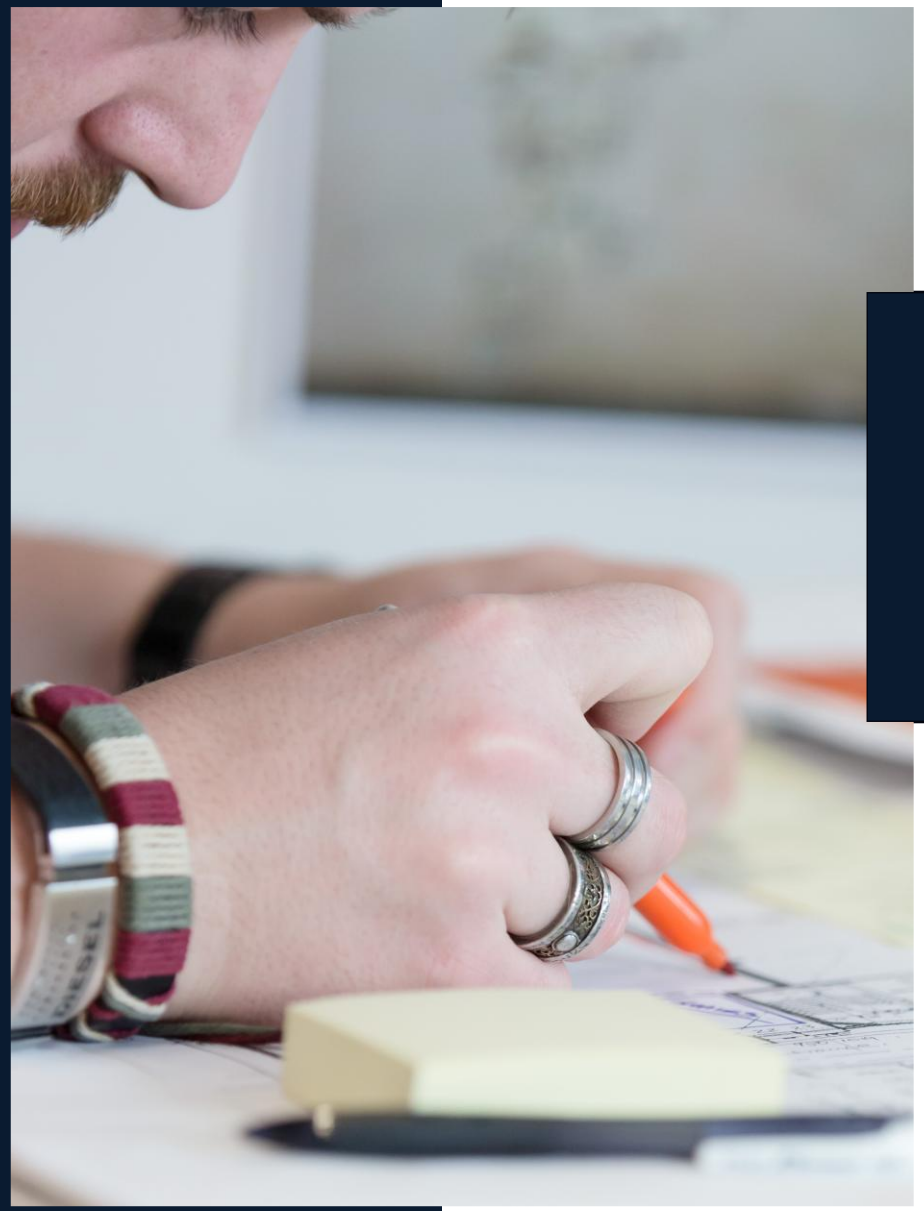


Applicant Portal Guidance

Information on registering and navigating an applicant account

Welcome to Ulster University and thank you for your interest in working with us.

This guidance aims to provide applicants with answers to any queries that may arise in relation to the application process at Ulster University. All applications are submitted through our online portal.

Our new applicant portal launched on 19th January 2025. Please note, if you had an account with us previously, you will need to create a new applicant account to apply for new vacancies. Any vacancies you have already applied for and are awaiting an outcome for will continue as usual and you will be contacted using the email address that you applied with at that time. Any further jobs applied for will be through our new platform.

If you have any further queries, please contact Jobs@ulster.ac.uk

Registering an account

As mentioned above, all applicants must create a new account to submit an application for a vacancy.

You can do this by clicking the “Login” option on the top right of the homepage (fig. 1), or if you click to apply for a vacancy and are not already logged in, you will be taken to the login screen (fig. 2)

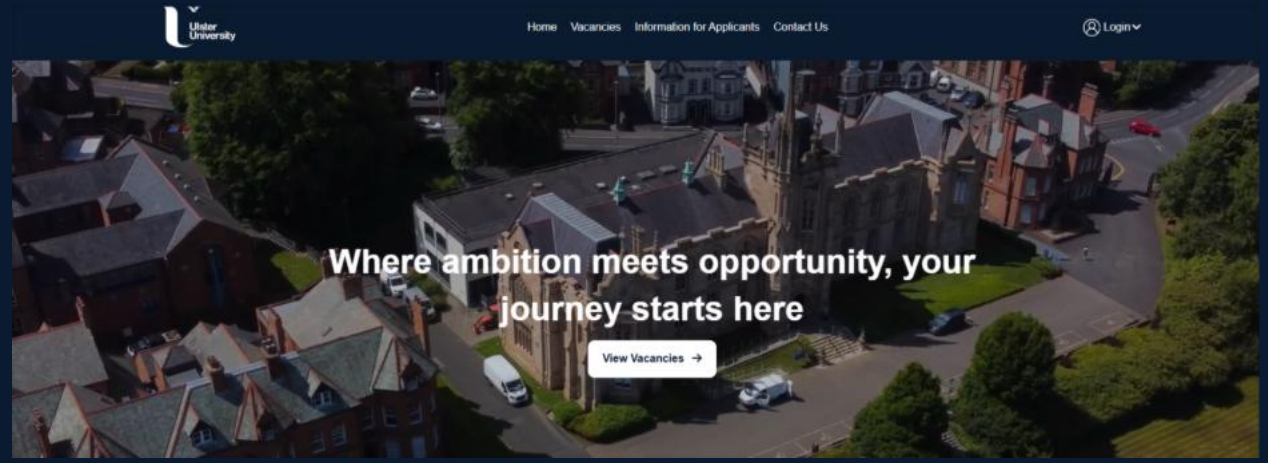


Fig 1

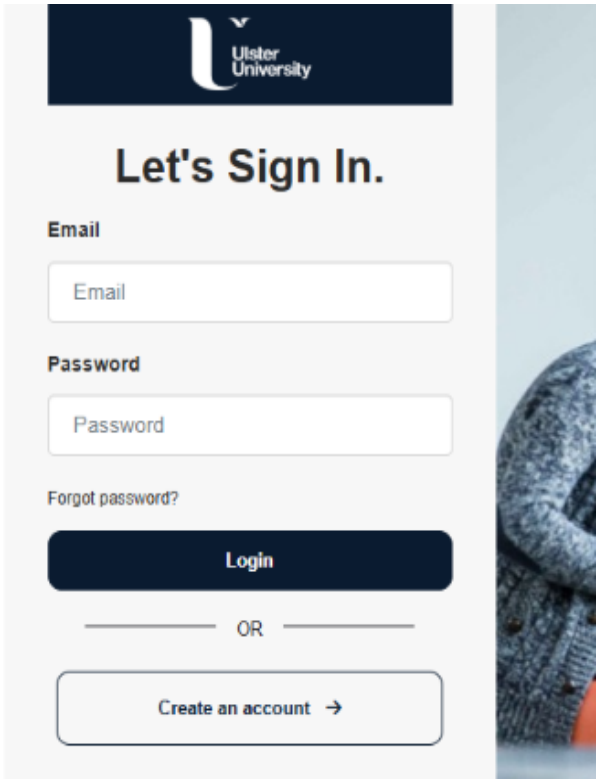


Fig 2

Click “Create an Account” and you will be taken to the screen below (Fig 3)

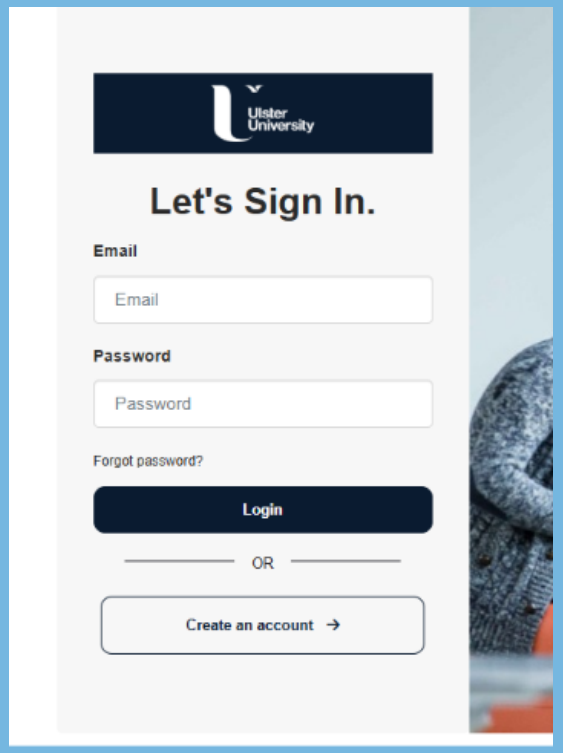
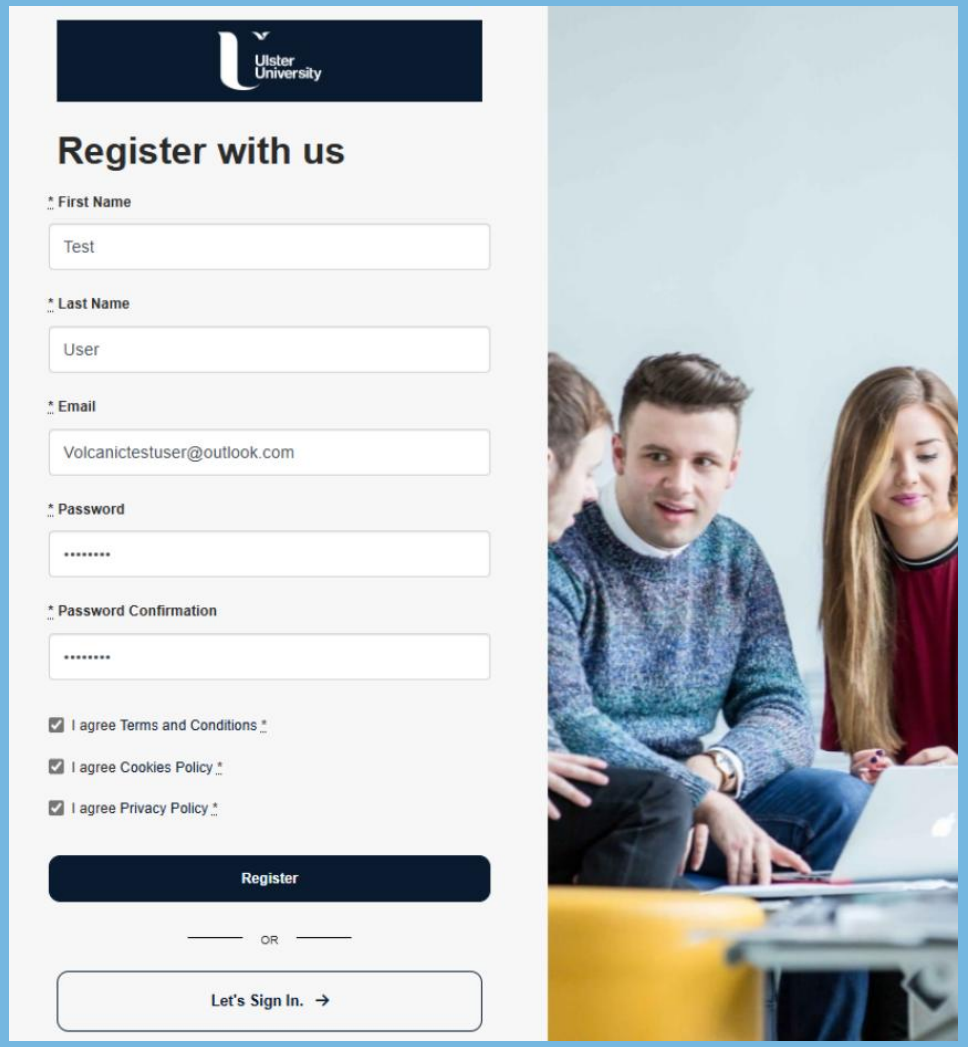


Fig 3

Please note your Password must have at least 10 characters with at least one capital letter, at least one lower case letter, at least one number and one special character.

By registering, you agree to the Terms and Conditions, Cookies and Privacy Policies, which can be found by clicking on the Link. GDPR & Related Policies · Ulster University
Click “Register” to complete your registration.

How to login



On the sign in page (fig. 4) click **“login”** and enter your email address and password.

Please add donotreply@email.ulster.ac.uk and peoplexd@accessacloud.com to your safe senders list to ensure you do not miss any emails from us.

Fig 4

Applicant Profile

Your applicant profile will appear as below (fig. 5).

There are four sections of the applicant profile (see top left of fig. 5):

Overview: profile picture (optional), CVs, documents, job alerts, right to be forgotten, subject access rights. The supported file formats for any uploaded documents are: .pdf, .doc. Do not use docx as this can be rejected by the system. These can be stored in your applicant profile for use in multiple applications.

Profile: where to change your email, password and view your consents to Ulster University's legal documents.

Jobs: where to access any previous applications, saved jobs and job alerts.

Activity: activity log with dates and times of your logins and activity.

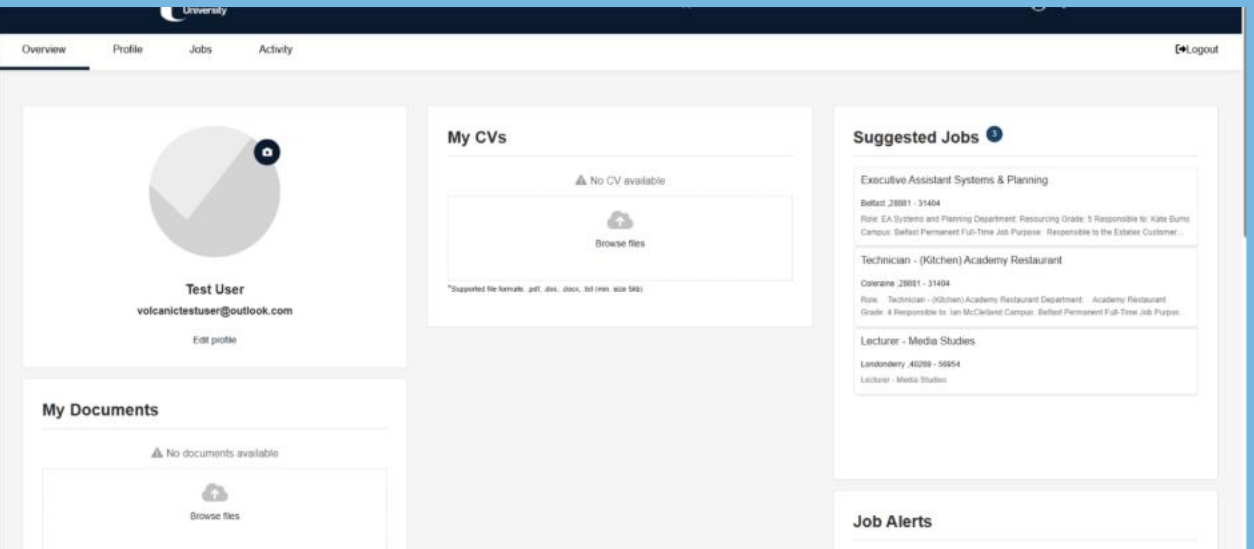


Fig 5

Changing your email address/password

Email Address: you can amend your email address in the Profile section of your applicant profile by entering the new email address in the “My Data” section and clicking save.

Amending your password: you can amend your password by clicking the “Reset Password” option below the profile picture in fig. 6.

Forgotten Password

If you have forgotten your password, click the “Forgot password?” on the sign in page (fig 4). You will be taken to the screen shown at Fig 6.

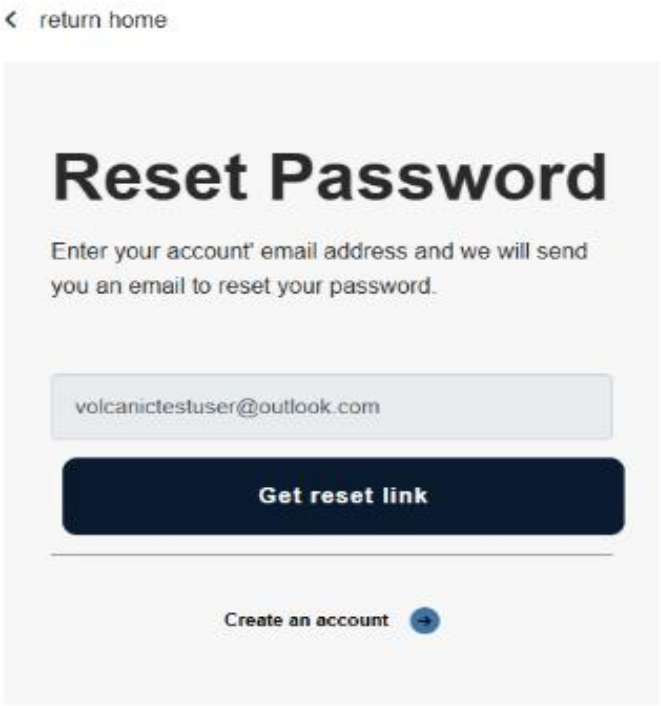


Fig 6

Enter your email address and you will receive an email. Please check both your spam and junk folders as well as your inbox. Click the reset link and you will be taken to figure 7. Enter your new password and click send.

Please add:

donotreply@email.ulster.ac.uk and peoplexd@accessacloud.com to your safe senders list to ensure you do not miss any emails from us.

You will be taken to the login page with a message confirming that your password was reset (fig 8). You should now login with your email address and new password.

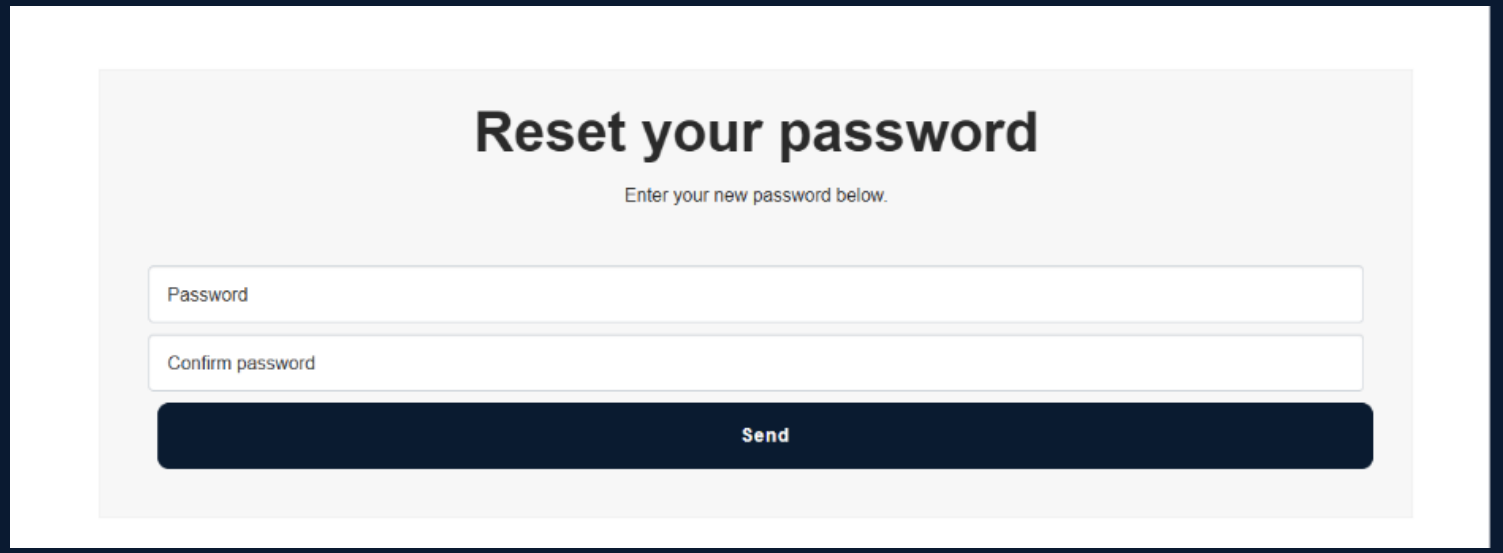


Fig 7

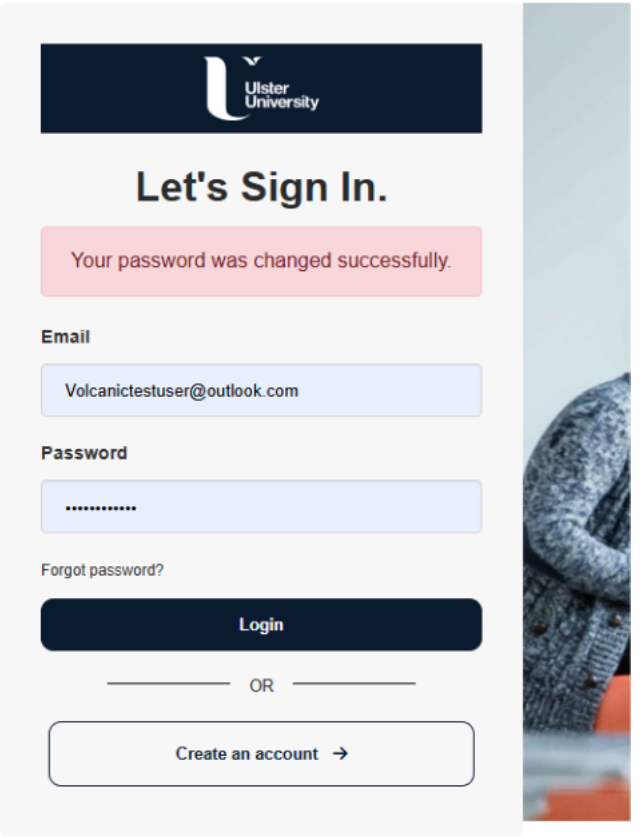


Fig 8

How to view your previous applications

Click the Jobs section of your applicant profile and your previous applications will appear in the My Applications Section (see below at fig 9). Please note, only your applications made through the new portal will appear here.

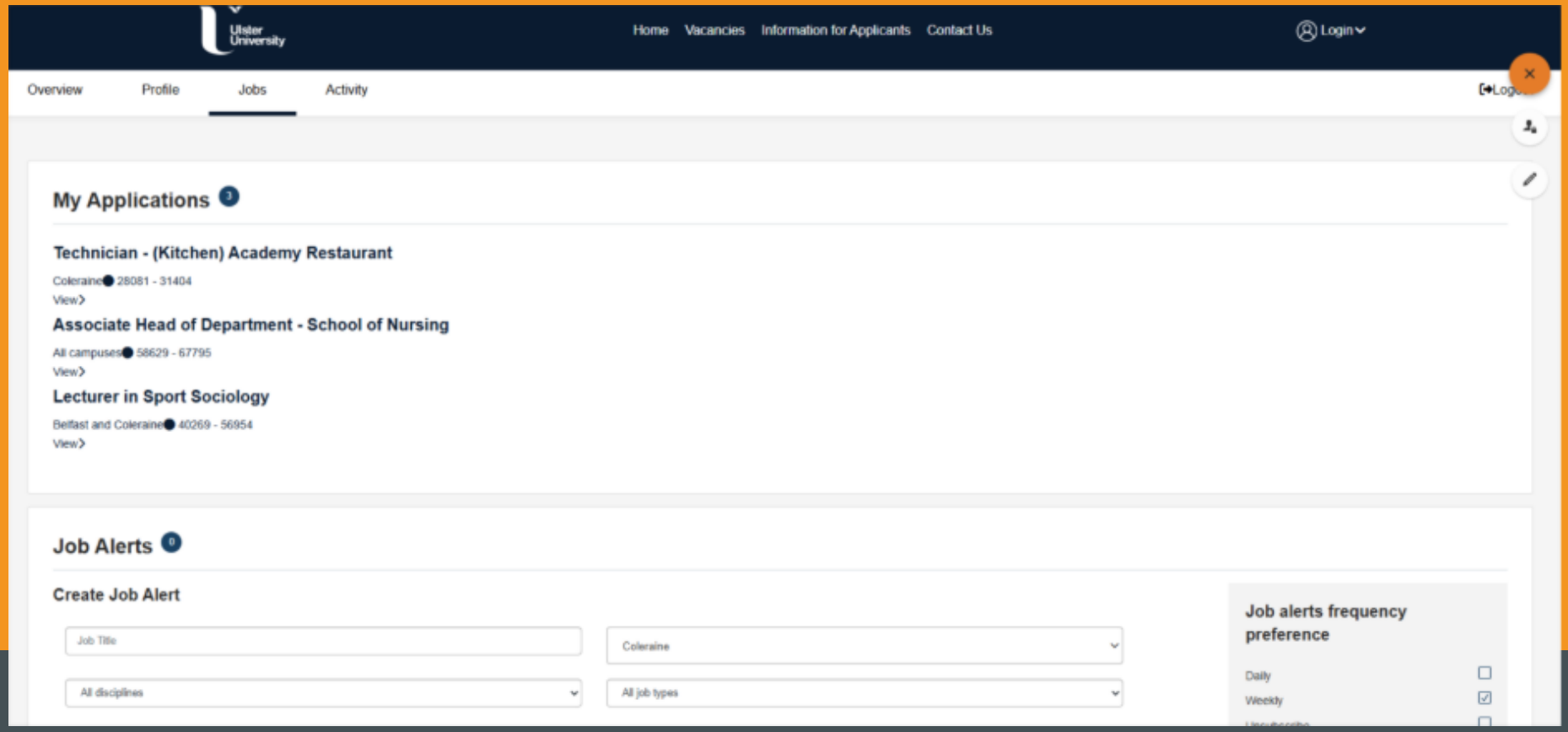


Fig 9

How to create Job Alerts

You can create job alerts in the Overview or Jobs sections of your applicant profile.

You can choose a job title, for example “Lecturer” and/or a discipline, for example “Administration and Clerical”, a job type ie full or part time, and/or a location. The frequency of the alerts is managed on the right hand side of the screen (fig. 10).

Please add:

donotreply@email.ulster.ac.uk and peoplexd@accessacloud.com to your safe senders list to ensure you do not miss any emails from us.

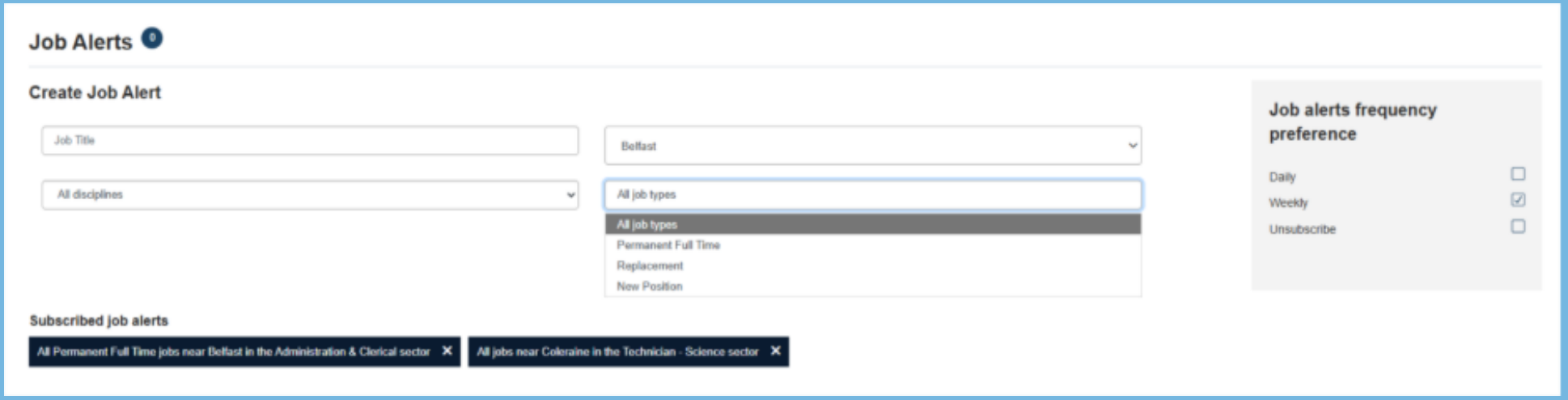


Fig 10

Right to be forgotten

To delete your account, go to the Overview section of your applicant profile. Scroll down to the bottom left and click “Request Right to be Forgotten” (fig 11). Enter your name and email address (fig 12)

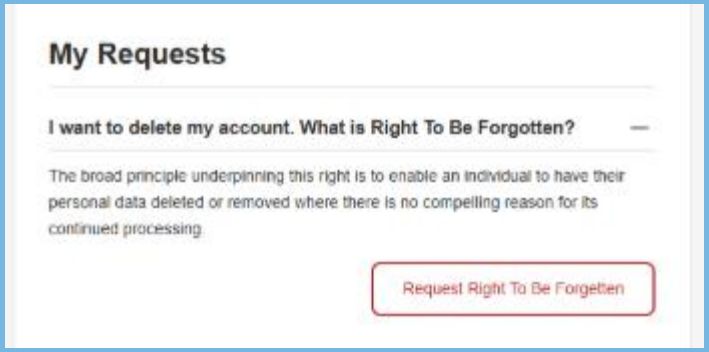


Fig 11

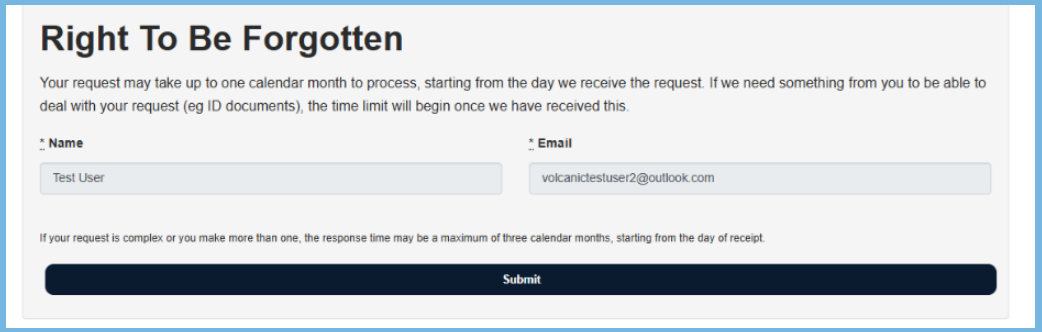


Fig 12

Further queries?

If you have any further queries, please email Jobs@ulster.ac.uk

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donotreply@email.ulster.ac.uk and peoplexd@accessacloud.com to your safe senders list to ensure you do not miss any emails from us.