



Candidate User Guide

Updating your Password



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Your application – Updating your Password

Thank you for choosing the City of Kingston as your prospective employer.

As you apply for a position with us you will automatically create a user account with the City of Kingston Careers system. You can '**Save & Exit**' to save your application and return to complete it at any time.

You will receive an email from us which will allow you to set the password on your account and login to edit, complete or manage your application.

If you do not receive an email, please check your junk mail folder.

If you make a mistake you can navigate through your application using the 'Back' and 'Next' buttons at the bottom of the page.

If you have any questions about our application process or the Careers system, please contact our friendly peoplesupport@kingston.vic.gov.au team.



Updating your password

Updating your password

You can update your password at any time.

1. Log into Careers.

careers		All Vacancies 🖽 Register 🕼 Login 🕫		
	Enter a keyword or job ID All Categories	Any Employment Type	• Q Search	
	Careers at Kingston Find all of our current Job Opportunities at the City of Kingston.	Employee Benefits Enjoy a flexible and innovative culture with Kingston Employee Benefits.	Our Recruitment Process	
	Learn More 🛛	Learn More	Learn More	
т	Careers at Kingston The City of Kingston is building a strong foundation for th vellbeing. At Kingston we support personal and profession	onal development. We like to get your feedback a	nge of employee benefits that promote workplace flexibility a and recognise your contribution through rewards and	nd

2. Click on 'My Profile'.

careers		All Vacancies E L My Profile		
	Enter a keyword or job ID All Categories	Ary Employment Type	• Q Search	
	Careers at Kingston Find all of our current Job Opportunities at the City of Kingston.	Employee Benefits Enjoy a flexible and innovative culture with Kingston Employee Benefits. Learn More	Our Recruitment Process Find out more about how to apply for a position at Kingston. Learn More	



3. Click on the 'Profile' tab.

Mr.John Smith	careers	
Logout III My On-Boarding III Jobs III	Mr John Smith [C1075] © In2Viola Badge Department E Inne 9560000 • Statu: Active	
	It imployments Summay III Compensation © Tomelee Separate States III Compensation II	
	Versional Information Table Mr Preferred Given Name John Given Name John Middle Name John Family Name Smith Date of Birth 010/1/2000	
	Home Phone 9580000 Basiness Phone 9580000 Mobile Phone 412 111 11 Preferred Number Home Phone Residential Address 1230 Nepton Highway Cholese, Victoria, 3192 Australia 1230 Nepton Highway	
	Pental Address 120 Nepen Highway Chetex, Victoria, 3192 Australia C Edd	

Candidate User Guide



Sign in Information

- 4. Under 'Sign in Information' you can edit your:
 - » Email
 - » Username
 - » Password
- 5. If you need to create a new password you can click on the 'Edit Profile Password' icon on the right side of the page.

Littier careers	careers
Manage Profile C2 Logout 09 My CIn-Boarding C2 Jobs 6	Mr John Smith [C1075] V Fi2Weik Badge Von Effect E3 Email: johranth#grani.com V Prove: 9500000 * Statu: Active
	Sign-in Indernation Employment Summary E Compondence Application Holory Bezuments Bezuments

6. Enter your new password and click 'Save'.

Mr John Smith	KINGSTON	careers	
Mangge hrolds CP Logiont B+ My On-Ecoursing CP Jobs R	Profile Employment Summary At lease All l	: Confirm Personal Confirm Personal Per	E Consegundence © Account Settings
	Postal Address	9580000 Busines	rf Birth 01/01/2020 Phone 5550000 tumber Hone Phone