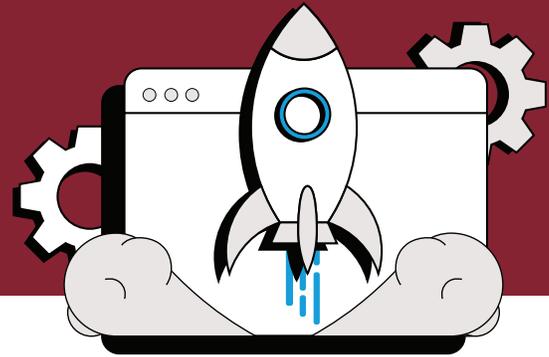


## Employers can use MacEwanLife to:

- Build an organization profile that provides more information to students
- Discover upcoming events and networking opportunities
- Establish an online presence targeted towards students
- Post job opportunities



### 1. Visit MacEwanLife

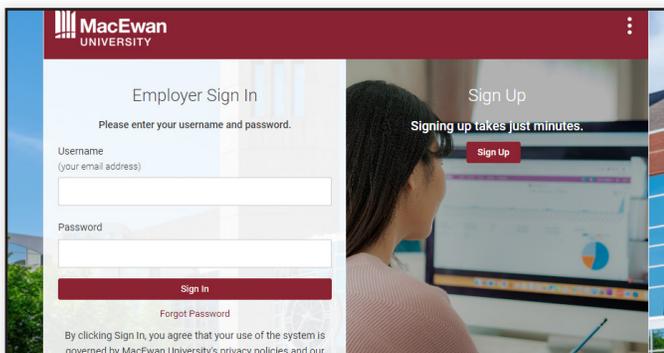


Visit MacEwanLife to access your dashboard and the job board: [macewanlife.macewan.ca](https://macewanlife.macewan.ca)

### 2. Select Employer Login

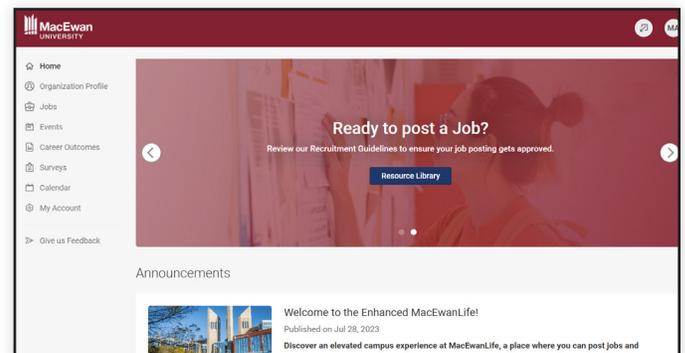


### 3. Create an Account, If Needed



To create an account, fill out the registration form. We'll review it within two business days. After approval, you'll get a confirmation email.

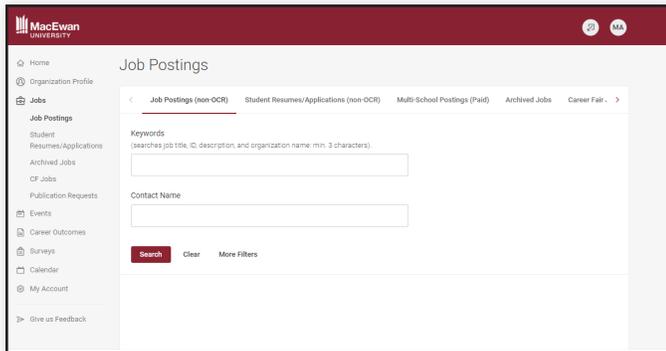
### 4. Visit Job Board to Post or View Job Postings



After signing in, you'll land on your dashboard. Click "Jobs" on the left for job tasks. Scroll to quick links for common tasks: Create Job Posting, View Job Postings, View Applicants.

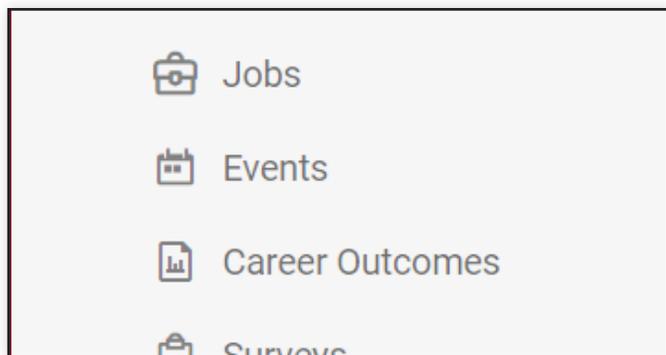
 MacEwanLife has recently been upgraded. If you had an employer account on the old MacEwanLife you should have received instructions to reset your password. If you did not receive instructions or need help resetting your password, please contact [mycareer@macewan.ca](mailto:mycareer@macewan.ca)

## 5. To Post a Job



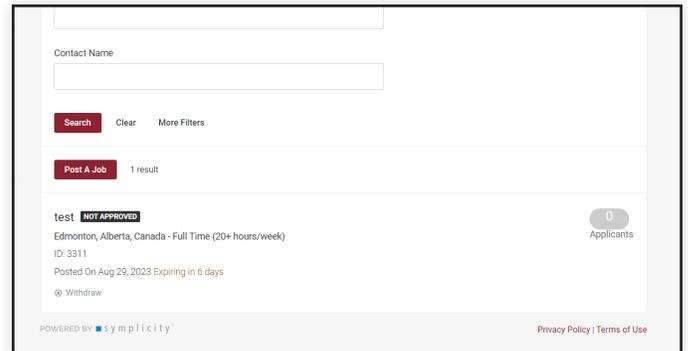
The sub-menu for “Jobs” will appear and that will allow you to find student resumes and applications and previous postings you have published.

## 7. Find Student Resumes and Applications



The sub-menu for “Jobs” will appear and that will allow you to find student resumes and applications and previous postings you have published.

## 6. Wait for Approval



Note that job postings are reviewed by MacEwan University’s Careers and Experience team. After submission, expect approval or denial via email within two business days for posting on the job board.



Scan to access  
MacEwanLife.

—  
Visit MacEwanLife at  
[macewanlife.macewan.ca](https://macewanlife.macewan.ca)

### Contact us

Careers and Experience  
[mycareer@macewan.ca](mailto:mycareer@macewan.ca)  
[macewan.ca/mycareer](https://macewan.ca/mycareer)