Quick Start Guide





Access SuccessFactors

Recruiting First Time Login www.humanresources.vermont.gov

www.humanresources.vermont.gov/careers

Remember: The important point is that the first time you login, you need to create your password! (It is the same process as resetting your password.)

2

After reading, proceed to login (found on this page.)



3.

Click the the "?" on the right hand side of the password field (leave password field and Username field blank.) On the next screen, enter your Username, (which is your State of Vermont employee ID), and click Reset.





4.

You will receive an email in your state email inbox. Click the link and follow instructions on screen to create/reset your password.

Reset Your Password

- Passwords must be from 8 to 18
- Passwords are case sensitive. They
- Passwords must contain at least or
- numeric character.
- Password cannot be same as any of the previous 10 passwords.
- combination of letters and digits

Type your new password again.

Type your new password again.

Subtrait.

5.

Once your password is set, click the button back to login!
Remember: <u>Username</u> is your employee ID.

Reset Successful!

Your password has been successfully reset. Click the button below to return to the login page.

Back to Log in -



If you don't have a State of Vermont email, you won't be able to set your password in this way. Please contact Recruitment Services at: 802-828-6700 or toll free at 855-828-6700 Select Option 1, then Option 4.

Email: DHR.Recruitment@Vermont.gov