

## ATS User Setup and Login

### Login for brand new user -

Once the individual has been created as a user in ATS they will receive an email that states:

Melody Rose,

A temporary password has been assigned to you for access to the following web site:

Division of Human Resources Applicant Tracking System

The temporary password is: [REDACTED]

You will need to choose a new password by visiting the following web page:  
[REDACTED]

If the above link is not clickable then please copy and paste it into your browser.

- When the user clicks on the link they will be taken to the following screen:

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## Division of Human Resources Applicant Tracking System

Please pick a new password for yourself.

The screenshot shows a web form titled "Set New Password". It contains the following fields and elements:

- Email Address:** twobithoss@cableone.net
- Temporary Password:** [REDACTED]
- New Password:** [REDACTED] (Min. 7 characters)
- Confirm New Password:** [REDACTED]
- Set** button

### Help!

- [Return to Login](#)
- [I need my password reset](#)
- [I only have a temporary password](#)
- [Contact DHR](#)

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- It has already populated the fields with the email and temporary password.
  - Now the user can create their new password.

## Division of Human Resources Applicant Tracking System

Please pick a new password for yourself.

**Set New Password**

Email Address:

Temporary Password:

New Password:   
(Min. 7 characters)

Confirm New Password:

**Help!**

[Return to Login](#)  
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- The new password is typed in twice and then click on **SET**. Be sure to remember the password that you are creating (as you can see it does not show).

## Division of Human Resources Applicant Tracking System

New Password Set!

As a user of the Division of Human Resource's Applicant Tracking System (ATS), I am aware that I will have access to sensitive applicant and State of Idaho employee information. I am aware of my responsibility to maintain the confidentiality of all information in ATS. By proceeding to use ATS, I agree to comply with all privacy and confidential requirements.

**User Sign In**

Email Address:

Password:

*Note: This system uses cookies and will not function if they are disabled.*

**Help!**

[I need my password reset](#)  
[I only have a temporary password](#)  
[Contact DHR](#)

- Once you click on **SET** it now takes you to the Login screen. Type your password in and click on **LOGIN**.
- Now you are logged in and at the initial screen.

[Tasks](#) [Applicants](#) [Agencies](#) [Announcements](#) [Classifications](#) [Exams](#) [SME](#) [Sign Out](#)

New Announcement Requests			
Announcement Title	Agency	City	Created Date

Letters to Print and Email
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Hiring List Requests						
HL No. <small>(Click to View)</small>	Agency	City	Class	Announcement	Status Date	Agency Req. No.

Hiring List Completed							
HL No. <small>(Click to View)</small>	Agency	City	Class	Announcement	Status Date	Expires	Agency Req. No.