Complete all the fields below:

a. First Name – enter LEGAL FIRST NAME

b. Middle - enter LEGAL MIDDLE NAME

c. Last Name – enter LEGAL LAST NAME

d. Preferred First Name - enter LEGAL FIRST NAME **\*\*DO NOT ENTER NICKNAME or ABBREVIATIONS\*\***

e. Country – Select your home country (legal citizenship)

f. Address Line/City/State/Zip code – enter current residence

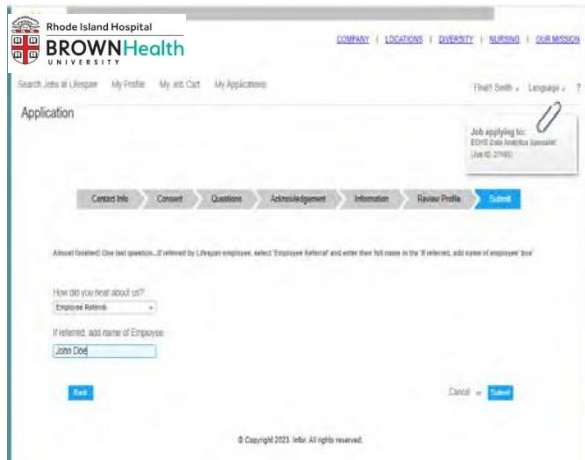
g. Primary Email – enter valid email used to create Lifespan Log In

h. Mobile Phone/Home Phone – enter current mobile and/or home phone # (Format: 000-000-0000). Check the box to indicate which phone # that is your preferred phone #.

i. Select “Continue”

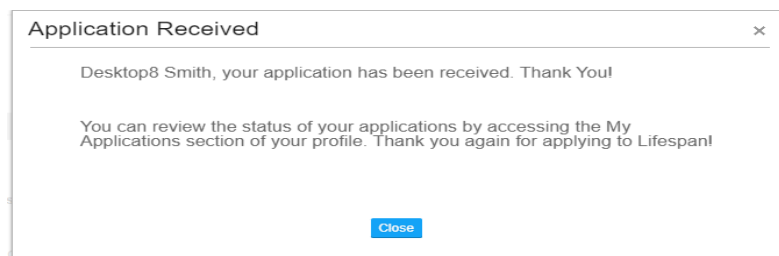
7. Continue with the rest of the application selecting each tab.

8. Once complete, click on submit



The screenshot shows the application page for Rhode Island Hospital, part of Brown Health University. The page header includes the hospital logo and navigation links for COMPANY, LOCATIONS, DIVERSITY, BUSINESS, and OUR MISSION. Below the header, there are links for Search Jobs at Lifespan, My Profile, My Job Cart, and My Applications. The user's name, Thel Smith, and the language setting are also visible. The main content area is titled 'Application' and features a progress bar with steps: Contact Info, Consent, Questions, Acknowledgment, Information, Review Profile, and Submit. A 'Submit' button is highlighted in blue. A note indicates the user is applying for the 'EHRH Data Analytics Specialist' position (Job ID: 2146). Below the progress bar, there is a section for 'How do you hear about us?' with a dropdown menu set to 'Employee Referral'. A text input field for 'Job Code' contains the value 'John Doe'. A 'Submit' button is located at the bottom right of the form area.

9. Your application has been received!



The screenshot shows a confirmation message box titled 'Application Received'. The message text reads: 'Desktop8 Smith, your application has been received. Thank You!' followed by 'You can review the status of your applications by accessing the My Applications section of your profile. Thank you again for applying to Lifespan!'. A blue 'Close' button is located at the bottom center of the message box.