1. Open your Internet browser and enter tompkinscivilservice.org
2. Select the Login/Register tab
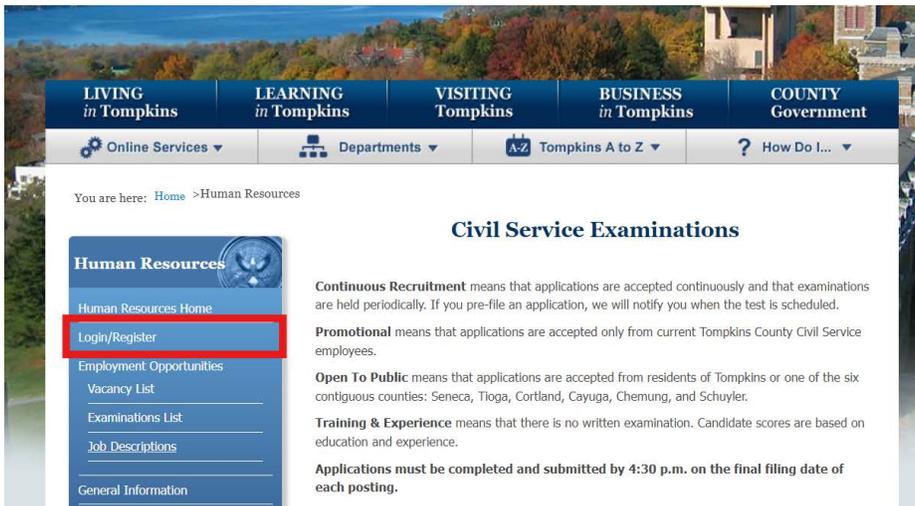
3. If you are already a registered user, login with your username and password and skip to step 8. If you are NOT a registered user, please continue from step 4.

4. Fill in the requested information under register (You may want to write down your desired username and password to use each time you login.) The last question asks if you have applied with Tompkins County before. Since you have not filed an electronic application previously, please select the "no" circle. Select the "create account" button.
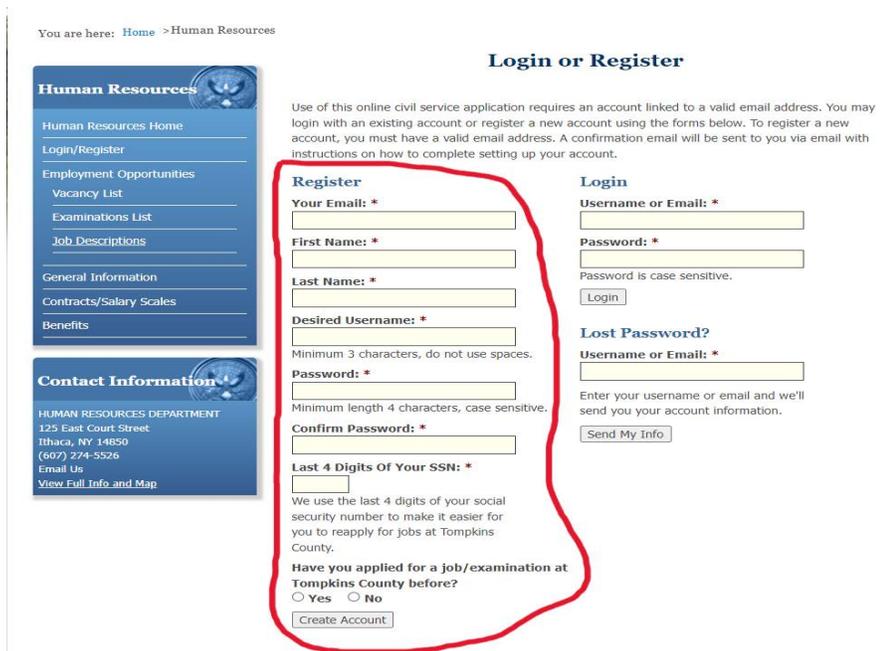
5. The screen below will display once you have selected "create account". You may want to leave it open so that you can cut and paste the activation key that will be sent to your email. It is not a problem if this is not open because there will be a URL that you may choose in your email that will return you to our website.

6. Now you will need to open your email. The email notification should read: Tompkins County Department of Human Resources <noreply@tompkinscivilservice.org>: User Registration. If you do not see the email from Tompkins County, please check your spam and junk folders. The email will read as follows:

"Thank you for registering with Tompkins County Department of Human Resources' Online application service. Your activation code is:
XXXXXXXXXX
You may also activate your account by visiting this url: ..."

It may take a couple of minutes for the email to come through, so please allow five minutes to go by before attempting to send another code. Once you have entered the activation key you should see the screen below.

If you still haven't received an email with the activation code after the second attempt, please contact the Tompkins County Human Resources Department (please go to "Contact Us" link on last page of these instructions)

7. Once your account has been activated moving forward you will use the "login" section. Whenever you need to access your applications or want to apply for more positions, use the "login" section ONLY! Do NOT fill out the "registration", "login", and "password recovery" all at the same time. This can cause confusion to all parties involved. Fill out only the login section as circled below.

8. Once you have logged into your account, go ahead and scroll through the vacancy list and/or examinations list.
9. To view all current open positions click on the "vacancy list" tab. The jobs are separated by agencies, ex: Tompkins County, towns, school districts, villages. Under each agency the are sorted alphabetically.
10. To view current civil service examinations go to the "examinations list" tab. All exams are listed in alphabetical order by title.

11. Click on the job title to view the job description, including minimum qualifications, in a new window.
12. If you are interested and meet all of the qualifications, close this window to return to the Vacancy list and/or Examinations list and click the Apply button to the right of the job title.
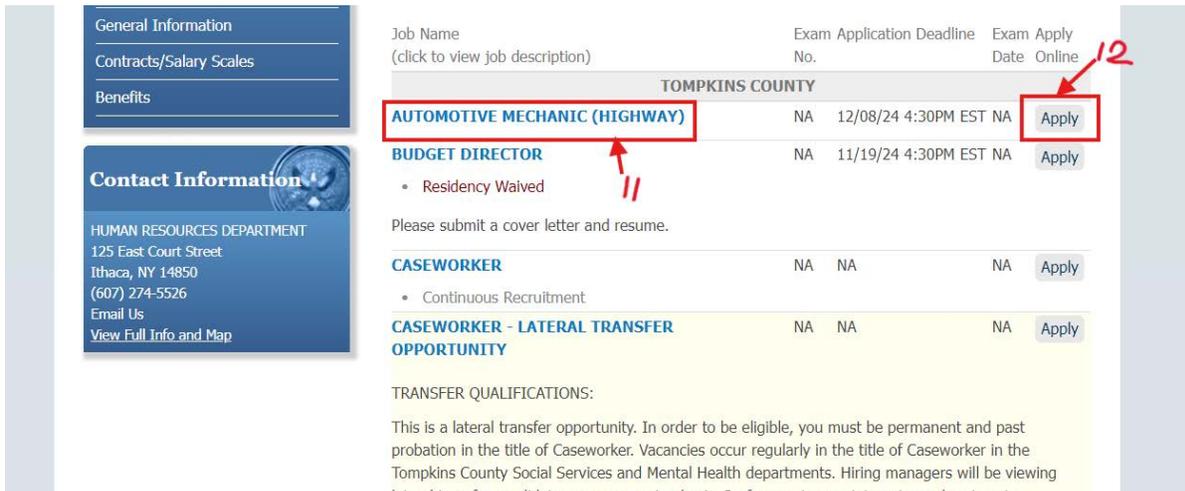
13. Complete the fields on each tab of the application. Please be sure to throughly look over your information seeing as it CANNOT be edited once submitted.
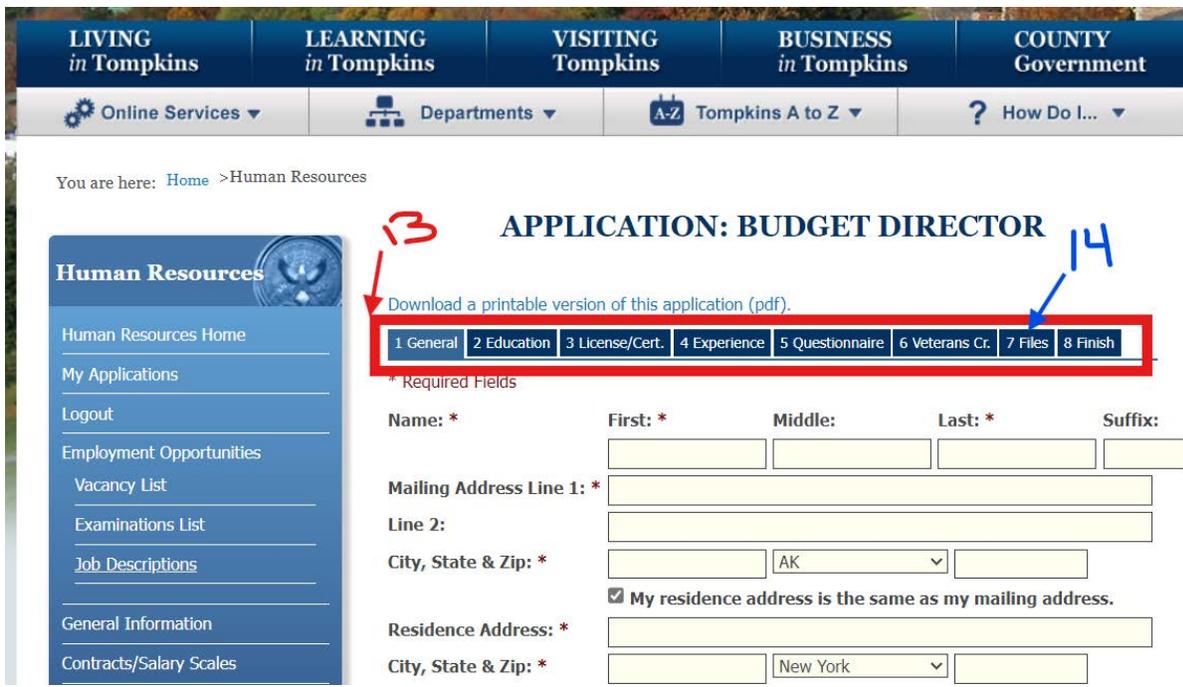
14. You may attached documents (cover letter, resume, license) under the files tab. **Please note that Civil Service Laws prohibit our office from evaluating resumes. We may only evaluate what is in the body of the application.**
15. Once you have filled in all the information and are ready to submit press "Submit Finished Application" on the last tab "Finish".
16. Our office will review your application within a 24 hour window and send a letter or email (depending on what you've selected. Our office recommends using both postal and email services) if any further information is needed.

If you have any questions or issues with this process please reach out to our office by filling out the linked form below.

<div align="center">

Contact Us

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If you do not have access to a computer with internet service, please feel free to visit any of the following locations:

Tompkins County Public Library
101 E. Green St,
Ithaca, NY 14850
607-272-4557

GIAC
301 W. Court St,
Ithaca, NY 14850
607-272-3622

Southworth Library
24 W. Main St.,
Dryden, NY 13053
607-844-4782

Newfield Public Library
198 Main St.,
Newfield, NY 14867
607-564-3594

Ulysses Philomathic Library
74 E. Main St.,
Trumansburg, NY 14886
607-387-5623

Groton Public Library
112 E. Cortland St.,
Groton, NY 13073
607-898-5055