1. Open a web browser and go to [https://extension.msstate.edu/farmcorps/](https://extension.msstate.edu/farmcorps/). Select **Add a Job Listing**.

2. You will be taken into 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 says Account Verification Successful. Do not click Login Here.

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

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

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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.
3. Select **Delete**.

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

5. You now have successfully deleted the job listing.
Submissions for [private email]@gmail.com

Submission deleted.

# Submitted User IP address Operations
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.