



# Candidate User Guide

**Updating your Password** 



### **User Guide Contents**

Your application – Updating your Password	
Updating your password	3
» Updating your password	3
» Sign-In Information	4



### 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 <ul> <li>Application Holory</li> <li>Bezuments</li> <li>Bezuments</li></ul>

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