To sign into Jobtrain

Go to https://jobs.reading.ac.uk/AzureAD365/
We would recommend using the latest version of Internet Explorer or Google Chrome.

The following screen will be shown

Click on ‘Sign in using Microsoft 365’

The following screen will be shown

Enter your @reading.ac.uk email address and enter your University log-in password
Recruitment ATS: Jobtrain
HIRING MANAGERS GUIDANCE

Then click ‘Sign in’

The following screen will be shown

Enter your @reading.ac.uk email address and University log-in password

The following screen will be shown

The vacancies that you are managing will be shown

END OF PROCESS