

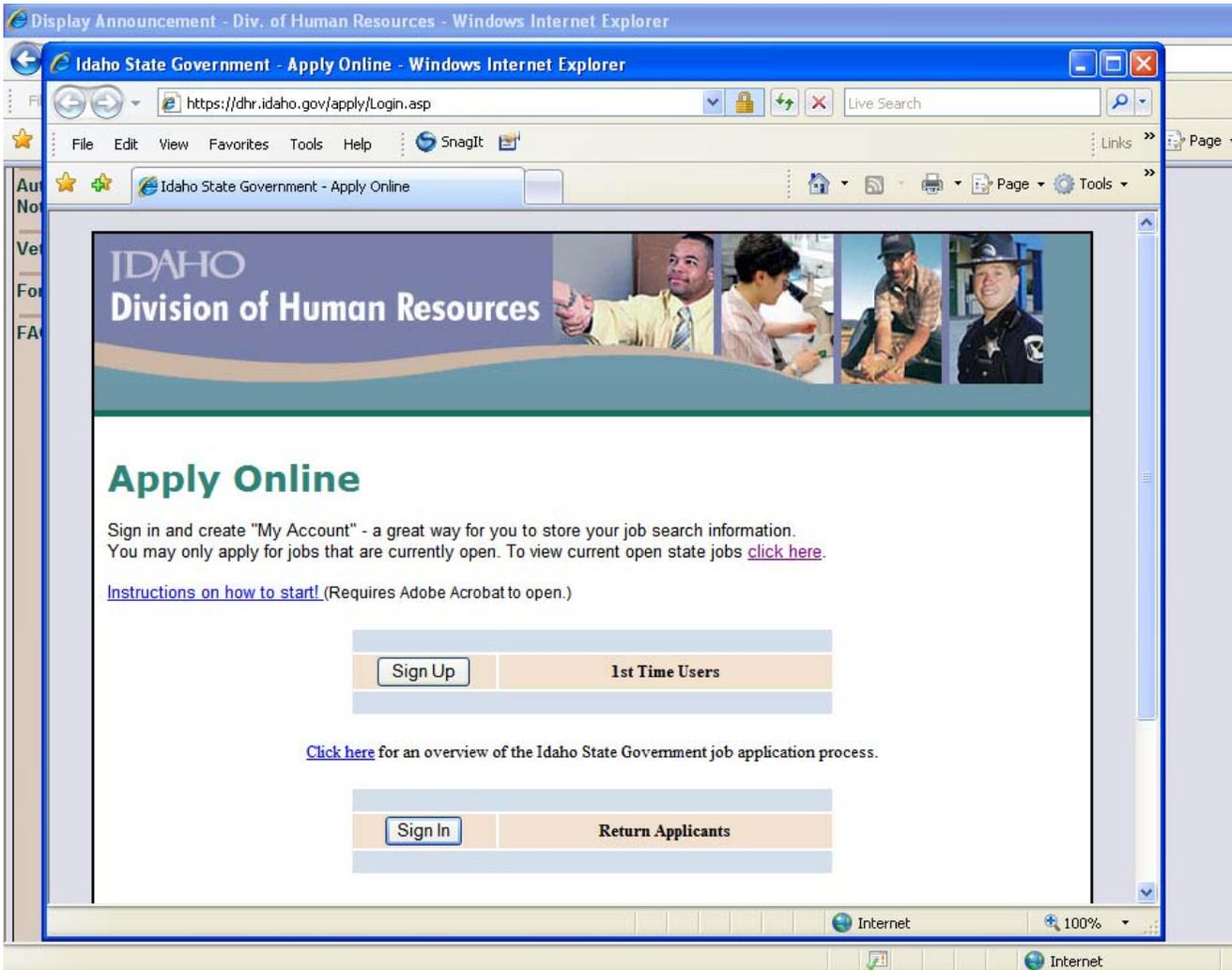
Applicant setup and login

New applicant setup of password and resetting of password -

This is the process that a new applicant goes through in setting up their online account. Also will show what they need to do to reset their password.

When the applicant clicks on the **Apply Online** button from an announcement it will take them to the login screen. This opens in a separate window from the announcement.

The applicant will Click on the **Sign Up** button as **1st Time Users**.





Apply Online - 1st Time User

[Return to Previous Page](#)

A User ID will be created for you consisting of the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

New Applicant Pre-Registration	
Social Security Number: <input style="width: 100px;" type="text"/>	<input type="button" value="Submit"/>
Last Name: <input style="width: 100px;" type="text"/>	
Email Address: <input style="width: 100px;" type="text"/>	
* Required	

[Privacy Policy](#)

The applicant will provide:

- SSN - the last 4 digits will be used as part of their **User ID** as stated in the **Red** outlined box.
- Last Name – this will be part of their **User ID** that will be created as stated in the **Red** outlined box.
- Email Address is not required. – If the applicant does not have an email address then there is currently not sufficient information to tell them how to get their temporary password.

When they complete the necessary information they will Click the **Submit** button.

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

[Instructions on how to start!](#) (Requires Adobe Acrobat to open.)

You have been assigned the following User ID:

1350ROSE

We recommend you write it down as you will need it to sign in as an applicant.

Please enter your temporary password and
Pick a new password for yourself. Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Set New Password	
User ID: <input style="width: 100px;" type="text"/>	<input type="button" value="Continue"/>
Temporary Password: <input style="width: 100px;" type="text"/>	
New Password: <input style="width: 100px;" type="text"/> (Min. 7 characters)	
Confirm New Password: <input style="width: 100px;" type="text"/>	

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

Applicant will input their **Temporary Password** that has been sent to them through email. * There is currently insufficient information on these screens to tell an applicant how to get their temporary password if they do not have email.

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You have been assigned the following User ID:

1350ROSE

We recommend you write it down as you will need it to sign in as an applicant.

Please enter your temporary password and
 Pick a new password for yourself. Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Set New Password	
User ID:	<input type="text" value="1350ROSE"/>
Temporary Password:	<input type="password" value="••••••"/>
New Password: (Min. 7 characters)	<input type="password" value="••••••••"/>
Confirm New Password:	<input type="password" value="••••••••"/>

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If the applicant calls to find out their temporary password, you can search by their SSN and give them their temporary password. You cannot search by name because their name is not in the system until they complete the Personal information portion of the online application.

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

This search will return no more than 20 names ordered by Last Name.
 Use additional criteria to narrow the search.

Applicant Search	
Applicant # :	<input type="text"/>
SSN:	<input type="text" value="800001350"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Phone:	<input type="text"/>

* Select at least one field to search by

Applicants found matching search criteria							
Applicant_no	Last Name	First Name	User ID	Temp Password	Security Status	Last Login	Command
125156	Unknown	Unknown	1350ROSE	Hb7516s	<input type="button" value="Activate"/>		<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>

Then the applicant will provide their secret question and answer.

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

[Instructions on how to start!](#) (Requires Adobe Acrobat to open.)

New Password Set!

To help you in the event that you forget your password we ask that you enter a secret question with a single word answer that only you will know.

Examples:

What was the name of my first cat? *Mittens*

Where was I born? *Boise*

What is my favorite fruit? *Apple*

Secret Question	
Question:	<input type="text"/>
One Word Answer:	<input type="text"/>
<input type="button" value="Continue"/>	

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

They will enter:

- Question
- One Word Answer

Then Click the Continue button.

Now they are ready to sign in to their online application.

Apply Online

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[Instructions on how to start!](#) (Requires Adobe Acrobat to open.)

You are now registered to use Apply Online! system
Secret Question and Answer Set!

Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Already signed up for APPLY ONLINE	
Sign in now!	
User ID:	<input type="text" value="1350ROSE"/>
Password:	<input type="password" value="●●●●●●●●"/>
<input type="button" value="Sign In"/>	

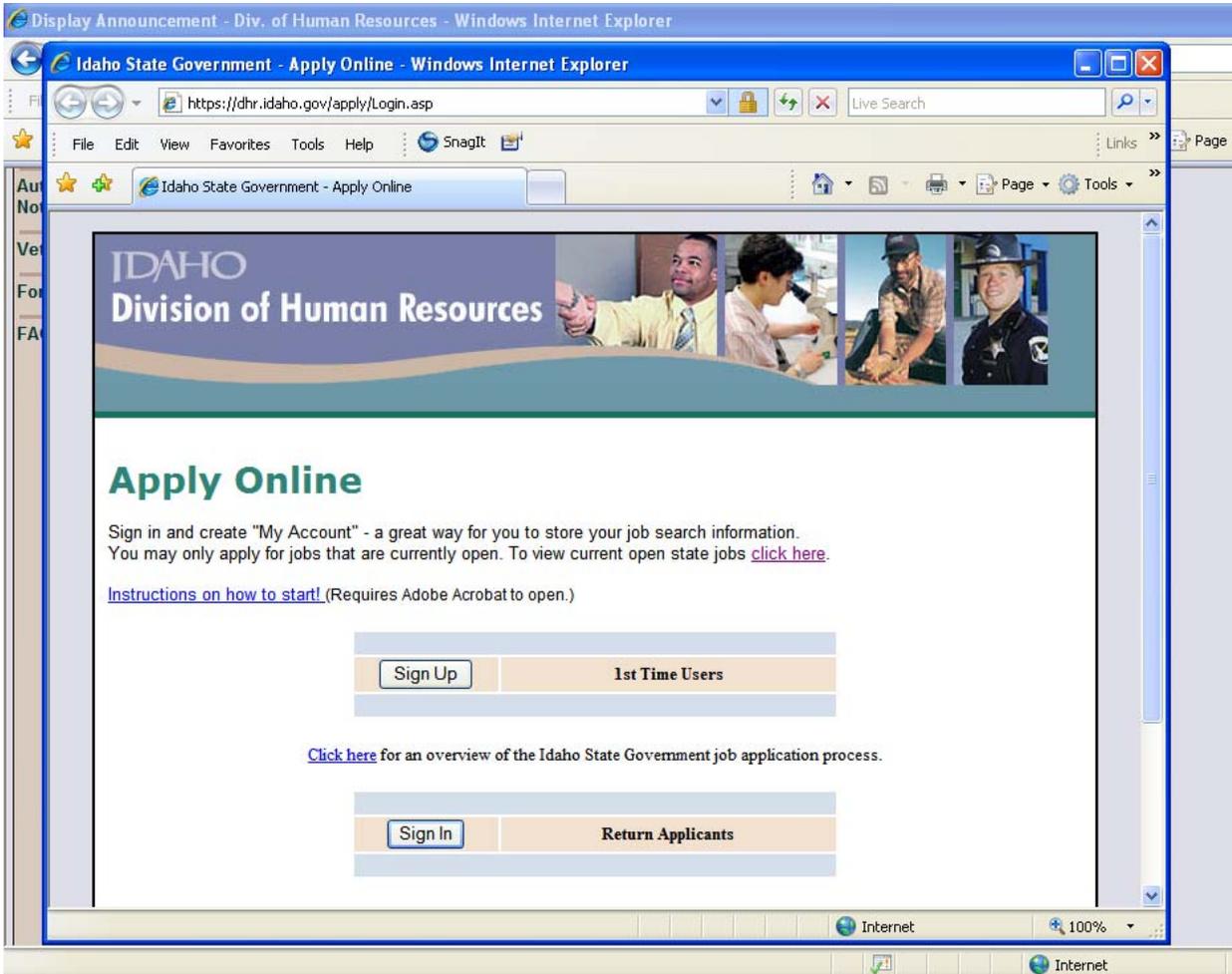
[Forgot your password?](#)
[I only have a temporary password](#)
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Returning applicant –

When a returning applicant (someone who already has an online application account) clicks on the Apply Online button on an announcement or clicks the My Account link on a web page it will take them to the screen that allows them to sign in.



They will click on the **Sign In** button for **Return Applicants**. They will be taken to the following screen.

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

[Instructions on how to start!](#) (Requires Adobe Acrobat to open.)

Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Already signed up for APPLY ONLINE	
Sign in now!	
User ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Sign In"/>	

[Forgot your password?](#)
[I only have a temporary password](#)
[Privacy Policy](#)

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They will then sign in to their online application and complete the process.

If they do not remember their password they will Click **Forgot your password?**

Apply Online

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[Instructions on how to start!](#) (Requires Adobe Acrobat to open.)

Enter your User ID and Social Security Number then you will be presented with your secret question.
 Your User ID is the last 4 digits of your Social Security Number followed by your last name.
 (1234SMITH)

Secret Question	
User ID:	<input type="text" value="1350rose"/>
Social Security Number:	<input type="text" value="800"/> <input type="text" value="00"/> <input type="text" value="1350"/>
<input type="button" value="Continue"/>	

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They will enter their **User ID** and **SSN** and Click the **Continue** button.

Now they will need to answer their secret question that they created when they initially signed up.

Apply Online

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[Instructions on how to start!](#) (Requires Adobe Acrobat to open.)

Enter the answer to your secret question in order to select a new password.

Secret Question	
User ID:	1350rose
Question:	How many dogs do I have? <input type="button" value="Continue"/>
One Word Answer:	<input type="text"/>

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

They will type the answer to the secret question and Click the Continue button.

Now they will be able to set a New Password.

Apply Online

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You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

[Instructions on how to start!](#) (Requires Adobe Acrobat to open.)

Pick a new password for yourself. Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Set New Password	
User ID:	<input type="text" value="1350rose"/>
Temporary Password:	System Set
New Password: (Min. 7 characters)	<input type="text"/> <input type="button" value="Continue"/>
Confirm New Password:	<input type="text"/>

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

They will type in the **New Password** and type it again to **Confirm New Password**, then Click the **Continue** button.

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

[Instructions on how to start!](#) (Requires Adobe Acrobat to open.)

New Password Set!

Your User ID is the **last 4 digits of your Social Security Number** followed by your last name. (1234SMITH)

Already signed up for APPLY ONLINE	
Sign in now!	
User ID:	<input type="text" value="1350rose"/>
Password:	<input type="password" value="●●●●●●●●"/>
<input type="button" value="Sign In"/>	

[Forgot your password?](#)
[I only have a temporary password](#)
[Privacy Policy](#)

This system uses cookies, but no information is permanently written to your computer.

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Now that the New Password is Set, they can click on the **Sign In** button, the User ID and Password fields are already populated.