

Click the link below to use the interactive page. There you will be able to view a description of each available job, and apply online.

<https://www.careerarc.com/job-map/texas-health-and-human-services/campaign/77242>

Alternatively, you may follow the instructions on the next page to apply online through another portal.

# EASY STEPS TO APPLY ONLINE



**Go to:** Oracle PeopleSoft Sign-in (<https://hrportal.hhsc.state.tx.us.>)

## **Instructions:**

1. Read the Warning and click on "I Agree".
2. Under Job Opportunities; Click on HHS Job Opportunities For External Applicants Only

## **Health and Human Services Job Center**

3. Under Job Search, choose DENTON for the City – do not worry about changing the selection in the other areas. Leave the selection on -ALL-
4. CLICK "Search" below the Salary category
5. CLICK on a Job Title to review the Job Description. You can choose one or more positions and proceed to set up your Account to Apply!

\*Existing members with a profile already in the system should LOG-IN with the E-MAIL address they used to create a profile and enter their PASSWORD to apply to new POSITIONS.

\*While applying; PLEASE do not leave any section blank and REMEMBER TO CLICK "ADD" TO ENTER YOUR EMPLOYMNET HISTORY and summary of experience.

PLEASE DO NOT create a new profile. If you forget your password, please call the CAPPS Help Center at 1-888-894-4747 for assistance

For further assistance please call the Human Resources Employment Office  
at 940/591-3368

GOOD LUCK AND THANK YOU FOR MAKING A DIFFERENCE!