Creating a New Job Grid Account

**Step 1:** Go to www.coe.ttu.edu/careers, click on Employers in the center, click on Job Grid on the top, black bar, click on the Job Grid logo. To create a new account, click on “Click here to create an account.”

**Welcome to the Texas Tech Whitacre College of Engineering Job Grid!**

- **Registered Users:** Enter your username (email address) and password (default: ttucoe) below and click LOGIN.
- **New Users:** If you have NOT registered with this site before, click the link below to create a new account.

**Important:**
- **Using a PC?** We recommend Internet Explorer version 6.0 or higher. If you need to upgrade or install your browser, click here.
- **Using a Mac?** We recommend Firefox version 1.5 or higher. If you need to upgrade or install your browser, click here.
- You should disable any popup blocker when using this site.

For further assistance, please contact our office at 806.742.3451.

Username (Your Email): 
Password: 
Click here to create an account!

**Step 2:** Please check to see if your organization exists to prevent duplicate records. If you cannot find your Organization, please click Can't Find Your Organization and move to **Step 3**. If you can find your organization, move to **Step 4**.
Step 3: Fill out the form provided ensuring you fill all required fields marked with an *. Then click Register. Continue to Step 6.
Step 4: If you do find your organization, please click the check box next to your company. Click Continue.

Begin by typing the name of your organization (for instance your company name) in the Find Your Organization search field.

Next:

- **Click CONTINUE** - If your company is listed, check the box next to it, then click the Continue button
- **Click 'Can't Find Your Organization'** - If your company is NOT listed.

```
Find Your Organization:
vaughn photography

Records found: 1
[✓] Vaughn Photography

Continue »
```
Step 5: Fill out the required fields marked with an *. Click Register.

Step 6: After filling out your profile, click Submit Profile.

Congratulations! Your profile is now complete. Click the Submit Profile button below to send your information to our office for approval.