

careers



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.

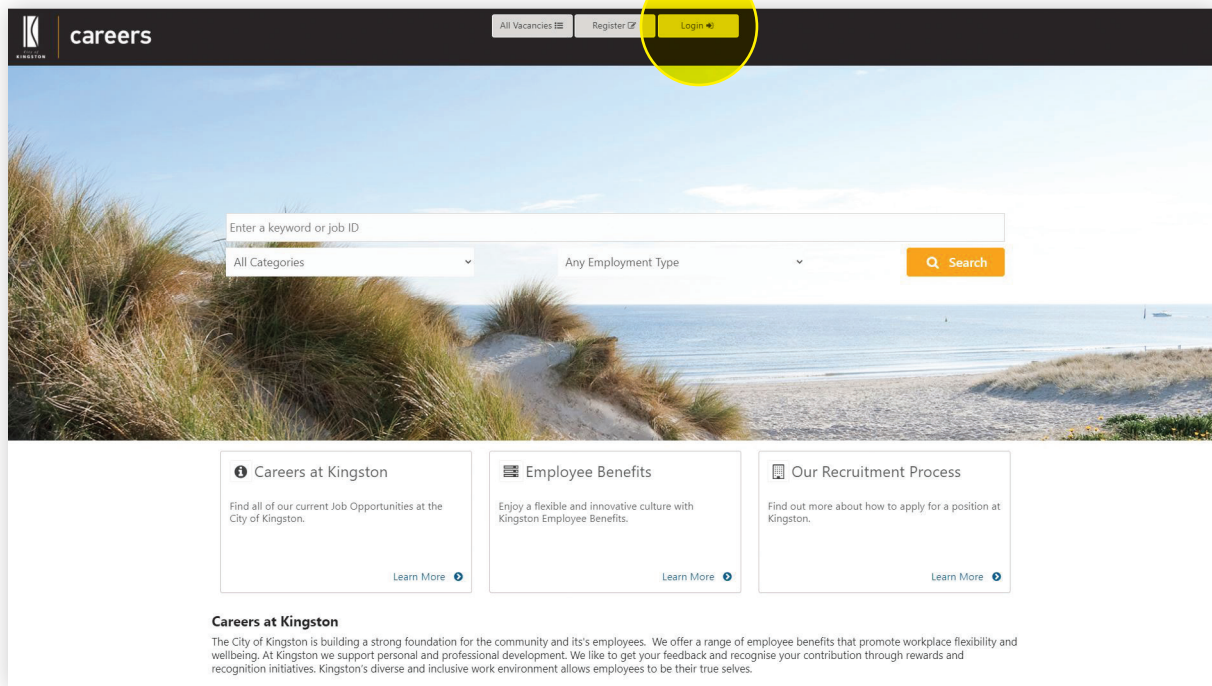
If you have any questions about our application process or the Careers system, please contact our friendly [✉ peoplesupport@kingston.vic.gov.au](mailto:peoplesupport@kingston.vic.gov.au) team.

Updating your password

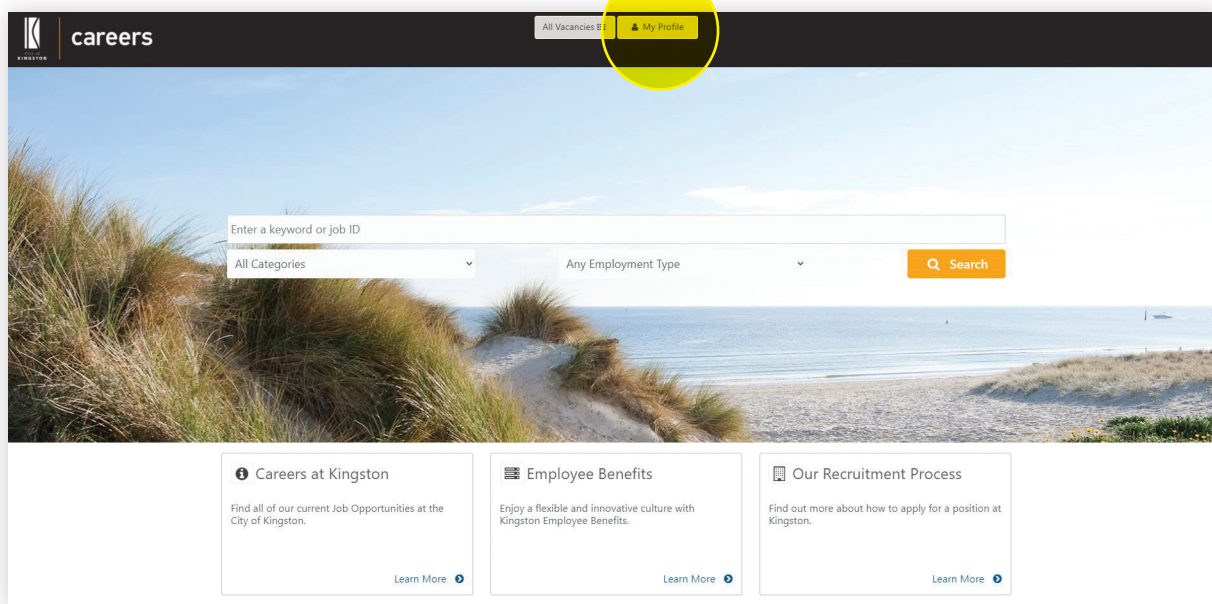
Updating your password

You can update your password at any time.

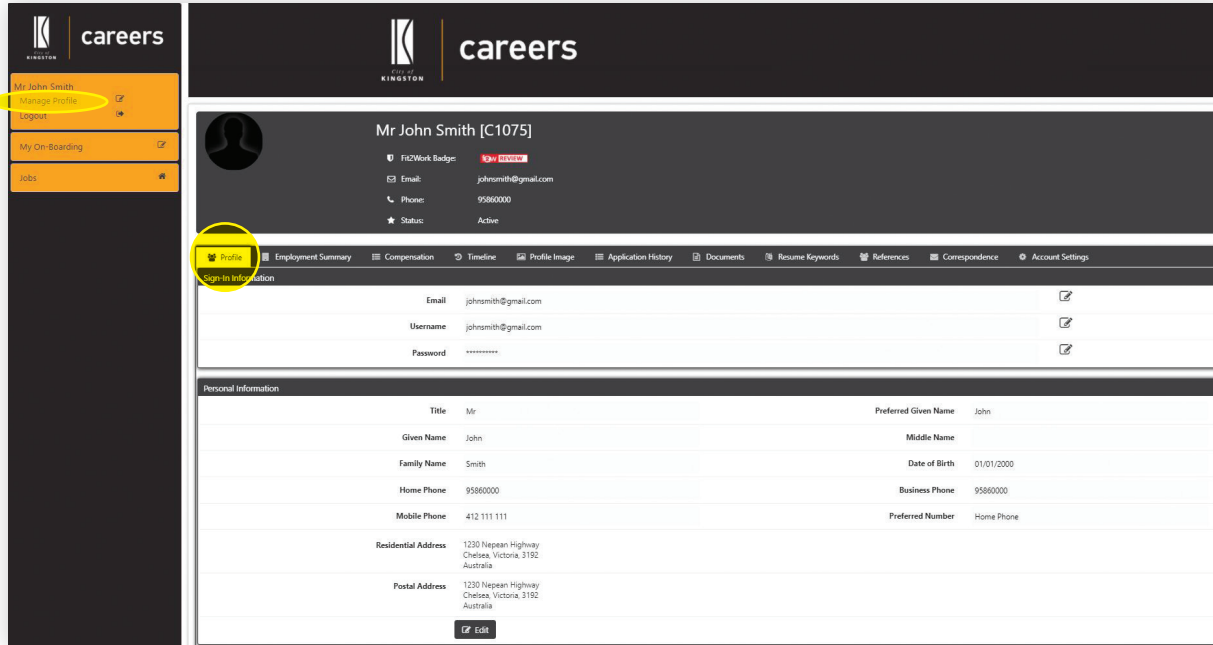
1. Log into Careers.



2. Click on 'My Profile'.



3. Click on the 'Profile' tab.



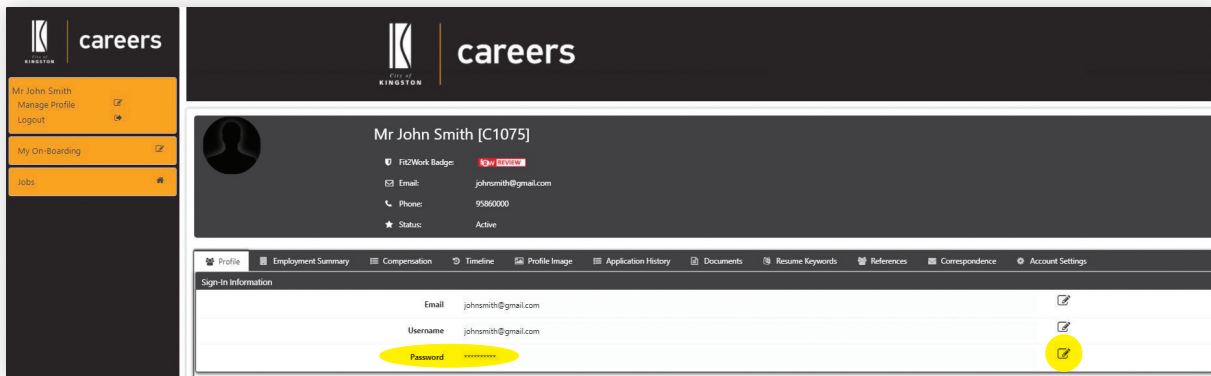
The screenshot shows the 'Profile' page for Mr John Smith [C1075]. The left sidebar contains navigation options: 'Mr John Smith' (with 'Manage Profile' and 'Logout' sub-options), 'My On-boarding', and 'Jobs'. The main content area displays the user's name and ID, followed by contact details: 'Fit2Work Badge' (with a 'View' button), 'Email: jsmith@gmail.com', 'Phone: 95860000', and 'Status: Active'. Below this is a navigation menu with 'Profile' highlighted. The 'Sign in Information' section includes fields for 'Email', 'Username', and 'Password', each with an edit icon. The 'Personal Information' section contains a form with the following data:

Personal Information			
Title	Mr	Preferred Given Name	John
Given Name	John	Middle Name	
Family Name	Smith	Date of Birth	01/01/2000
Home Phone	95860000	Business Phone	95860000
Mobile Phone	412 111 111	Preferred Number	Home Phone
Residential Address	1230 Nepean Highway Chelsea, Victoria, 3192 Australia		
Postal Address	1230 Nepean Highway Chelsea, Victoria, 3192 Australia		

An 'Edit' button is located at the bottom of the 'Postal Address' field.

Sign in Information

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



- Enter your new password and click 'Save'.

