



Alumni Instructions to Reapply

STEP 01 **Go to apply.mercyships.org.**

— Login by clicking the orange Profile button in the top, right corner.

STEP 02 **Login using the email address you originally applied with.**

— Continue to Step 04.

If you cannot remember which email you used, do not start a new account, go to Step 3.

STEP 03 **After logging in, you will be taken to the Application Portal.**

— Click the option on the screen to view "Current Opportunities."

STEP 04 **On the next page select, "Reapply Now."**

— Click "View All Opportunities" and select the position for which you would like to apply.

STEP 05 **The form will auto-populate from your original application.**

— The new application will have your old answers, but there will be a few questions you will need to answer again.

Have you forgotten the email or password you applied with?

You can reset your password easily if needed. If you have forgotten the email you used, please email HR Systems at the email below. Have other questions? Email us at hr.systems.admin@mercyships.org.

We hope to see you on board again, soon!