

CAREER CONNECT: Guide to Posting to the CPA SK Job Board

Log Into Your Account

- **If you have previously created an account** to post a position on the CPA SK job board, you can log into the [Member Portal](#) using your existing username (the email address associated with your account). The first time you log into the new Career Connect, you will need to **click the 'Forgot Password' button**, and follow the instructions to reset your password and log in.
- **If you haven't previously posted a position** on the CPA SK job board and you are not a CPA Saskatchewan member, click the 'Create a new account' link on the Member Portal Sign In page.

To log into the **Member Portal**, the username is your preferred email address. If you require a new password, please click 'Forgot Password' below.

CPA SK MEMBERS: DO NOT create a new account. Please login below to access your Member Portal.

CPA SK CANDIDATES: DO NOT create a new account. You must contact CPA SK to set up your account.

Sign In

Username

Required

Password

Required

[Sign In](#)

[Forgot username?](#) | [Forgot password?](#)
[Create a new account](#)

- From here, you will enter your details to sign up for a new account.
- Once your account is created, you will be able enter your username (email associated with your account) and password to log in and post a position on Career Connect.
- **If your company is GST exempt**, please create your account and contact info@cpask.ca with a copy of your GST exemption letter so that we can add your exemption prior to posting a job.


Posting a Job

- After logging in, click the 'Post a job on Career Connect' icon:

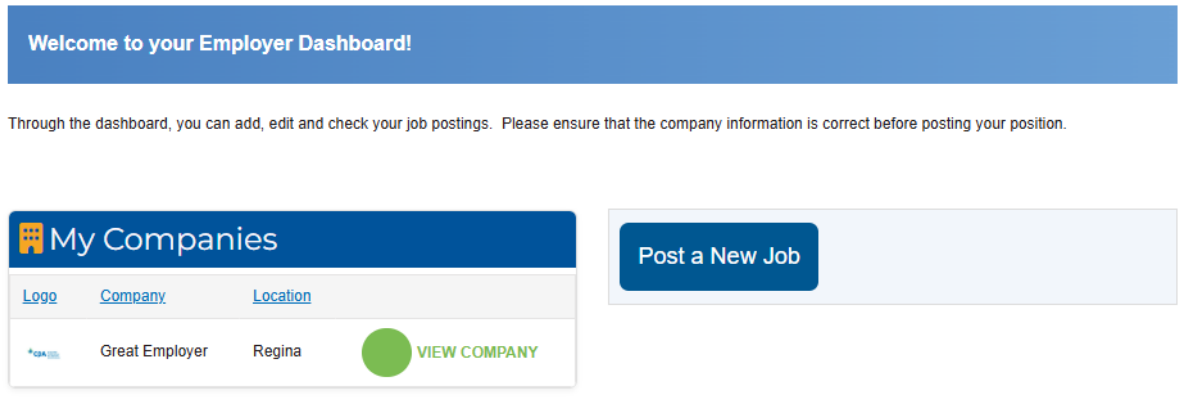
The screenshot shows the CPA Saskatchewan Portal home page. At the top left is the CPA logo with the text "CHARTERED PROFESSIONAL ACCOUNTANTS SASKATCHEWAN". To the right are navigation links: "Home", "MyProfile", "Events/Passports", and "Job Board". Below the navigation is a blue horizontal bar. The main content area has a "Welcome" heading. Below that is a green vertical bar and a megaphone icon with the text "Welcome to the CPA Saskatchewan Portal!". Underneath is a section titled "I want to..." with four buttons: "Post a Job on Career Connect", "Register for an Event", "My Event Details", and "Open Invoices". Each button features a person icon.

- On the next screen, click 'Add New Company' to add your company's details for job seekers to view and click 'Submit'. If your company is already listed under "My Companies", click 'View Company', to verify that all company details are correct and make any updates if required.

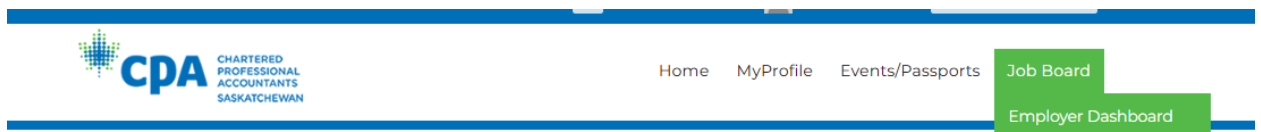
The screenshot shows the "My Companies" page. At the top is a blue header with a building icon and the text "My Companies". Below the header is a table with columns for "Logo", "Company", and "Location". The table contains one entry: a small CPA logo, "Great Employer", and "Regina". To the right of the table is a green circular button with the text "VIEW COMPANY". Below the table is a blue button with the text "Add New Company".

Logo	Company	Location
	Great Employer	Regina

- Once the company information is entered/verified, click the 'Post a New Job' button.



- You will be taken to the next screen where you will enter the details to post your position for up to 30 days. Click 'Save' when done.
 - o If you post your position for less than 30 days, you can log in at a later date and click 'Edit' beside the job posting and change the end date to any day within 30 days of the posting date.
 - o Note that **copying and pasting Word formatting may create issues** with bulleted/numbered lists so you may need to enter these manually.
- You will be taken to your cart where you can pay via Visa or Mastercard (AMEX is not accepted) to post your position.
- To view your position, click the 'Job Board' link in the top menu. You can return to your Employer Dashboard at any time by clicking 'Employer Dashboard' in the submenu.



Editing/Extending a Job Posting

Posted Jobs					
Job Title	Company	Closing	Extension Period	Viewed	
New Job	Great Employer	5/15/2026		0	EDIT JOB EXTEND JOB

- Once your position has been posted, you can log into the Member Portal at any time to make edits. To edit your posting, click 'Edit Job' next to the position you wish to edit under 'Posted Jobs'.
- To **extend your posting beyond the initial 30 days**, click 'Extend Job' next to the position you wish to extend, enter the start and end date of the extension, and make any required changes to the posting. Click 'Save' at the bottom of the screen and you will be taken to your cart to pay for the extension. Enter your payment details and click "Submit".

• **Extend Start Date**

• **Extend End Date**

- Note that **if you didn't post your position for the full 30 days initially**, you should use the 'Edit' button and change the end date to 30 days from your posting date before extending the job.

Viewing Invoices

- Invoices for jobs posted on Career Connect can be found at the bottom of the Employer Dashboard, the same page you posted your position from. To find invoices, log into the Member Portal and click 'Employer Dashboard' from the submenu under 'Job Board'.

Invoices for Postings				
Invoice Number	Date	Description	Amount	Payment Date
19582	4/15/2026	Posting on the CPA SK Website	199.00	4/15/2026
19583	4/15/2026	Extension of Job Posting on CPA SK Website	99.00	4/15/2026