

Lightcast Instructions for Employers - Setting Up Your Employer Profile

1. Login into Lightcast's Employers Portal -

<https://employers.lightcastcc.com/emilygriffith/login>

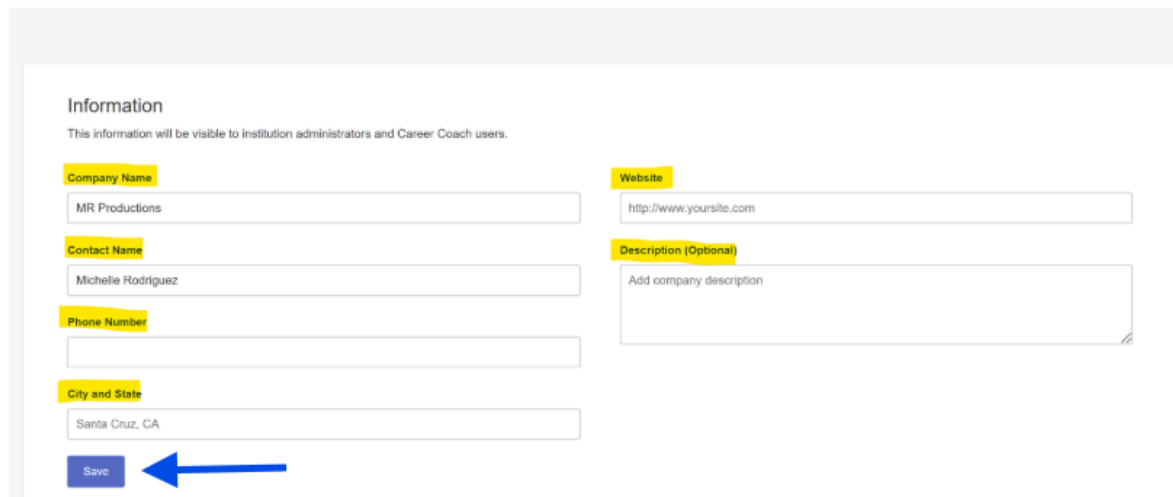
- New employers - Click Sign Up
- Existing employers - Enter email and password



2. Enter Employer Profile Details and Save

- All fields are required.
- Multiple profiles can be created for one company if contacts are posting for different areas

Profile



3. You will receive notification from a Career Coach within 3 business days about the status of your Employer Profile.

- You are unable to post to the Job Board until the Employer Profile has been approved.