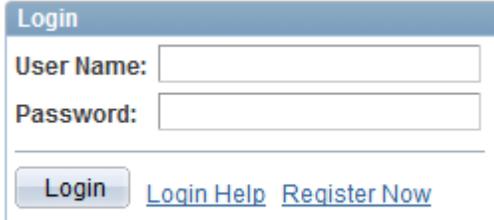




Step	Action	
1.	<p>Navigate to <a href="http://humanresources.vermont.gov/">http://humanresources.vermont.gov/</a></p> <ul style="list-style-type: none"> <li>Click on Job Seekers Tab</li> <li>Then, select the button for Job Seekers (Search Jobs &amp; Apply Online)</li> </ul>	
2.	<p>On the Careers page, click on Login Help</p>	<p><b>Careers</b></p> <p>Welcome! You can search and review jobs from this page without creating an account with us. When you are ready to apply or wish to save your search, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools.          If you are a current State employee, <a href="#">click here</a></p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="1081 1047 1480 1169"> <p><b>Basic Job Search</b></p> <p>Keywords: <input type="text"/></p> <p>Posted: Anytime <input type="button" value="v"/></p> <p><input type="button" value="Search"/> <a href="#">Advanced Search</a> <a href="#">Search Tips</a></p> </div> <div data-bbox="1564 1047 1837 1169"> <p><b>Login</b></p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/> <a href="#">Login Help</a> <a href="#">Register Now</a></p> </div> </div> <p>* The Advanced Search link above can be used to search for jobs with more detailed criteria, such as locations, job family, and keywords (department, job title, etc.)</p> <p>Enter your user name and password to login.          If you have not yet registered, <a href="#">Register Here</a>.</p>



Step	Action	
3.	<p>If you do not know your “User Name” enter your email into the box on the right - “Forgot User Name”.</p> <p>The system will then send you an email with your user name. <b>Be careful when reading the email, you may have 2 usernames.</b> Once you have a user name and new password, we suggest you use only one of them going forward. <b>Your information will not cross over between accounts.</b></p> <p>Once you receive your email with the “User Name” go back to the login help and enter the user name in the first box “Forgot Password”.</p>	 <p><b>Login Help</b></p> <p>Choose One of These Options</p> <p><b>Forgot your password?</b></p> <p>*Enter your User Name:</p> <p><input type="text"/></p> <p>Get New Password Cancel</p> <p>OR</p> <p><b>Forgot your User Name?</b></p> <p>*Enter your Email Address:</p> <p><input type="text"/></p> <p>Find User Name Cancel</p> <p><b>Login Help</b></p> <p>Choose One of These Options</p> <p><b>Forgot your password?</b></p> <p>*Enter your User Name:</p> <p><input type="text"/></p> <p>Get New Password Cancel</p> <p>OR</p> <p><b>Forgot your User Name?</b></p> <p>*Enter your Email Address:</p> <p><input type="text"/></p> <p>Find User Name Cancel</p>
4.	<p>From the careers home page, you can then log in using the username and password you have received via email.</p>	 <p><b>Login</b></p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Login Login Help Register Now</p>
5.	<p>Once you have logged in, you then have the option to change your password.</p> <ul style="list-style-type: none"> <li>• Click on My Profile</li> <li>• Click on Change Password</li> <li>• Enter New Password</li> <li>• Confirm New Password</li> <li>• And Save</li> </ul>	 <p>Careers Home <a href="#">Job Search</a> <a href="#">My Saved Jobs</a> <a href="#">My Saved Searches</a> <a href="#">My Career Tools</a> <a href="#">Logout</a></p> <p><b>Careers Home</b></p> <p>Welcome Helpdesk</p> <p><b>Basic Job Search</b></p> <p>Keywords: <input type="text"/></p> <p>Posted: Anytime</p> <p>Search Advanced Search Search Tips</p> <p><b>My Career Tools</b></p> <p><a href="#">View Application Status</a></p> <p><a href="#">0 Additional Attachments</a></p> <p><a href="#">1 Saved Resumes</a></p> <p><a href="#">My Profile</a></p> <p>* The Advanced Search link above can be used to search for jobs with more detailed criteria, such as locations, job family, and keywords (department, job title, etc.)</p>