



EDMONTON CATHOLIC SCHOOLS

CANDIDATE SUPPORT – Username and Password

1. What is my username?

Your username is the personal email address you provided to the system during your initial visit. If you forget your username you will need to create a new profile with a new email address.

2. What is my password?

Your password was selected by you on your initial visit. If you have forgotten your password complete the following steps:

a. Select the **employee group** you are applying to

The screenshot shows the 'Careers' page on the Edmonton Catholic Schools website. The navigation menu on the left includes: Home > Careers, Careers >, Alberta Top 70 Employers, Custodial and Maintenance, Out-of-Scope, Support Staff, Teachers, Schools >, Programs >, Parents & Students >, Board of Trustees >, About Us >, Staff >, and News >. The main content area is titled 'Careers' and contains a paragraph about the opportunity to work at the schools, followed by a list of job groups: Administrators, Teachers, Support Staff, Custodial and Maintenance, and Out-of-Scope. There are also logos for 'THE CAREER DIRECTORY 2019' and 'Alberta's TOP 70 EMPLOYERS'.

b. Click **Current Opportunities**

The screenshot shows the 'Support Staff' page on the Edmonton Catholic Schools website. The navigation menu on the left includes: Home > Careers > Support Staff, Careers >, Alberta Top 70 Employers, Custodial and Maintenance, Out-of-Scope, Support Staff, Teachers, Schools >, Programs >, Parents & Students >, Board of Trustees >, About Us >, Staff >, and News >. The main content area is titled 'Support Staff' and contains a paragraph about the opportunity to work at the schools, followed by a 'CURRENT OPPORTUNITIES' button.

c. Click **Login Page**

The screenshot shows the 'Search Openings' page on the Edmonton Catholic Schools website. The navigation menu on the left includes: Home > Careers > Support Staff, Careers >, Alberta Top 70 Employers, Custodial and Maintenance, Out-of-Scope, Support Staff, Teachers, Schools >, Programs >, Parents & Students >, Board of Trustees >, About Us >, Staff >, and News >. The main content area is titled 'Search Openings' and contains a paragraph about the opportunity to work at the schools, followed by a 'Login Page' button.



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d. Click **Forgot Password?**

If you have previously applied to a position on our website, input your email address and password to login.

The screenshot shows a login form with two input fields: 'Email:' containing 'yourname@invalid.com' and 'Password:' with masked characters. Below the fields is a 'Login' button. To the right of the password field is a 'Forgot password?' link. A blue arrow points to this link.

e. Enter **Email Address**, click **Submit**

[I forgot my password](#)

Please enter your email address below. If a match is found, a password reset link will be sent to that address.

The screenshot shows a form with a single input field labeled 'Email address:'. Below the field is a 'Submit' button.

f. You will receive a Password Reset email

g. Click the **link** to reset password

h. Enter **email address, new password, confirm password** and click **Submit**

i. Enter **email address** and **new password**, click **Login**

3. **How do I change my password?** – Refer to #2 above and use 'Forgot Password' function