



CANDIDATE SELF-SERVICE GUIDE

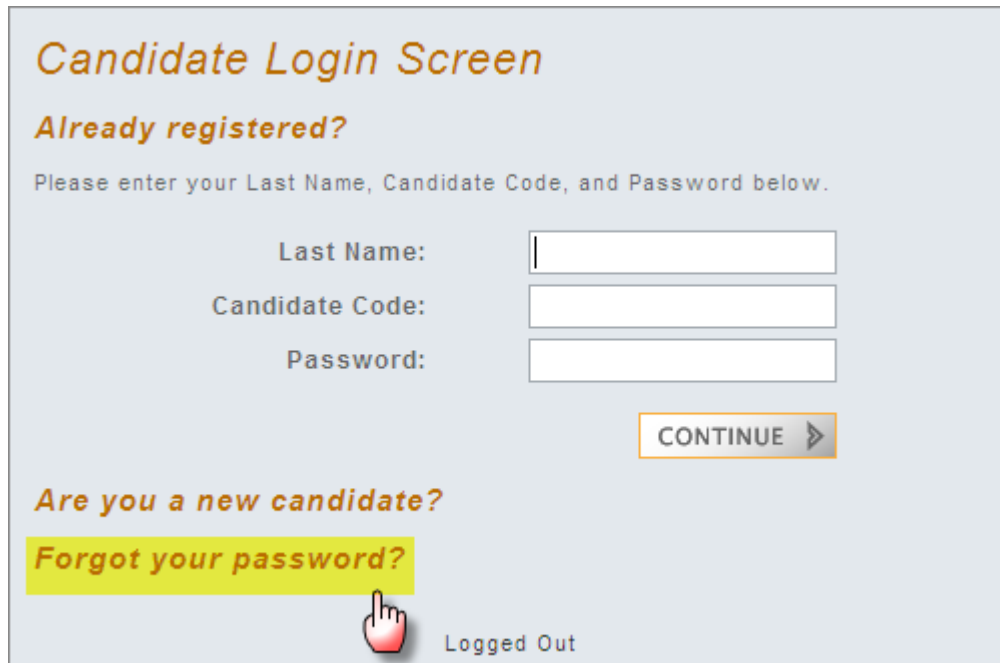
Part 1b – How to Activate Your Candidate Profile Initial Login Instructions for Previous Applicants

[Click here to access these instructions in a video format](#)

If you are an applicant who previously submitted a paper application to HRSD between Fall 2008 and Fall 2010, you already have a candidate profile established and do not need to create a new one. If you are unsure if you've applied during this time frame please contact the Human Resources office at 460-7303.

In order to login to candidate self-service, you must first activate your candidate profile using the following steps:

- **Step 1:** Launch the Candidate Self-Service Login Screen by clicking on the link 'Log-in to Candidate Self-Service' from the 'Jobs at HRSD' page accessible from www.hrsd.com.
- **Step 2:** Click 'Forgot your password?' link on the Candidate Login Screen shown here.

A screenshot of the 'Candidate Login Screen' from the HRSD website. The page has a light blue background. At the top, the title 'Candidate Login Screen' is written in a brown, serif font. Below the title, the text 'Already registered?' is displayed in the same brown font. Underneath, a grey instruction reads 'Please enter your Last Name, Candidate Code, and Password below.' There are three white input fields stacked vertically, labeled 'Last Name:', 'Candidate Code:', and 'Password:'. To the right of these fields is a grey button with the text 'CONTINUE' and a right-pointing arrow. Below the input fields, the text 'Are you a new candidate?' is shown in brown. A yellow rectangular button with the text 'Forgot your password?' is highlighted, and a red hand cursor icon is pointing at it. At the bottom right of the screen, the text 'Logged Out' is visible.

- **Step 3:** In order to get a new system-generated password, you must provide your first name, last name,

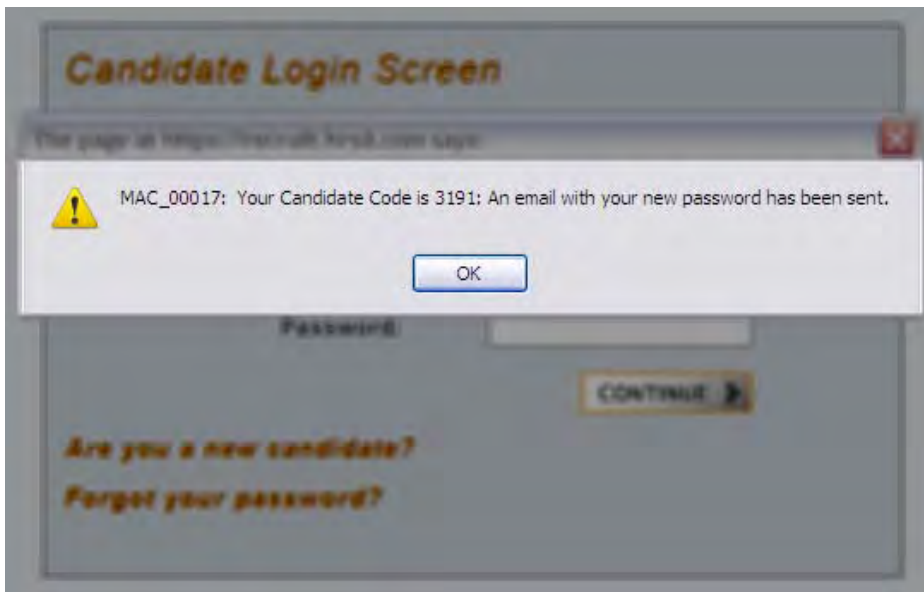


and email address you listed on your previous application(s).

A web form titled "Candidate Login Password LocatorForgot your password?". Below the title, it says "Please enter your First Name, Last Name, and Email Address and we will email your password to you:". There are three input fields: "First Name:", "Last Name:", and "Email Address:". Each field has a yellow label and a white input box. A "CONTINUE" button with a right-pointing arrow is located below the "Email Address" field. At the bottom left, there is a "Return?" link.

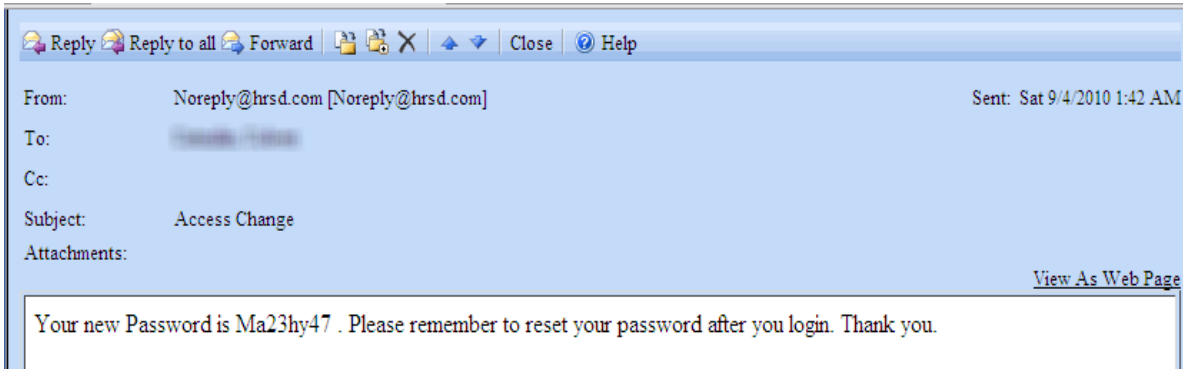
- **Step 4:** If your name and email address match what is in the HR system, an e-mail will be sent to your HRSD email with your initial password as indicated by the pop-up message below. **Note that this message also contains your candidate code.** You will need your candidate code and password to login.

If a match is not found, you will get an error message and will not be able to proceed. If this happens, please contact HR for assistance at 460-7303 or 460-7304.





- **Step 5:** Check your e-mail. You should have received an e-mail similar to the one here which contains your system-generated password.



- **Step 6:** From the same Candidate Login Screen, enter your Last Name, Candidate Code and the new password you received then click 'CONTINUE'.

A screenshot of a web form titled 'Candidate Login Screen'. Below the title is the text 'Already registered?' and 'Please enter your Last Name, Candidate Code, and Password below.'. There are three input fields: 'Last Name:' with the placeholder 'YourLastName', 'Candidate Code:' with the placeholder '####', and 'Password:' with a masked password of seven dots. A 'CONTINUE' button with a right-pointing arrow is located below the password field. A mouse cursor is pointing at the button. At the bottom left, there are two links: 'Are you a new candidate?' and 'Forgot your password?'.



- **Step 7:** The next page is the Candidate Self-Service (CSS) Splash. Before you start exploring this screen, you need to reset your password. Click on the 'Reset My Password' link as shown below.

Posted	Posting
13-Jul-2009	133: Heavy Equipment Operator - North Shore
17-Jul-2009	128: Senior Systems Engineer
02-Nov-2009	164: Heavy Equipment Operator - South Shore
06-Nov-2009	178: Interceptor Technician - SS
25-Nov-2009	170: Interceptor Technician - NS
29-Jan-2010	187: Equipment Technician - NS
01-Feb-2010	189: Maintenance Operations Assistant - NTP
05-Feb-2010	193: CIS Supervisor
18-Feb-2010	196: Facility Assistant - NTP
27-Feb-2010	198: Interceptor Assistant - SS
08-Jul-2010	244: Human Resources Coordinator
16-Jul-2010	245: Procurement Specialist

- **Step 8:** Read the password rules before deciding on a password. When done, click the floppy disk icon to 'Save' your new password. Make a note of it and keep it in a secure place.

Passwords must:

- be 6 - 16 characters in length
- contain at least one number
- not begin with a number
- not contain punctuation or symbols

Enter your new Password and confirm it

Existing Password :

New Password :

Confirm Password :

Congratulations!
You have successfully completed the instructions for activating your candidate profile.

Next Lesson - [Part 2: CSS Splash Overview](#)