# USPS LiteBlue eCareer Application - Compatibility View Settings

Some users have reported experiencing difficulty while accessing the eCareer application on the USPS LiteBlue website using Microsoft Internet Explorer. For example, pull-down menus might not populate or behave correctly while creating a new user profile. This is most likely caused by a compatibility problem between Internet Explorer and the USPS.GOV website.

Fortunately, this issue can usually be fixed by adding the USPS.GOV domain name to your **Compatibility View** list. Please follow the instructions below to change the **Compatibility View settings** in Internet Explorer:

https://liteblue-usps-gov.us/ecareer/

1. Launch Internet Explorer by tapping or clicking the desktop shortcut or icon on the taskbar.

2. Navigate to the USPS LiteBlue website by typing "liteblue.usps.gov" in the **address bar**:
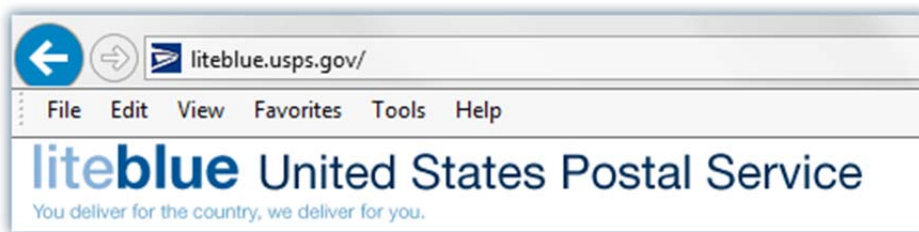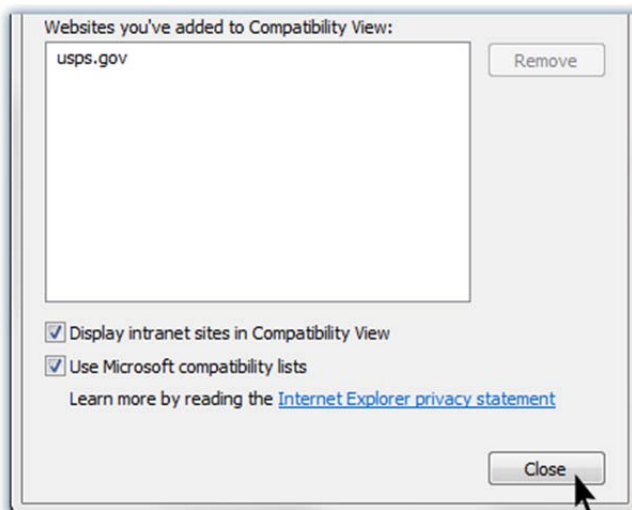

3. From the **Tools** menu, tap or click **Compatibility View settings**:
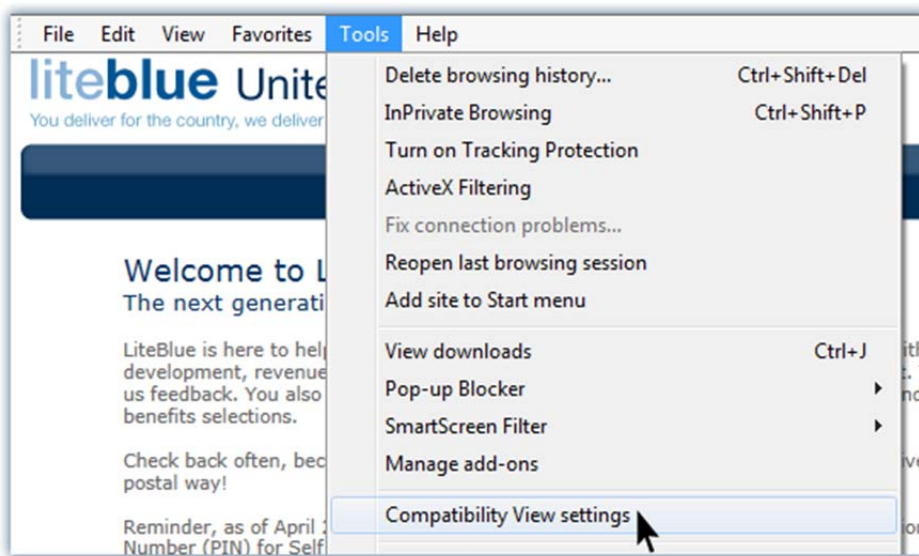
4. Type the web address "usps.gov" into the **Add this website** text box (it should already be there by default) and then tap or click the **Add** button:
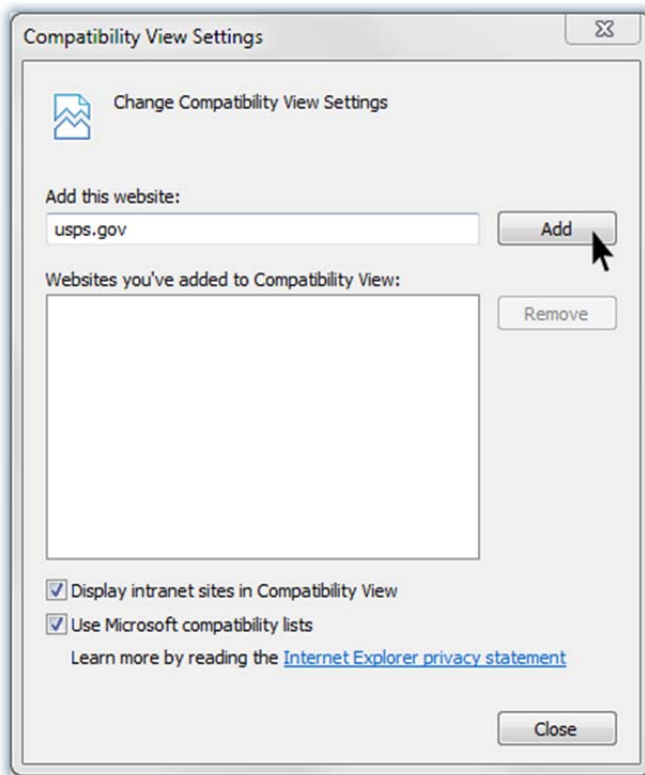
5. The web address "usps.gov" should now appear in the **Websites you've added to Compatibility View** list box. Tap or click the **Close** button to finish:

Once you turn on **Compatibility View** for a specific website, Internet Explorer will automatically show that site in **Compatibility View** each time you visit.

Not all website display problems are caused by browser incompatibility. If you are still unable to utilize the eCareer application after following the steps above, you may consider using a different web browser to access the site. Download links for Mozilla Firefox and Google Chrome are provided below:

Mozilla Firefox:
http://www.mozilla.org/download

Google Chrome:
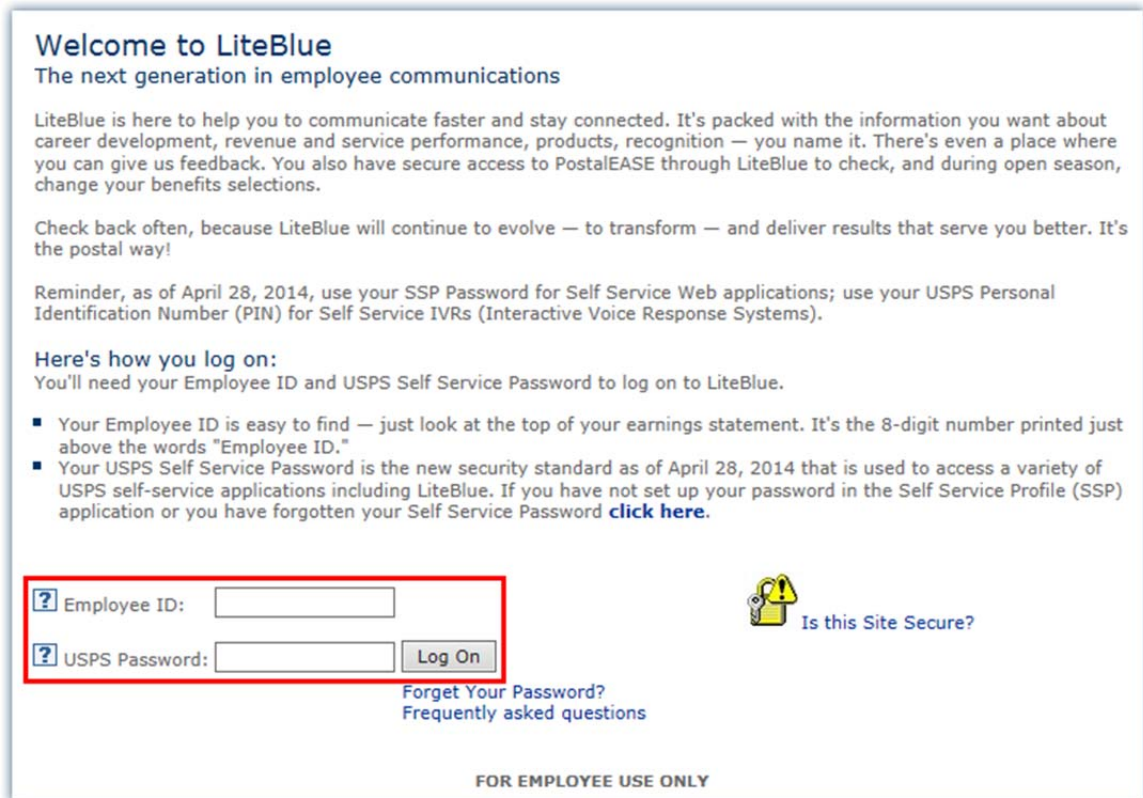https://www.google.com/chrome/browser

USPS LiteBlue eCareer Application - Basic Step by Step Guide

The following is a basic step by step guide to accessing the eCareer application to review/modify your candidate profile and to locate a listing of job postings for the new **District Ad Hoc Rural Carrier Training Instructor** positions. (**Note: Only for regular rural carriers**)

1. Launch Internet Explorer by tapping or clicking the desktop shortcut or icon on the taskbar.

2. Navigate to the USPS LiteBlue website by typing "**liteblue.usps.gov**" into the **address bar** and then press the **enter** key:
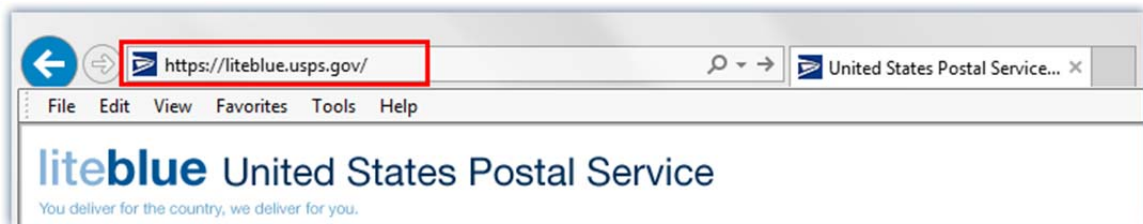
3. From the entry page of the LiteBlue website, type your **Employee ID** and **USPS Password** in the fields provided and then tap or click the **Log On** button:

4. This will open the LiteBlue portal homepage. In the center column of the page, locate the sliding banner titled "**Employee Apps - Quick Links**" and tap or click the slide titled "**eCareer**":
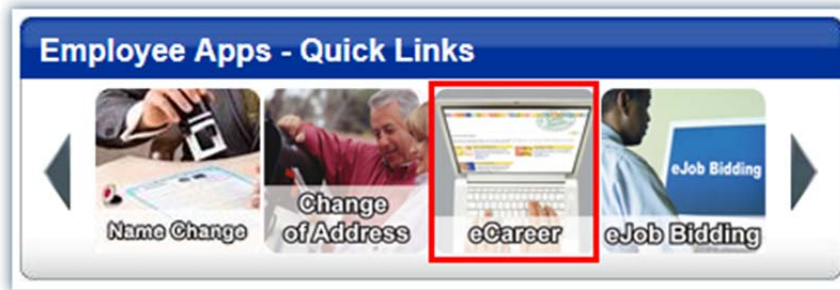
5. This will open the eCareer landing page. On the upper right-hand side of the page, tap or click the text link that reads "**Go to eCareer Now!**". This will load a new portal website containing your eCareer personal pages.

(Note: If you receive a message stating that you are not authorized or don't have permission to access this page, you may need to contact the LiteBlue IT Help Desk at 1-800-USPS-HELP and/or the HR Shared Service Center at 1-877-477-3273, option 5. **WEEKDAYS ONLY**)

6. The **Personal Pages** portal is presented in three sections: **Career Opportunities**, **Personal Settings**, and **Candidate Profile**:

7. You may create or modify the information contained in your candidate profile by tapping or clicking the "**Candidate Profile**" text link in the **Candidate Profile** section:

8. This will open an editable version of your current **Candidate Profile**:
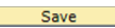
9. The process of creating a **Candidate Profile** consists of eight (8) data entry forms and a final form to confirm that your profile is complete and ready to be used for job considerations. Initially, only tabs for the first five (5) forms are visible in the main tab menu across the top of the **Candidate Profile** page by default. This includes:

    1 - Communication Data
    2 - Work Experience
    3 - Education
    4 - Training
    5 - Special Skills / Associations

    You may advance through each form individually by tapping or clicking the corresponding tabs in the main tab menu or by following the arrow(s) on each item in the tab submenu. For example, tapping or clicking the arrow to the right of the **Work Experience** tab in the tab submenu below will advance you to the **Education** form and then one form at a time through to the final form. At any time, you may load the second set of tabs by tapping or clicking the **Last Entry** button located to the right of the main tab menu.

    Don't forget to tap or click the **Save** button at the bottom of each data entry form to save your information prior to advancing to the next form.
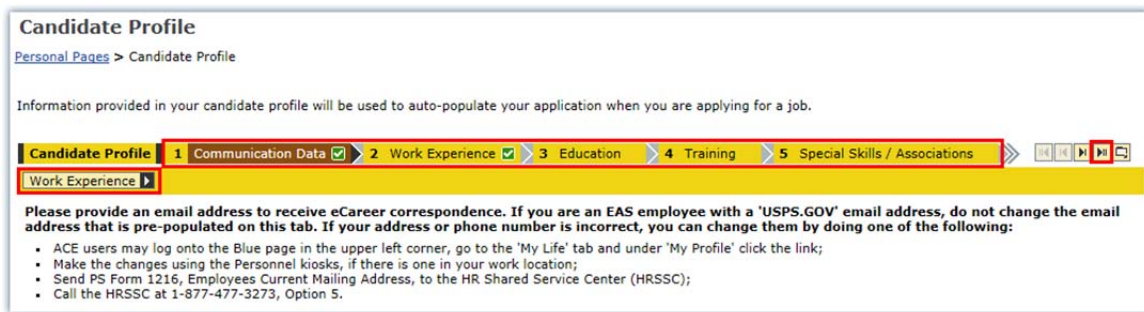
10. The second set of tabs provides access to the following three (3) data entry forms and the final confirmation form:

    6 - Summary of Accomplishments
    7 - Attachments
    8 - Data Overview
    9 - Finalize Profile
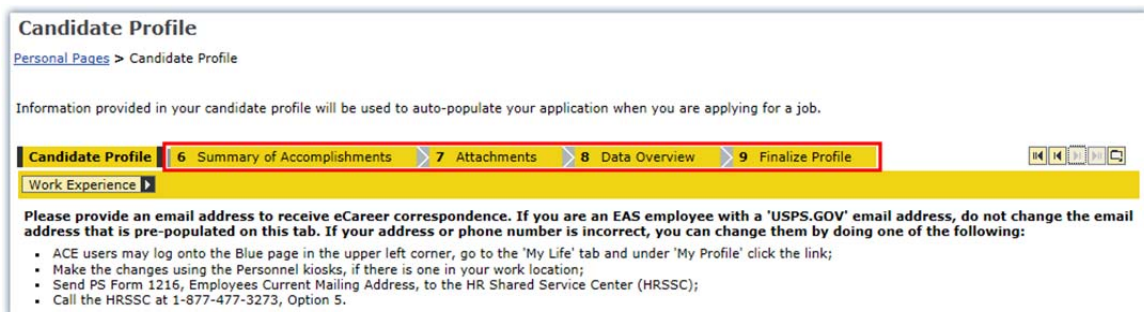
11. When you have completed and reviewed your information, advance to the **Finalize Profile** form to confirm that your profile is complet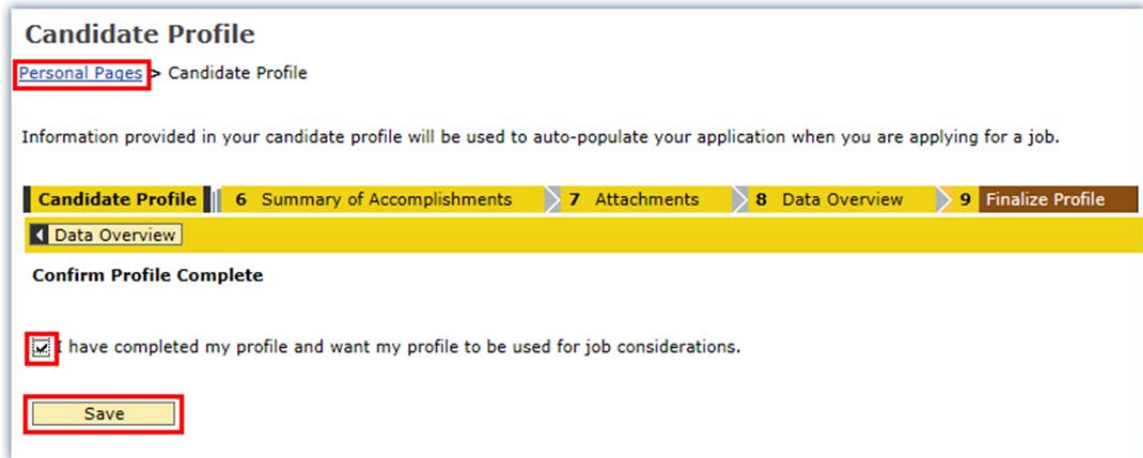e. Check the box next to "**I have completed…"** then tap or click the **Save** button on the bottom of the page to save your changes. To return to the **Personal Pages** portal, tap or click the "**Personal Pages**" text link at the top of the page under the "Candidate Profile" header.

Candidate Profile

Personal Pages > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

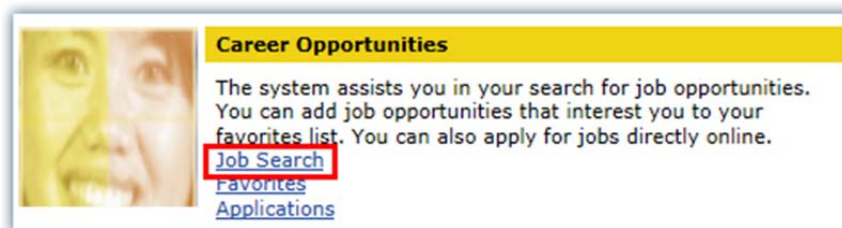| Candidate Profile | 6 Summary of Accomplishments | 7 Attachments | 8 Data Overview | 9 Finalize Profile |

◀ Data Overview

Confirm Profile Complete

☑ I have completed my profile and want my profile to be used for job considerations.

Save

12. To find and view all currently available job listings for the position of **District Ad Hoc Rural Carrier Training Instructor**, click the "**Job Search**" text link in the **Career Opportunities** section.
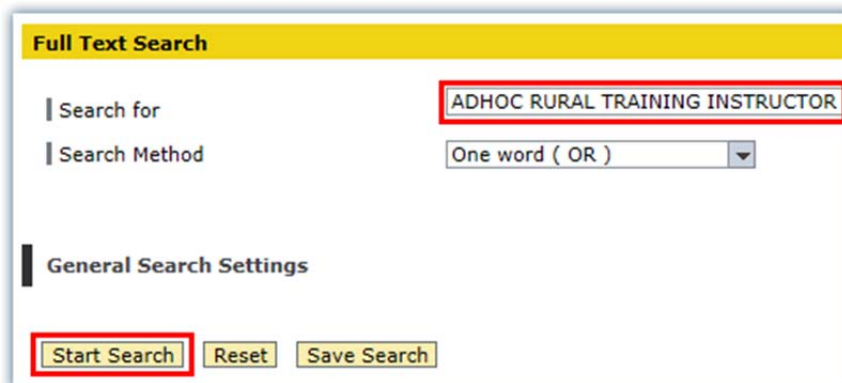
Career Opportunities

The system assists you in your search for job opportunities. You can add job opportunities that interest you to your favorites list. You can also apply for jobs directly online.
Job Search
Favorites
Applications

13. This will load the **Job Search** form. In the **Full Text Search** section at the bottom of the search form, type in the words "**ADHOC RURAL TRAINING INSTRUCTOR**" in the **Search for** text box then tap or click the **Start Search** button.

Full Text Search

| Search for | ADHOC RURAL TRAINING INSTRUCTOR |
| Search Method | One word (OR) ▼ |

General Search Settings

Start Search   Reset   Save Search

14. This will return a list of job postings for available positions. Tap or click the arrows on the upper-right corner of the **Job Posting** column to sort the results ascending or descending order. Find the link for your district then tap or click it to load the details of the job posting.

15. The job posting page provides the necessary details of the available position. Tap or click the **Apply** button at the upper left of the page to apply for the job. Tap or click the "**Job Search**" text link to return to the previous page of search result job postings.

   (**IMPORTANT NOTE**: You must upload references and work history related documents during the application process **BEFORE** submitting the application. You will **NOT** be able to upload additional documentation once the application has been submitted.)

16. To check the status of an application, tap or click the "**Applications**" text link in the **Career Opportunities** section of the **Personal Pages** portal.
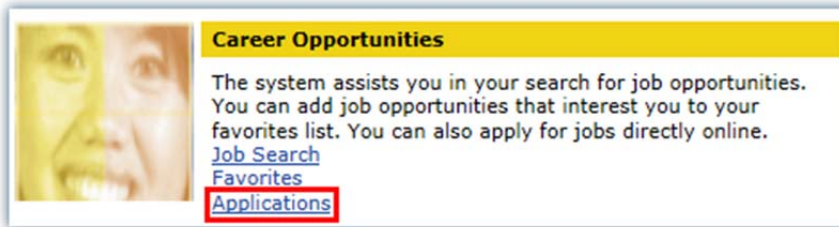
17. The **Applications** page provides an overview of the applications that you have submitted to date. You may review the status of each application by **Job Posting** or **Date of Application.**
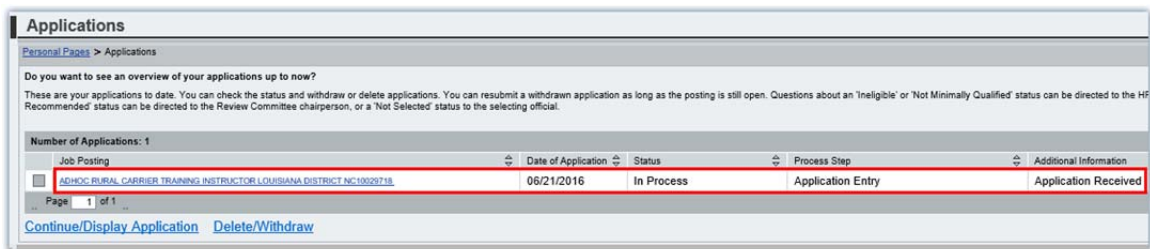
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http://www.mozilla.org/download

Google Chrome:
https://www.google.com/chrome/browser