**Creating an opportunities post:**

1. Create an account at https://opportunities.ucsf.edu/. Account approval may take up to one week.

2. Once authorized, log into the home page. On the top left side, there is a tab that says "I'd like to create a:"



Hover over that tab, and the "opportunity" tab should drop below.
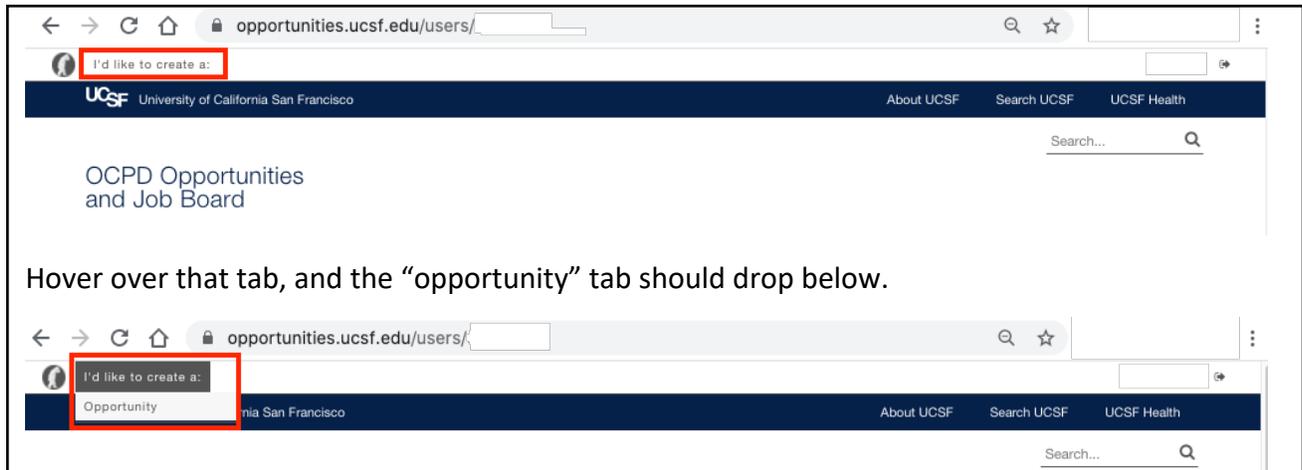


3. Once you click into the "opportunities" tab, a page should populate in which you will be able to create your posting.



4. Once all the fields are completed, hit "save." Your posting will remain on the OCPD board for one month. If you would like to renew your posting after one month, please contact: opportunities@ucsf.edu.