

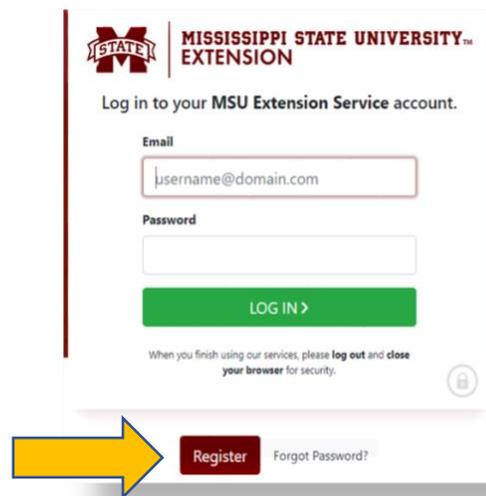


How to Add a Job Posting on the Mississippi Farm Corps Website

1. Open a web browser and go to <https://extension.msstate.edu/farmcorps/>. Select **Add a Job Listing**.



2. You will be taken into the the MSU Extension Portal. Select **Register** if you are a new user.



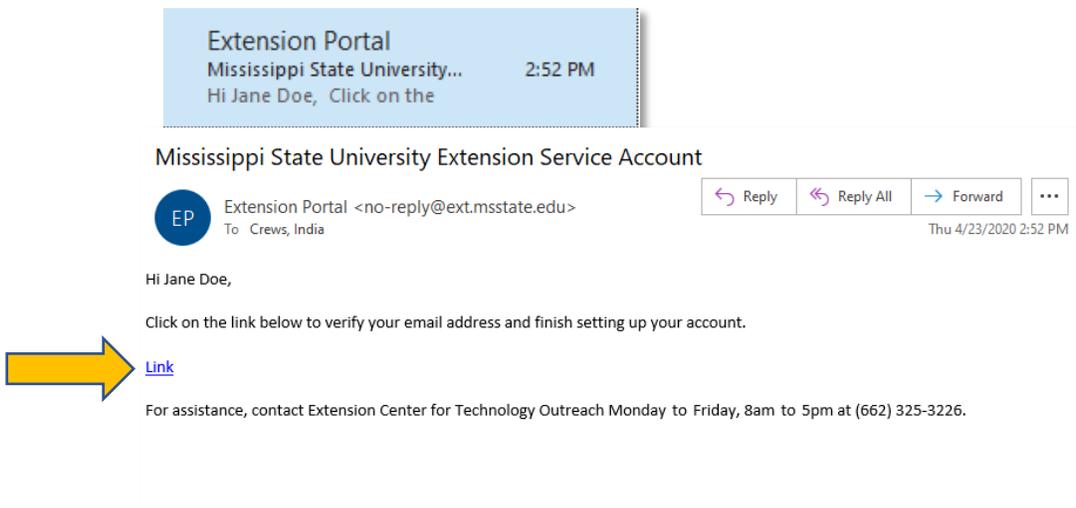
3. This will open up a new page where you can register for your Extension Account. Fill in all required fields including personal information, physical address, mailing address, and password for your account. After all required fields are filled with your information, select **Sign Up**.



3. You will receive an email with instructions to finish setting up your account. If you don't receive an email, make sure you check your spam folder.



4. Open your email. To verify your account, click on the email from Extension Portal and click the **Link** in the message of the email.



5. After you click the link, you will be taken to a webpage that say **Account Verification Successful**. Do not click Login Here.





6. Go to <https://extension.msstate.edu/farmcorps/>. Select **Add a Job Listing**.

7. Log into the MSU-ES Portal with your email account and password that you registered with and select **Log In**.

The image shows a login form for the MSU Extension Service. At the top left is the MSU logo. To its right, the text reads "MISSISSIPPI STATE UNIVERSITY™ EXTENSION". Below this, it says "Log in to your MSU Extension Service account." There are two input fields: "Email" with a placeholder "@msstate.edu" and "Password" with a masked field of dots. A green "LOG IN >" button is centered below the fields. At the bottom, a note says "When you finish using our services, please log out and close your browser for security." with a lock icon.

8. After you have successfully logged into your account, you will now have access to add and submit your job listing. Fill out all required fields and select **Submit**.

The image shows the "Add Job Listing" form on the Farm Corps website. The header includes the "FARM CORPS" logo and the text "★ FARM AND RANCH MISSION ★ MISSISSIPPI". A mission statement is visible on the right. The form fields are: "Farm or Company Name *", "First Name *", "Last Name *", "Email *", "Phone *", "County *" (dropdown), "What is the number of workers needed on your farm?*" (dropdown), "What is the time-frame for workers needed on your farm? (ex. May - August)*", "What is the type of work skill needed (ex. Tractor driver, mechanic, picking crops, website development, etc.)?*", and "Please share any additional comments, needs, or concerns. *". A checkbox at the bottom allows users to give permission to post their information. A yellow arrow points to the "Submit" button.



9. You have now successfully submitted a job listing. Once it is approved it will appear in the listings.



How To Delete a Job Listing

1. If you have just submitted the listing, click **Go back to the form**.



2. On the “Add Job Listing” page, select **View your previous submissions**.



Add Job Listing

✓ You have already submitted this form. [View your previous submissions.](#)

Add instructions on how to edit etc here.

Farm or Company Name *

3. Select **Delete**.



Submissions for [redacted]@gmail.com

Showing 1 - 1 of 1.

#	Submitted	User	IP address	Operations
10	04/23/2020 - 17:27	[redacted]	[redacted]	view delete

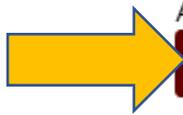
4. Select **Delete** to remove the job listing.

Submission #10

[View](#)

[Delete](#)

Are you sure you want to delete this submission?



[Delete](#)

[Cancel](#)

5. You now have successfully deleted the job listing.



Submissions for [REDACTED]@gmail.com



Submission deleted.

#	Submitted	User	IP address	Operations
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There are no submissions for this form. [View this form.](#)

If you have any questions or issues, contact Extension Center for Technology Outreach Monday-Friday, 8am-5pm at (662) 325-3226.