

# **How to Use the City of Seattle Online Employment System**



## **A Guidebook for External Applicants**



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## Introduction to the Online Employment System

Applying for a City job is quick and easy! You need to complete three steps in advance.

1. Set Up your Applicant Account/Profile
2. Complete an application
3. Submit your application in response to a City job posting

This Guide will walk you through each step of the way!

## Getting Started: Set Up Your Applicant Account/Profile

From your Home Computer, go to [www.seattle.gov](http://www.seattle.gov) to access the City of Seattle Homepage. Click the Find a Job link on the left.

This link will take you to **The Career Center**. From here, you can start the process by setting up your **Applicant Account and Profile**.

The **Career Center** page provides you with a wealth of information.

**QUICK TIP:** Click the **New To Our Site** and **How to Apply Online** links for tips and useful information before you begin.

Click the **Create an Account or Login** link on the **Career Center** page.

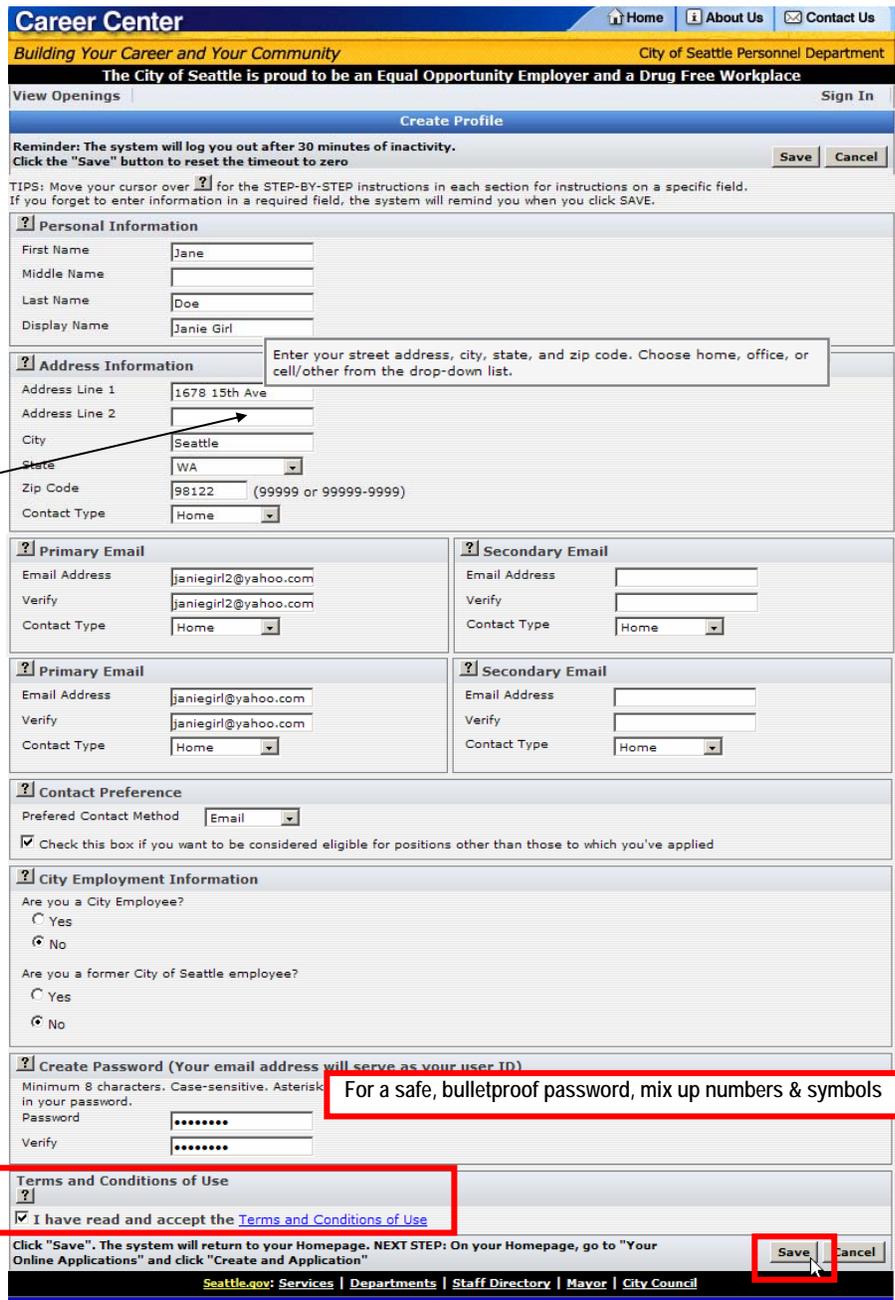


Click **Create an Account**



To **Create Your Profile**, enter your contact information in the spaces provided.

Here are some helpful hints when **Creating Your Profile**.



If you are not sure what to enter in the spaces, roll your cursor over the **?**

A pop-up box with instructions will appear

If you are **NOT** a former **City employee**, your **Profile** will look like the example.

If you **ARE** a former **City employee**, see next page

**Create a Password** with a minimum of **8 characters**.

Click the **Terms and Conditions** box and then click **SAVE**.

For a safe, bulletproof password, mix up numbers & symbols



If you **ARE a Former City Employee**, click **“Yes”** after **“Are you a former City of Seattle employee?”** and enter your **Employment Dates**

**?** City Employment Information

Are you a City Employee?

Yes

No

Are you a former City of Seattle employee?

Yes

No

**Employment Dates**

From	March	1997
To	October	2001

**AND**

**Employee ID (If known)**

Employee ID

Have you ever been dismissed for disciplinary reasons by the City of Seattle?

Yes

No

If you remember your **Employee ID**, enter here



**Congratulations! You now have an Account in the system.**

**After you click SAVE, the system returns you to the Login Page where you can now login.**

**After you Login, your NEXT STEP is to Create an Application.**

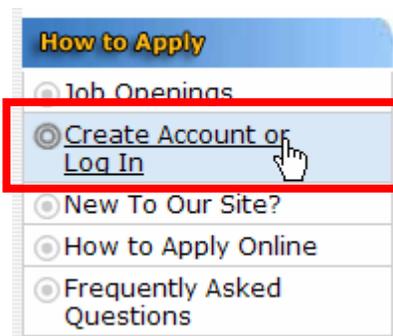


## Logging Into the System

Now that you have an **Account**, you can **Log into the System**.

Enter your **E-Mail** and your **Password**. Click **Sign In**.

The next time you want to **Login**, click the **Create Account or Log In** link on the left side of the **Career Center** page.





## Applicant Homepage and Account Information

When you login, your Applicant Homepage and Account Information page opens. At this stage, the page will look like the screen shot below.

The page is divided into 3 parts:

1. Applicant Profile  
(You just completed this)

2. Your Online Applications

3. Applications You Have Submitted

**Career Center** Home About Us Contact Us  
 Building Your Career and Your Community City of Seattle Personnel Department  
 The City of Seattle is proud to be an Equal Opportunity Employer and a Drug Free Workplace  
 Welcome: Janie Girl  
 View Openings Account Management Sign Out  
**Applicant Homepage & Account Information**

**1. Applicant Profile - General account information** Update  
 Name: Doe, Jane Primary Email: janiegirl2@yahoo.com Primary Telephone: (206)323-4070  
 Mailing Address: 1678 15th Ave Seattle, WA 98122 Former City Employee: No Current City Employee: No  
 Check this box if you want to be considered eligible for positions other than those to which you've applied

**2. Your Online Applications - Create and save up to 5 applications**

Title	Last Update

Create an Application Edit Remove

**3. Applications You Have Submitted - List of jobs you applied to**

Position Title	Job Posting	Date Applied	Position Status	Withdrawal	Delete

The next step is to **Create an Application** to store in the system.

## Create an Application – Your Online Application

This system allows you to create up to **5 Different** Applications to use when applying for jobs. Give each application a **Title** or **Name** so you can identify one from another.

To create your first Application, click the **Create an Application** button in the **Your Online Applications** section.

The **Application Page** will open.

**Your Online Applications - Create and save up to 5 applications**

Title	Last Update

Create an Application Edit Remove



## Application Page

Here's some important information before you start your Application!

### 30 Minute Timeout

- For security purposes, the system will log you out after 30 minutes of inactivity. Inactivity means you haven't SAVED your work (processed data).
- To prevent this from happening, click either the "Save and Keep Working" or "Save and Exit" button to process data. This will reset the timer and keep your session active.

### Difference Between "Save and Keep Working" and "Save and Exit" Buttons



- "Save and Keep Working" – Click this button when you want to save what you've entered so far but keep working on the same page. Clicking this button will save your work AND will reset the 30 minute timeout back to zero.
- "Save and Exit" – Click this button when you are finished with your application, want to save your work and return you to your Homepage. When you click "Save and Exit", the system will return to your Homepage.

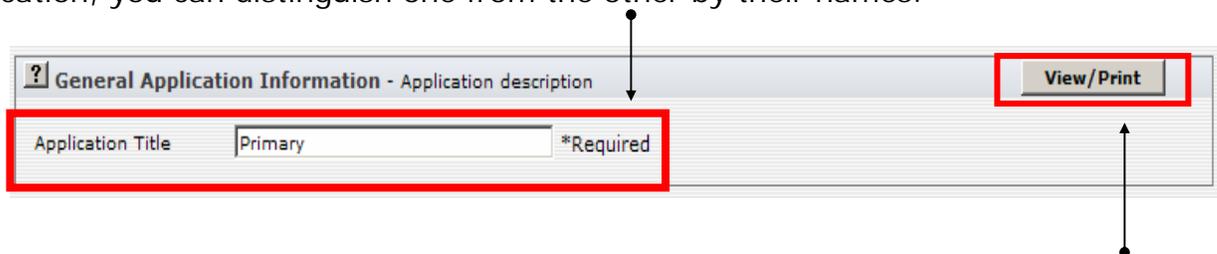
The next several pages will cover each step in completing your Application.

### Step 1: Name the Application

It's a good idea to call the first Application "Primary" so you can identify it later as your generic – or first – application.

After you complete the **Primary Application**, you can add additional **Applications** that are tailored to specific job types or skills.

Please note that naming the application is required. If you create more than one application, you can distinguish one from the other by their names.



The **View/Print** button allows you to view your Application in its entirety and to print it for your records.



### Step 2: Personal Information

Read over your contact information and data to make sure everything is correct. **If you need to make changes, click the Modify Your Account Profile link.**

**Personal Information - This section is required. If this information is not correct, [modify your account profile.](#)**

Name: Doe (Last Name) Jane (First Name)  (Middle Name)

Address: 1678 15th Ave (Street Address) Seattle (City) WA (State) 98122 (Zip Code)

Primary Phone: (206)323-4070 (Area Code and Number) Secondary Phone:  (Area Code and Number - Optional)

Primary Email Address: janiegirl2@yahoo.com Secondary Email Address:

Are you currently a Regular or Temporary employee of the City of Seattle? (Yes or No) No

If No, were you formerly a regular employee of the City of Seattle? (Yes or No) No

If Yes, please answer the following 2 questions:

1. Dates Employed From  To  OR Employee ID

2. Have you ever been dismissed for disciplinary reasons by the City of Seattle? (Yes or No)

Would you be interested in and available for temporary work?

Would you be interested in and available for Part Time work?

Check these box(es) if you are interested in **Temporary** or **Part-Time** work

### Step 3: Work Experience

Click the **Add Work Experience** button to expand the fields.

**Work Experience - Provide all requested information for your current and previous jobs**

Employer Information | Employment Details | Delete

Save And Keep Working | **Add Work Experience**

Begin to enter information in the blank fields. A few tips:

**TIP #1:** Do not add an End Date to your current job and no need to add text in Reason for Departure.

**Tip #2:** There is no character limit in the Job Duties field. Within reason, you can add as much detail as you need to describe your job duties.

**Work Experience - Provide all requested information for your current and previous jobs**

Employer Information | Employment Details | Delete

Company Name: Starbucks | Job Title: Administrative Support

From: April 2002 | Job Duties: SPECIAL ASSIGNMENT: Selected to work as primary support person to Division Director for

To: Present | Reason for Departure:

City: Seattle | **Add Work Experience**

State: WA

To continue adding previous jobs, click the **Add Work Experience** button. The next page shows a complete **Work Experience** section



**Work Experience** - Provide all requested information for your current and previous jobs

Employer Information	Employment Details	Delete
Company Name: Starbucks From: April 2002 To: Present City: Seattle State: WA	Job Title: Administrative Support Job Duties: SPECIAL ASSIGNMENT: Selected to work as primary support person to Division Director for Reason for Departure:	X
Company Name: CITY OF CASCADE PL From: April 1999 To: June 2002 City: Cascade State: WA	Job Title: ADMINISTRATIVE SPE Job Duties: PRIMARY SUPPORT: Provided primary clerical support to the City Planning Reason for Departure: Relocated to Seattle	X
Company Name: DEWEY, CHEATHAM, & From: August 1997 To: April 1999 City: Las Vegas State: NV	Job Title: EXECUTIVE SECRETAR Job Duties: TAX CONTROL DOCUMENT FLOW: Served as Executive Secretary in charge of Reason for Departure: Moved to Washington	X

Buttons: Save And Keep Working, Add Work Experience

**HOT TIP:** Remember to click the “Save and Keep Working” button as you go along to reset the 30 minute timeout!

#### Step 4: Add Qualifications/Skills

Click the **Add Qualifications/Skills** button to expand.

**Qualifications/Skills** - Include all of the information requested regarding your qualifications/skills

Skill	Experience	Last Used	Delete

Buttons: Save And Keep Working, Add Qualification/Skill

Enter as many **Qualifications/Skills** that are relative to the position.

**Qualifications/Skills** - Include all of the information requested regarding your qualifications/skills

Skill	Experience	Last Used	Delete
Intermediate Level in Access	3 Years	Current	X
Supervisory Skills	10+ Years	Current	X
Expert in Word, Excel, PowerPoint	10+ Years	Current	X
Database Management	3 Years	Current	X
Organizational Skills	10+ Years	Current	X

Buttons: Save And Keep Working, Add Qualification/Skill



### Step 5: Add Education

Click the **Add Education** button to expand.

Institution Name	Major	Degree	Graduation	City	State	Delete
<b>Add Education</b>						

Enter the **Schools** you have attended, **Major(s)** and **Degree(s)**.

Institution Name	Major	Degree	Graduation	City	State	Delete
North Seattle	Business	AA	Yes	Seattle	WA	X
University of W	Business Adm	BS	Currently Attending	Seattle	WA	X
<b>Add Education</b>						

**NEW!** This system allows you to list school you are currently attending.

Currently Attending

- Select One
- Yes
- No
- Currently Attending

### Step 6: Licenses/Certifications

Click the **Add License/Certification** button

Name	Date Issued	Delete
<b>Add License/Certification</b>		

Enter any **Licenses or Certifications** you have

Name	Date Issued	Delete
Executive Secretary Certificate	June 1985	X
<b>Add License/Certification</b>		

### Step 7: Relevant Information

This is where you can add more information about specific skills and abilities you have that relate to the position you are applying for.

**Relevant Information** - Include any relevant information for the purpose of this application

I have extensive experience researching and compiling information and working on special projects. I have strong skills in establishing or revising procedures; training new HR support staff; and coordinating or supervising varied phases of administrative HR work.



## Step 8: Demographic Information (Optional)

This section is **Optional**. You can enter **Gender** and **Ethnicity Information** in this section.

Gender Information (Optional)	Ethnicity Information (Optional)
<input type="radio"/> Male	<input type="radio"/> White (not of Hispanic Origin)
<input checked="" type="radio"/> Female	<input type="radio"/> Black or African American (not of Hispanic Origin)
<input type="radio"/> Unspecified	<input type="radio"/> Hispanic or Latino
	<input type="radio"/> Asian
	<input type="radio"/> American Indian or Alaska Native
	<input type="radio"/> Native Hawaiian or Other Pacific Islander
	<input checked="" type="radio"/> Two or More Races
	<input type="radio"/> Unspecified

## Step 9: Copy and Paste Cover Letter

**Hot Tip!** Draft and save your Cover Letter in Word. Why? Because Online Systems do not have **Spell Check**. Also, you will have quick and easy access to your letter. The **Cover Letter** should be in **Plain Text** and not heavily formatted.

Copy and paste your **Cover Letter** in the blank field. For a **Preview** of your **Cover Letter**, click **Save and Keep Working** and then the **View/Print** button on the right.

Jane Doe  
Home Phone  
Work Phone

RE: Personnel Department-20

I am writing in reference to the Administrative Specialist II Personnel Department 20 position. I believe my technical expertise and interpersonal skills position me to be a strong candidate for the position.

As my resume demonstrates, I have over 11 years experience that includes supervisory responsibility. I am proficient in Office 2007 Applications such as, Word, Excel, PowerPoint, Access, and Publisher. Throughout my 11-year career, I have consistently demonstrated:

COMMUNICATIONS AND WRITING SKILLS, such as:  
\*Drafting and producing letters, memos, reports, and resource guides.  
\*Drafting procedures manuals and help tips

View/Print

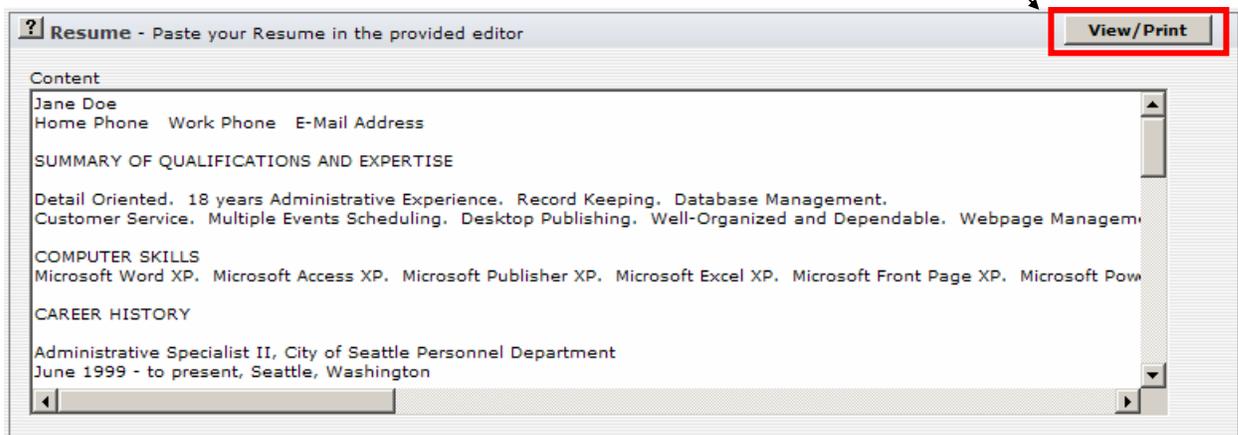
**Hot Tip!** Remember to **EDIT YOUR COVER LETTER** every time you apply for a **NEW** job so you submit the **CORRECT LETTER** for the position.



## Step 10: Copy and Paste Resume

**Hot Tip!** Draft and save your Resume in Word. Why? Because Online Systems do not have **Spell Check**. Also, you will have quick and easy access to your **Resume**. The **Resume** should be in **Plain Text** and not heavily formatted.

Copy and paste your **Resume** in the blank field. For a **Preview** of your **Resume**, click **Save and Keep Working** and then the **View/Print** button on the right.

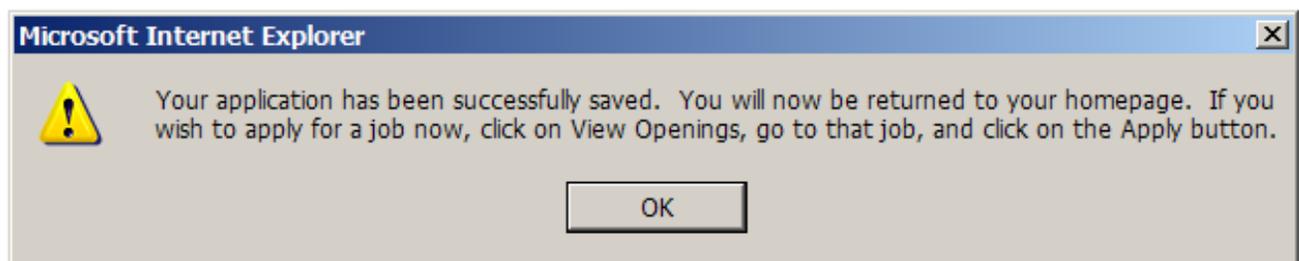


## Step 11: Click the SAVE and EXIT Button

The last step is **Saving the Application**. Click the **SAVE and EXIT** button.



A window will appear stating that you've successfully saved your application. When you click **OK**, the system will go back to your Homepage.



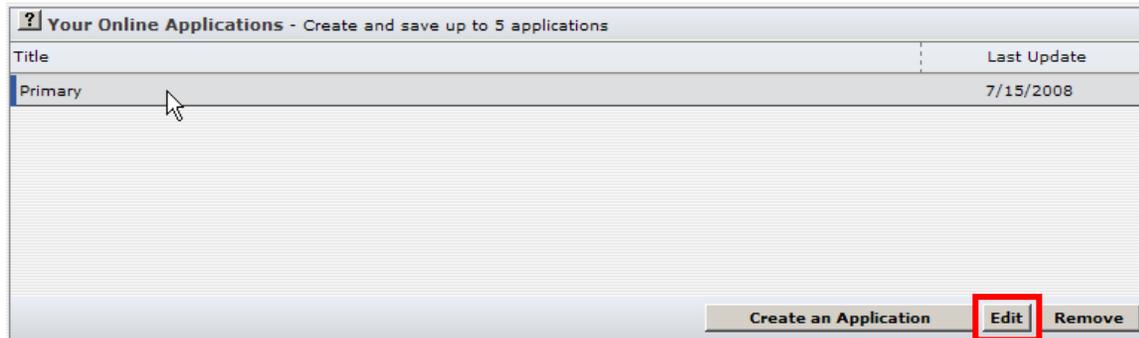
Now that you have saved an **Application** to the system, you can copy it in order to create and edit a 2<sup>nd</sup> application to store in the system by clicking the **SAVE AS NEW** button.



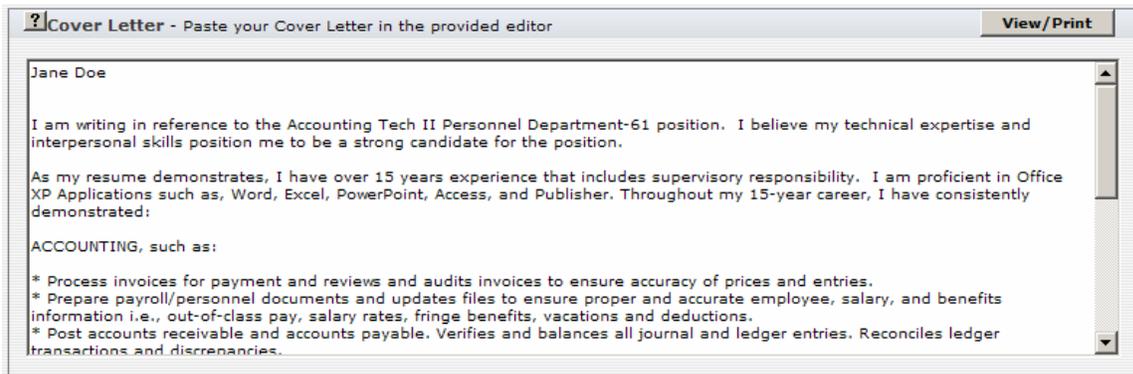
## Save as New

This feature allows you to save a duplicate of your Application, edit and make changes, and then rename it.

From your **Homepage** (the **Account Management** tab), click your **Application** once to select it and then click **EDIT**. Your **Application** will open.



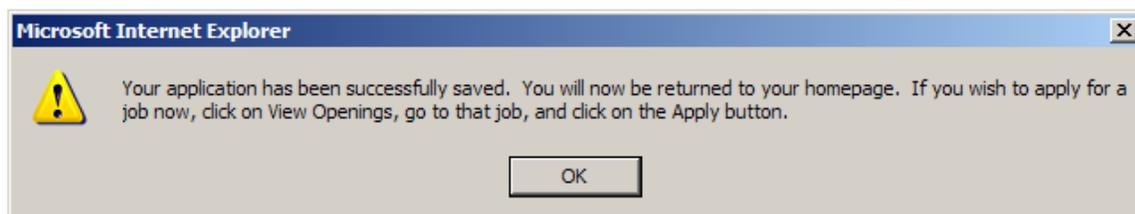
**Enter the changes to the Application. In this example, the Cover Letter has been edited for an Accounting Tech II position.**



**Click the Save as New button at the bottom of the page.**

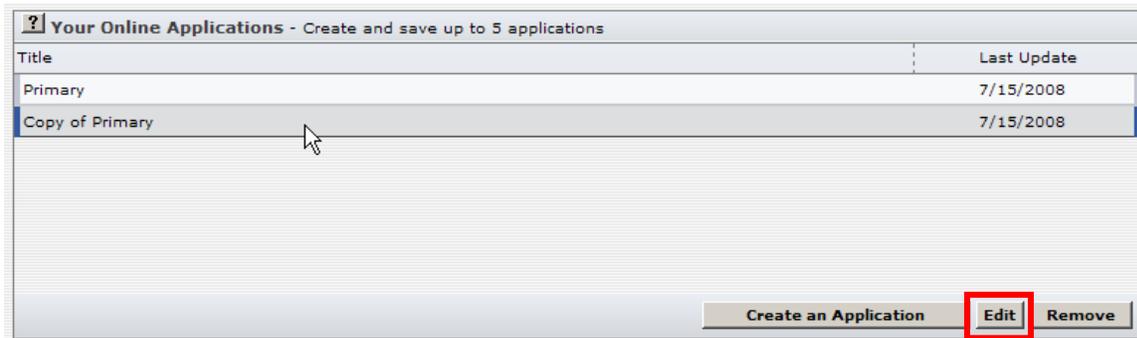


You'll see the pop-up stating your **Application** was successfully saved. Click **OK**.

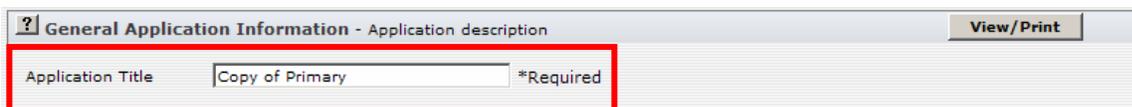




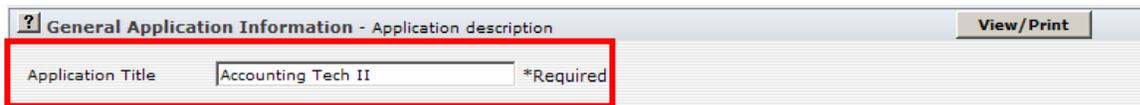
The **Copy** will appear in the **Your Online Applications** box. Click once to select and then click the **Edit** button.



The Application will open and the Title will state Copy of [title].



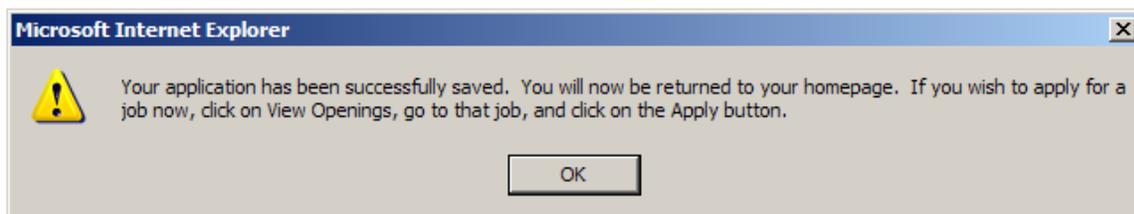
Change the Title



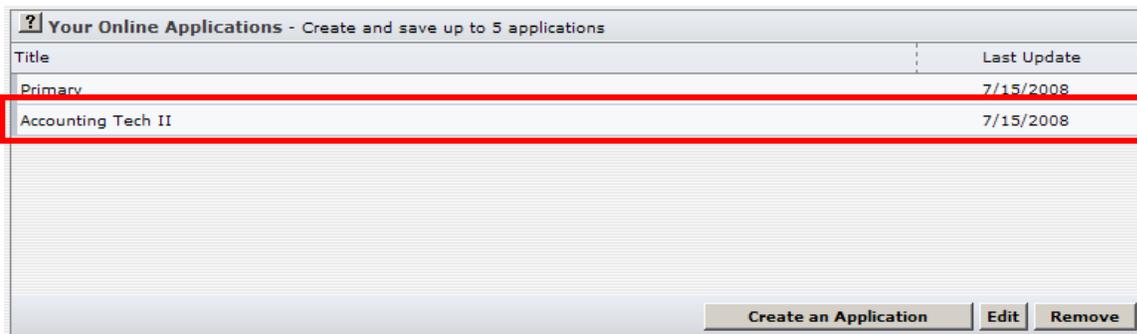
Click **Save and Exit** at the bottom of the page.



You'll see the **pop-up** stating your **Application was successfully saved**. Click **OK**.



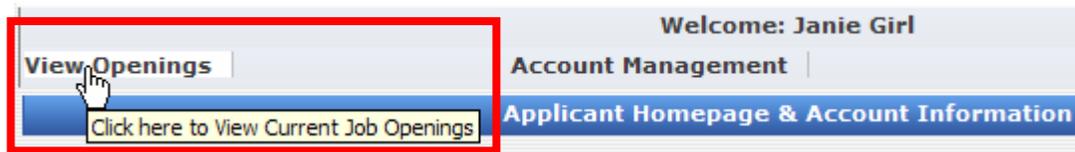
Your **edited Application** will appear on your **Homepage**.





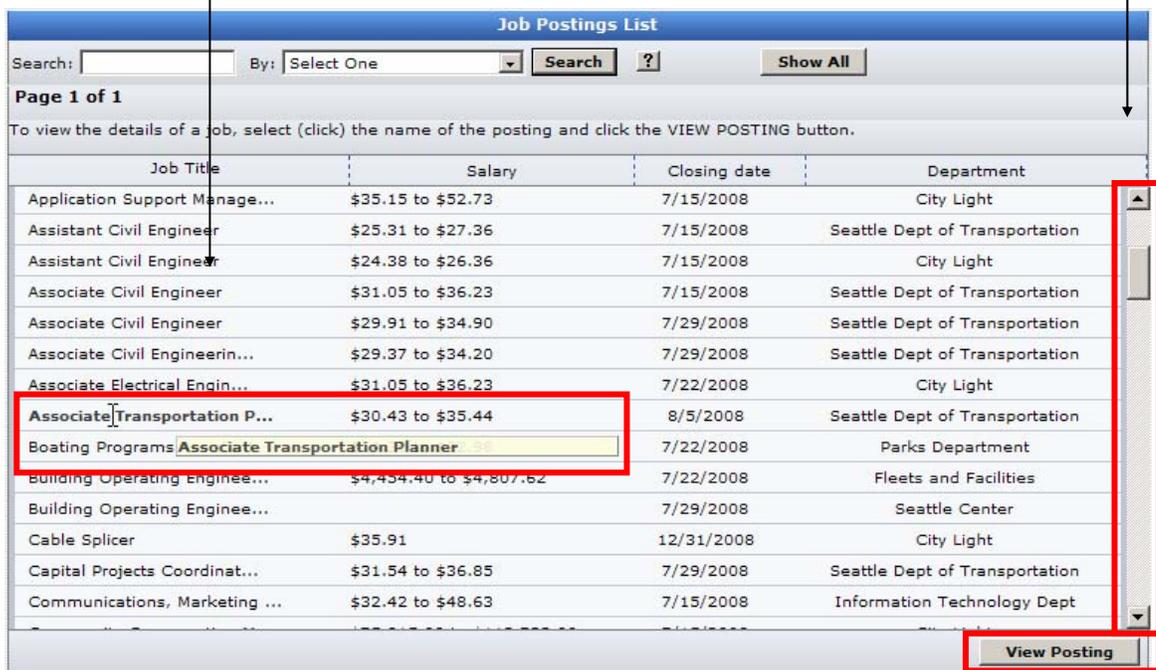
## View Openings

On the top left corner, click the **View Openings** button to see a list of open jobs.



The **Jobs Posting List** will appear. Jobs are listed in alphabetical order in one continuous list. Use the Scroll Bar to view all available positions.

To display the complete name of the job, scroll over the **Job Title**. This example demonstrates Associate Transportation Planner.



To read the complete job description, click the posting once and then click the **View Posting** button at the bottom right of the page.

The **Position Description** will open – see next page.



## Position Description

To read the **Position Information**, scroll down each box in **Duties and Qualification**. Or, for a **One-Page Summary of the Job**, click the **Preview/Print** button.

?
**Position Information**
**Preview/Print**
**Back**
Click Preview for a complete one-page view of the job posting details

Job Title	Associate Transportation Planner
Job Number	Seattle Dept of Transportation-159
Bargaining Unit	034 IFPTE, Local 17-Professionals
Shift	Full- Time Days
Salary	\$30.43 to \$35.44 (Hourly)
Appointment Type	Regular
Location	Downtown Seattle /Seattle Municipal Tower
Openings	Multiple
Filing Close Date	Tuesday, August 05, 2008

?
**Duties and Qualifications**

Position Duties	Serve as a member of the Policy and Planning Division in the Seattle Department of Transportation (SDOT). Conduct neighborhood parking assessments and develop parking strategies for neighborhood business districts and residential areas, as well as support development of city parking policies and plans. <ul style="list-style-type: none"> <li>•Collect and analyze data, identify and evaluate solution alternatives, develop recommendations, and write reports to present findings.</li> <li>•Develop project scopes, cost estimates, schedules, budgets, and monitor progress of transportation projects.</li> <li>•Develop and conduct parking assessments, plans and studies; make policy recommendations.</li> <li>•Participate in site-specific strategic plans to address existing and future parking issues and project needs.</li> <li>•Prepare briefing materials and deliver presentations to the public, government agencies and elected officials.</li> <li>•Represent the Seattle Department of Transportation at various forums and community</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>•The equivalent of a Bachelor's Degree in Engineering, Urban Planning, Transportation Planning, or related field plus two years transportation planning experience.</li> <li>•A closely related graduate degree can be substituted for up to two years of experience.</li> <li>•Washington state driver's license or equivalent mobility.</li> <li>•Ability to effectively work in a multi-cultural workplace with a diverse customer base.</li> </ul>
Desired Qualifications	<ul style="list-style-type: none"> <li>•Working knowledge of transportation and urban planning, traffic engineering, project management and planning, and research methodology and analysis.</li> <li>•Familiarity with planning and data analysis issues related to parking.</li> <li>•Demonstrated ability to analyze problems and devise solutions to unique and technically difficult transportation planning issues and problems.</li> <li>•Experience preparing briefing materials and delivering presentations to the public, government agencies and elected officials on controversial topics.</li> <li>•Demonstrated ability to work independently to resolve problems and plan and perform assignments.</li> <li>•Bilingual skills are a plus.</li> </ul>

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**Application Instructions and Requirements**

Position Requirements	A background check will be required for non City employees selected for this position. Driver's License.
Information on How to Apply	Option 1) Apply online at <a href="http://seattle.gov/jobs">http://seattle.gov/jobs</a> . Option 2) Applications may be completed and dropped off at the Personnel Department, 54th Floor of the Municipal Tower, 700 5th Avenue (at the corner of 5th and Columbia).
Posting Contact Name	Dale Hitsman
Posting Contact Number	206-386-0042

**Apply**

If you are interested in the job, click the **Apply** button. More on **Applying** on p. 15.



**NOTE:** If you want to return to **Jobs Postings**, click the **Back** button



The system will **display an arrow** to mark where you were in **Jobs** list.



### How to Use the Search Function

Here's how to do a simple **"Wild Card Search"** to look for a specific job or for a job from a specific department.

In the **SEARCH** field, enter part of the word you're looking for with an **Asterisk** on both sides of fixed text. The example below is **\*pers\*** for Personnel.



In the **BY** field, click the down arrow to select a **parameter**. In this case, the **Search** is by **Department Name**.

Click **Search**.

After you click Search, the system will display positions in Personnel. To return to the **Job Posting List**, click the **Show All** button.





## Applying for a Job

### Application Selection

Now that you've created an **Account** and **Saved** an **Application** to the system, applying for a job is a snap! Once you've clicked the **Apply** button, (see p. 13) the **Submit Application** page will open.

Click the **Down Arrow** next to **Application Package** and select the **Application** you want to use for this posting. Remember, you can store up to **5 different Applications** – this is where you choose the best version for this particular posting.

**Hot Tip - Edit Cover Letter!** Before **Submitting** your **Application**, make sure you **Edit** your **Cover Letter** reflects the job you are **currently** applying for.

The screenshot shows the 'Submit Application' page for user 'Janie Girl'. The 'Application Package' dropdown menu is open, showing three options: 'Select One', 'Primary', and 'Accounting Tech II'. A red box highlights the dropdown menu. The 'Preview' field is currently empty.

Your **Application** will appear in the **Preview** field.

The screenshot shows the 'Submit Application' page with the 'Application Package' dropdown menu set to 'Accounting Tech II'. The 'Preview' field displays the following information:

Personal Information	
<b>Name</b>	Doe, Jane
<b>Address</b>	1234 24th Ave Seattle WA, 98112
<b>Primary Phone</b>	(206)684-4326
<b>Secondary Phone</b>	(206)324-4783
<b>Current Employee</b>	No
<b>Former Employee</b>	No
<b>May Temp</b>	No
<b>May Work Part-Time</b>	No
Skill Information	
<b>Skill</b>	Organizational Skills

**Note:** Your Resume and Cover Letter are not displayed in the Preview but will be included in your submittal.



## Referral Information

This section is optional. If you want to complete it, click the **Down Arrow** on **Referral Category** and make a selection.

Click **Referral Source** and make a selection.

## Condition of Application and Employment & Submittal

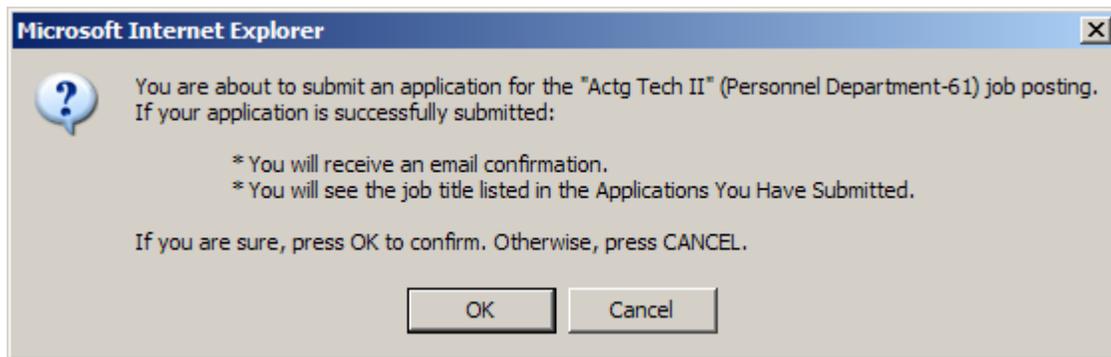
This is the last step!

**Read the Conditions and click the box.** If you don't check the box, the **Submit** button will remain inactive (grayed out).

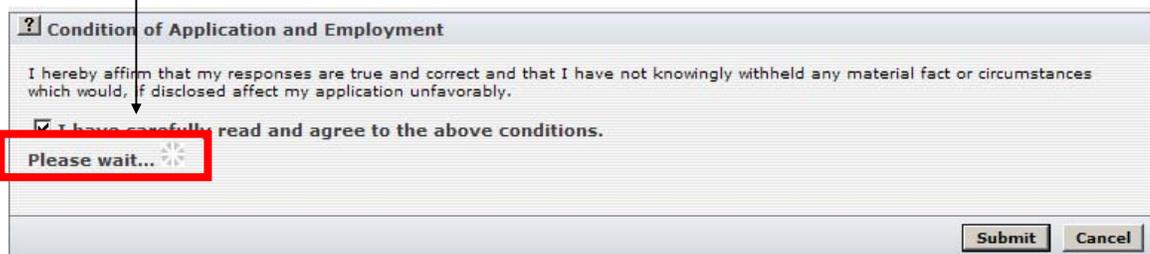
Check the box and click the Submit button.



A **Dialog Box** appears that confirms you want to submit an application. Click **OK**.



You will see a **“Please Wait”** message as the system processes your **Application**.



The system returns you to your **Homepage**. At the bottom of the page, the **Application** you just submitted will be listed in the **Applications You Have Submitted** section.

Applications You Have Submitted - List of jobs you applied to				
Position Title	Job Posting	Date Applied	Position Status	Withdraw?
Actg Tech II	Personnel Department-61	7/15/2008	Accepting Applications	

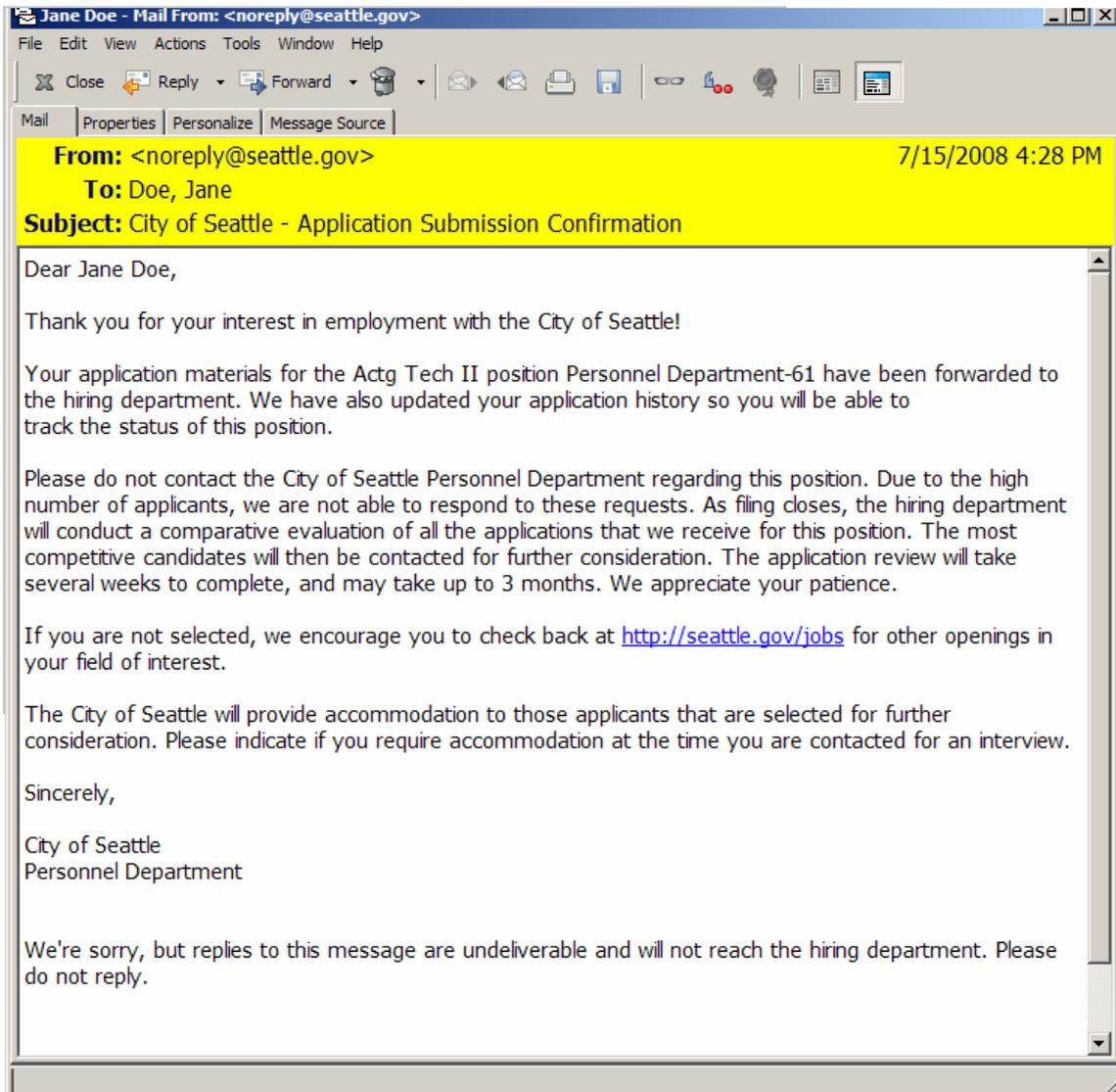
You can track the stages of the candidate selection process by checking **Position Status**. The stages are:

- **Accepting Applications** – The City is accepting applications for a specific time span (filing dates)
- **Review in Progress** – The City is reviewing the qualification of all applicants. No new applications are being accepted.
- **Final Selection** – The City is interviewing selected candidates. No new applications are being accepted.
- **Position(s) Filled** – An offer has been made and accepted.
- **Closed** – Applications are no longer being accepted or reviewed.
- **Opening Cancelled** – The City is not continuing with the selection process.



## E-Mail Confirmation

After you have submitted your Application, you will receive an e-mail confirming that the City received your Application.





## How to Reset a Forgotten Password

Forgot your password? Not a problem! Follow these steps to reset your password.

**Step 1:** Click the “**here**” link at the bottom of the **Login** box

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**Create an Account**  
 To apply for a job, you must first CREATE AN ACCOUNT. To Create an Account, click the link below.  
[Create an Account](#)

**Login**  
 To Login, enter your e-mail address, password and click "Sign In" below.  
 Email Address:   
 Password:  Note: Passwords are Case Sensitive  
 Sign In

Forgot your screen name or password? Click [here](#) to reset your password.

**Please Note: 30 Minute Timeout**  
 For security purposes, the system will log you out after 30 minutes of inactivity. To prevent this from happening, click a button to process data such as "Save". This will keep your session active and will reset the timeout to zero.

**Step 2:** In the **Credentials Recovery** box, enter your **E-Mail Address** and click **Retrieve Password**.

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**Credentials Recovery - Regain access to your account**  
 If you have forgotten your password we can generate a temporary Reset Key for you. All you need to do is to enter your Account ID e-mail address. The Reset Key will be sent to your email address along with a link back to the Reset Page where you will be able to reset your old password. Please enter the required information below:

Account ID:   
 Retrieve Password

A message appears stating a Reset Key is sent to your e-mail account.

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Account ID:  **Your Reset Key has been sent to the specified email address**  
 Retrieve Password



**Step 3:** The **System** will send you an **E-Mail**.

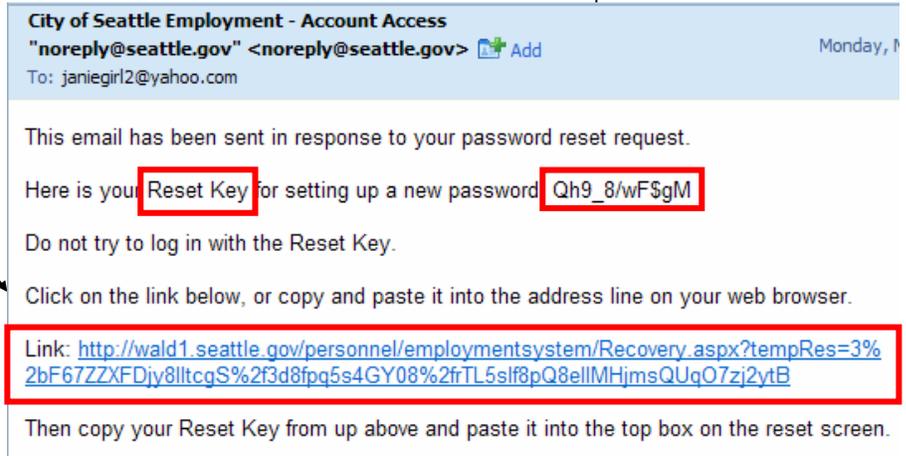


Open the e-mail and **READ THE INSTRUCTIONS CAREFULLY**.

First, **COPY** the **Reset Key**.

**NOTE:** The **Reset Key** **IS NOT** your new password!

Next, **Click** the **LINK** – or copy and paste it into the Address Line of your Web Browser.



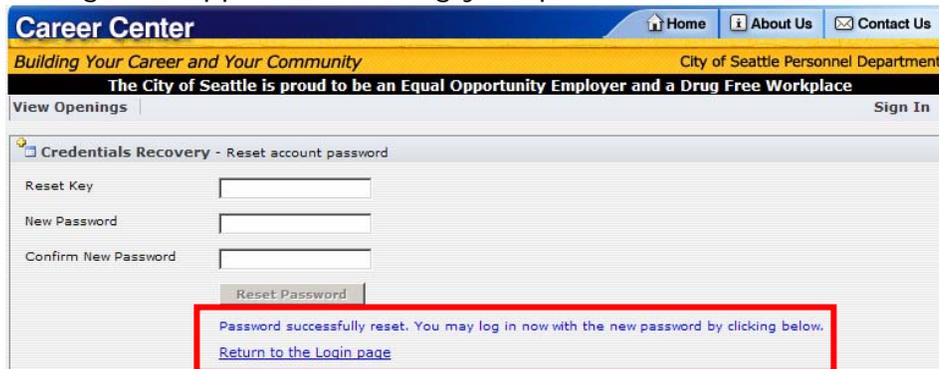
**Step 3:** The **Credentials Recover** box will appear.

**Paste** the **RESENT KEY** in the **Reset Key** field.



**Enter** and **confirm** your new password. **Click** the **Reset Password** button.

A message will appear confirming your password reset was successful



Click the **Return to the Login page** link to **Login** to the **System**.