



## Reset Password

1. Click the **Sign In** link to get started

The screenshot shows the 'Careers' page with a search bar and a 'Welcome' section. The 'Sign In' link is highlighted with a red box.

2. Click the **Forgot Password** link

The screenshot shows the 'Sign In' modal window with input fields for '\*User Name' and '\*Password', a 'Sign In' button, and links for 'Forgot User Name' and 'Forgot Password'. The 'Forgot Password' link is highlighted with a red box.



3. Enter your **User Name** then click **Email New Password**

**Forgot Password** x

Please enter your User Name. Your new password will be sent to the primary email address you have on file with us.

\*User Name

**Email New Password**

4. A temporary password has now been emailed to the email address on file. Click **OK**

**Sign In** x

\*User Name

If a valid email id exists for username you entered, you will receive an email with a new password. Please check your email for the requested information

**OK**

[Forgot User Name](#) | [Forgot Password](#)

Are you a new user? [Register Now](#)

5. Log in to your email, and use the **Temporary Password** within the reset email

**Applicant Password Notification** Inbox x

 **DONOTREPLY@utsystem.edu**  
to 

Please use the following password to access your job application account:  
**123456**

You may change your password at any time by signing on to your account and changing your password under My Account Information.

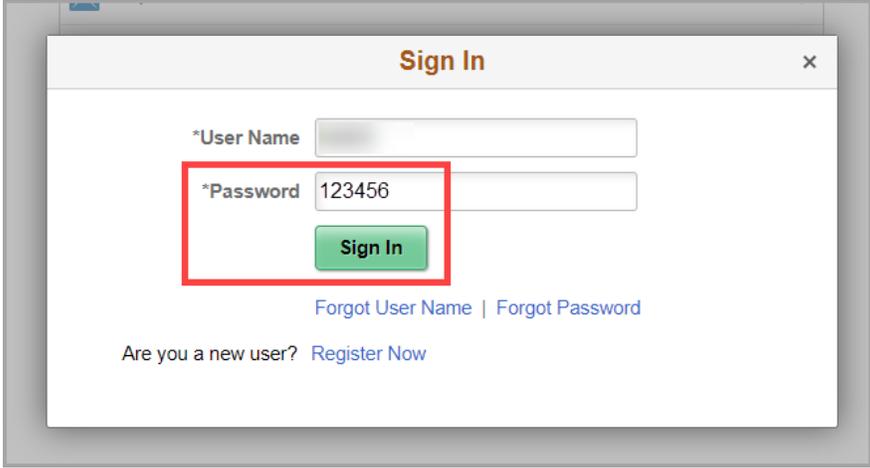
Strategize

Source

Assess

Hire

6. Enter your **User Name** and the **Temporary Password**, then click **Sign In**



The screenshot shows a "Sign In" dialog box with a close button (x) in the top right corner. It contains two input fields: "\*User Name" and "\*Password". The "\*Password" field contains the text "123456". Below the input fields is a green "Sign In" button. At the bottom of the dialog, there are two links: "Forgot User Name" and "Forgot Password", and a link "Register Now" preceded by the text "Are you a new user?". A red rectangular box highlights the "\*Password" field and the "Sign In" button.

7. You will be prompted to reset your password. Enter a **New Password**, and then again **Confirm Password**, then click **Reset Password**



The screenshot shows a "Reset Password" dialog box with a close button (x) in the top right corner. It contains a message: "Your current password is an auto generated password. For security reasons this password is valid for one time use only. Please enter a new password and select Reset Password to continue." Below the message are two input fields: "\*New Password" and "\*Confirm Password". Below the input fields is a green "Reset Password" button. A red rectangular box highlights the "\*New Password" and "\*Confirm Password" fields and the "Reset Password" button.