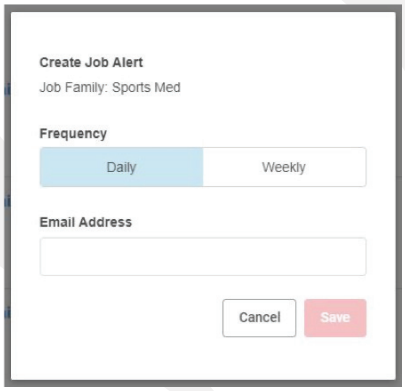
# Create a Job Alert with ATI – How To

1. Select your job preferences (Location State, Job Family, etc.) or search by keywords in the search bar

2. Click on the red “CREATE JOB ALERT” button

3. Enter in your email and alert cadence preferences




4. Confirm the email when you receive it

**Helpful Information:**

- You will receive Job Alert emails highlighting the job opportunities available based on your preferences
- You are able to create multiple Job Alerts based on your preferences