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# FJC.dcn and FJC.gov

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Help Manual for Job  
Vacancies

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ITO – May 2019

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## **Overview**

This document provides a step by guide on how to add and remove Job Vacancy items on FJC.dcn and FJC.gov.

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## **Requirements**

- Log in with JENIE to enter content on FJC.dcn
- Log in with ITO provided credentials to enter content on FJC.gov

## FJC.dcn Login

In order to work with the Job Vacancies, you will need to be logged in to the FJC.dcn Content Management System.

Step	Screen
1. From any screen, click the "Sign in with JENIE" button at the bottom right.	<p data-bbox="755 380 917 411"><a href="http://fjc.dcn">http://fjc.dcn</a></p> <p data-bbox="755 472 1047 504"><a href="#">Home</a>   <a href="#">Forums</a>   <a href="#">About</a></p> <p data-bbox="787 552 1044 604"><a href="#">Sign in with JENIE</a></p>
2. Enter your JENIE username and password.	<p data-bbox="768 625 1312 678"><b>US Courts Single Sign On</b></p> <hr data-bbox="768 709 1382 716"/> <p data-bbox="768 787 915 814"><b>User Name</b></p> <p data-bbox="1008 779 1382 835"><input type="text" value="( e.g. JohnSmith )"/></p> <p data-bbox="1182 848 1382 875"><a href="#">Forgot User Name</a></p> <p data-bbox="768 909 899 936"><b>Password</b></p> <p data-bbox="1008 894 1382 951"><input type="password"/></p> <p data-bbox="1198 968 1382 995"><a href="#">Forgot Password</a></p> <p data-bbox="1122 1026 1382 1108"><b>SIGN ON</b></p>


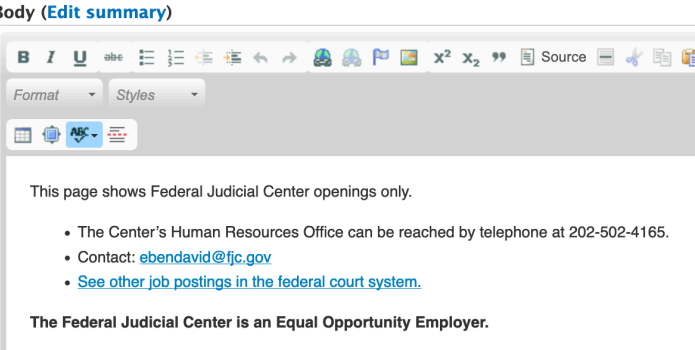
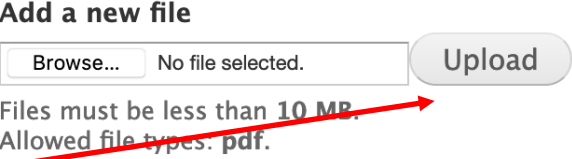
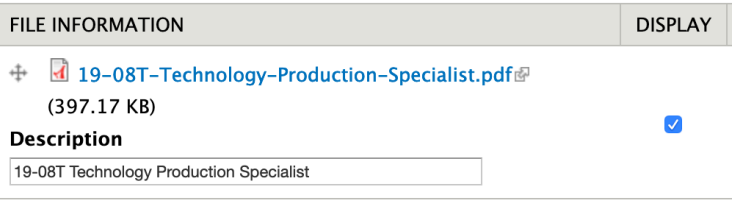
## FJC.gov Login

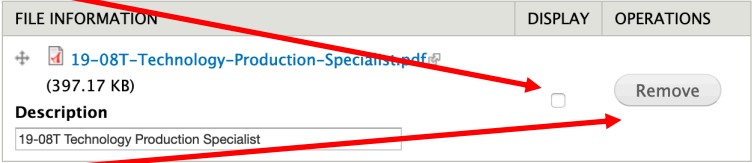
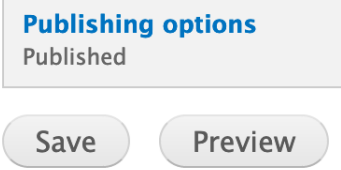
In order to work with the Job Vacancies, you will need to be logged in to the FJC.gov Content Management System.

Step	Screen
1. Enter the URL to the right in your browser	<a href="https://fjc.gov/fjc_user">https://fjc.gov/fjc_user</a>
2. Enter your ITO supplied username and password.	<p data-bbox="769 491 1008 531"><b>User account</b></p> <p data-bbox="769 569 1365 621"><input type="button" value="Log in"/> <input type="button" value="Request new password"/></p> <p data-bbox="769 655 1365 688"><b>Username *</b></p> <input data-bbox="769 688 1365 737" type="text"/> <p data-bbox="769 743 1247 770">Enter your Federal Judicial Center username.</p> <p data-bbox="769 804 1365 837"><b>Password *</b></p> <input data-bbox="769 837 1365 886" type="text"/> <p data-bbox="769 892 1349 919">Enter the password that accompanies your username.</p> <p data-bbox="769 947 894 982"><input type="button" value="Log in"/></p>

## Working with the Job Vacancies page

The page consists of static text and files for each posting. Since the page content type is used for other purposes, there are fields that are not used for job vacancy postings. The directions below use screenshots from FJC.dcn, but the process is the same on FJC.gov

Step	Screen						
<p>1. The page is stored in the About section of FJC.dcn and FJC.gov.</p>	<p><a href="http://fjc.dcn/content/job-vacancies">http://fjc.dcn/content/job-vacancies</a></p> <p><a href="https://www.fjc.gov/about/job-vacancies">https://www.fjc.gov/about/job-vacancies</a></p>						
<p>2. Click the “edit” link in the tab to the right of the “View” tab.</p>	 <p><b>Job Vacancies</b></p> <p>View Edit Manage display Outline Workflow</p> <p>This page shows Federal Judicial Center openings only.</p>						
<p>3. If necessary, the page content can be modified in the “Body” field.</p>	 <p>Body (Edit summary)</p> <p>This page shows Federal Judicial Center openings only.</p> <ul style="list-style-type: none"> <li>The Center’s Human Resources Office can be reached by telephone at 202-502-4165.</li> <li>Contact: <a href="mailto:ebendavid@fjc.gov">ebendavid@fjc.gov</a></li> <li><a href="#">See other job postings in the federal court system.</a></li> </ul> <p>The Federal Judicial Center is an Equal Opportunity Employer.</p>						
<p>4. To <b>add a new posting</b>, attach the file using the “Browse” button in the “Add a new file” section of the “Vacancy Announcements” field. Once the file is attached, click the “Upload” button.</p> <p><b>Note:</b> The file must be in the PDF format.</p>	 <p><b>Add a new file</b></p> <p>Browse... No file selected. Upload</p> <p>Files must be less than 10 MB. Allowed file types: pdf.</p>						
<p>5. Once the file is uploaded, use the “Description” field to create the link text for the posting when viewed.</p>	 <table border="1"> <thead> <tr> <th data-bbox="641 1669 1258 1711">FILE INFORMATION</th> <th data-bbox="1258 1669 1372 1711">DISPLAY</th> </tr> </thead> <tbody> <tr> <td data-bbox="641 1711 1258 1795"> <p>+ 19-08T-Technology-Production-Specialist.pdf</p> <p>(397.17 KB)</p> </td> <td data-bbox="1258 1711 1372 1795"></td> </tr> <tr> <td data-bbox="641 1795 1258 1858"> <p><b>Description</b></p> <p>19-08T Technology Production Specialist</p> </td> <td data-bbox="1258 1795 1372 1858"> <p><input checked="" type="checkbox"/></p> </td> </tr> </tbody> </table>	FILE INFORMATION	DISPLAY	<p>+ 19-08T-Technology-Production-Specialist.pdf</p> <p>(397.17 KB)</p>		<p><b>Description</b></p> <p>19-08T Technology Production Specialist</p>	<p><input checked="" type="checkbox"/></p>
FILE INFORMATION	DISPLAY						
<p>+ 19-08T-Technology-Production-Specialist.pdf</p> <p>(397.17 KB)</p>							
<p><b>Description</b></p> <p>19-08T Technology Production Specialist</p>	<p><input checked="" type="checkbox"/></p>						

Step	Screen
<p>6. To remove a posting from being displayed, uncheck the “Display” checkbox to the right of the file.</p> <p>If you need to <b>replace a file</b>, use the “Remove” button and then add the replacement file as in step 4 above.</p>	
<p>7. Click the “Save” button at the bottom of the form to complete adding or removing a job vacancy posting.</p>	

## Clearing the caches

For FJC.gov, for site users to see changes, another step must be taken.

Step	Screen
<p>1. After save, use the “Refresh this page” button that appears above the page content.</p>	