

QUICK GUIDE:

REGISTERING AND MANAGING YOUR ACCOUNT

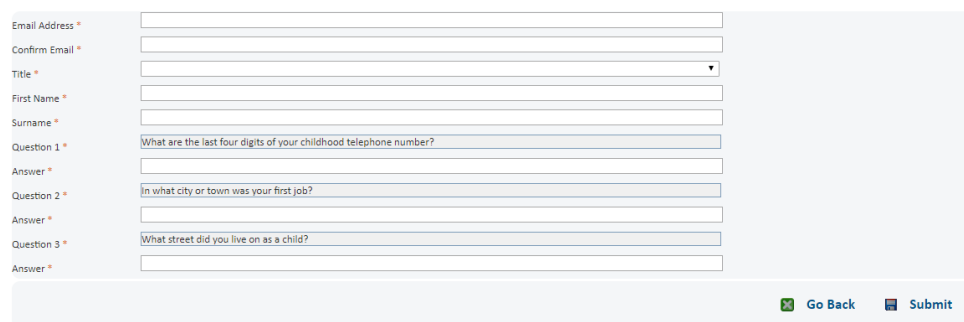
This user guide covers registering for an account with the Candidate Portal to apply for vacancies, register for job alerts and save favourites.

How to register

Step 1 Go to the Candidate Portal website.

Step 2 Select **Register** in the navigation menu.

The **Registration** page is displayed.



The screenshot shows a registration form with the following fields and questions:

- Email Address *
- Confirm Email *
- Title *
- First Name *
- Surname *
- Question 1 *: What are the last four digits of your childhood telephone number?
- Answer *
- Question 2 *: In what city or town was your first job?
- Answer *
- Question 3 *: What street did you live on as a child?
- Answer *

At the bottom right of the form, there are two buttons: **Go Back** and **Submit**.

Step 3 Enter your name and email address.

Step 4 Enter a password for the Candidate Portal.

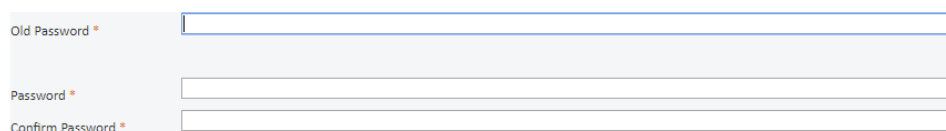
Step 5 Answer the security questions.

Step 6 Select **Submit**.

How to change your password

Step 1 Log in to the Candidate Portal.

Step 2 Select **Change Password** in the navigation menu.



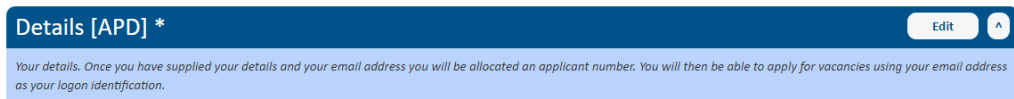
The screenshot shows a form with three input fields:

- Old Password *
- Password *
- Confirm Password *

- Step 3** Enter the *Old Password*.
This may be the system generated password sent by email.
- Step 4** Enter the new password in the *Password* field.
- Step 5** Enter the new password in the *Confirm Password* field.
- Step 6** Select **Submit**.

How to update your email address

- Step 1** Log in to the Candidate Portal.
- Step 2** Select **My Profile** in the navigation pane.
- Step 3** Select **Edit** for the **Details** section on the **My Profile** page.



- Step 4** Enter the new email address in the *Email Address* field.

- Step 5** Select **Save** for the **Details** section.

If you need help...

If you need help with the Candidate Portal, speak to the Recruitment team on 02 8240 4216 or email recruitment@acecqa.gov.au.