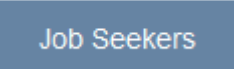

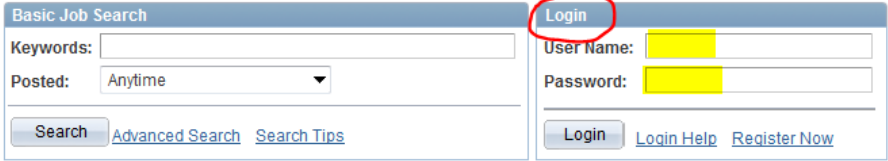
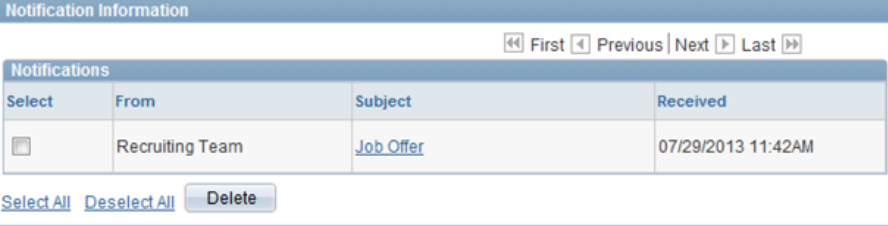

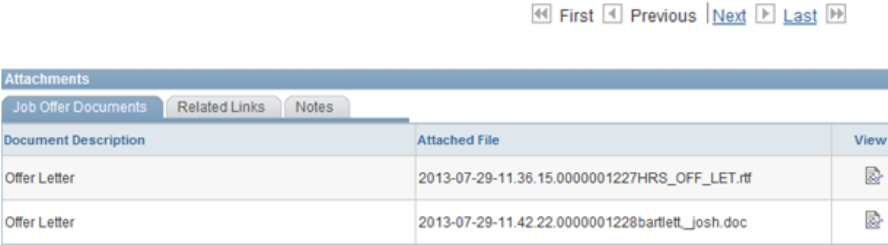


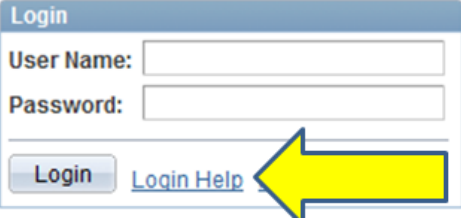




Step	Action	
1.	<p>Login to your VTHR account. (Go to http://humanresources.vermont.gov/careers, then choose the links pictured below.)</p>  	<p>Careers</p> <p>Enter your user name and password to login. If you have not yet registered, Register Here.</p> 
2.	<p>Click on the Job Offer under the Notification Information box.</p> <p>If you do not find the offer in the Notifications section, you may have more than one active Applicant accounts.</p> <p>See Step 6 on page 2 of this Guide.</p>	
3.	<p>Please review each of the documents carefully before responding to this offer.</p> <p>Any documents marked as Action required  must be completed and returned. You may scan the completed forms and upload them, or complete the forms and bring them with you on your first day of work.</p>	
4.	<p>After reviewing all documents, place a check mark in the “<i>I acknowledge</i>” box, the Accept button will become active.</p>	
5.	<p>Click the Accept button.</p>	



Step	Action	
6.	Use the “Login Help” function to find all of your active Applicant accounts, as well as to retrieve a forgotten User Name or reset your Password.	
7.	<p>Enter your email address in the box on the right (labelled “Forgot your User Name?”).</p> <p>You will receive an email with all of the User Names associated with your email address.</p>	<p>Login Help</p> <p>Choose One of These Options</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="1087 683 1478 867"> <p>Forgot your password?</p> <p>*Enter your User Name:</p> <input type="text"/> <p><input type="button" value="Get New Password"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="1503 773 1535 792">OR</div> <div data-bbox="1558 683 1955 867"> <p>Forgot your User Name?</p> <p>*Enter your Email Address:</p> <input type="text"/> <p><input type="button" value="Find User Name"/> <input type="button" value="Cancel"/></p> </div> </div>
8.	<p>If you do not recall the Password used for each User Name, go back to the Login Help function. Enter the applicable User Name in the “Forgot your password?” box and click the “Get New Password” button.</p> <p>You will receive an email with a new temporary password that you can use to login to your account.</p>	<p>Login Help</p> <p>Choose One of These Options</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="1087 1060 1478 1243"> <p>Forgot your password?</p> <p>*Enter your User Name:</p> <input type="text"/> <p><input type="button" value="Get New Password"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="1503 1149 1535 1169">OR</div> <div data-bbox="1558 1060 1955 1243"> <p>Forgot your User Name?</p> <p>*Enter your Email Address:</p> <input type="text"/> <p><input type="button" value="Find User Name"/> <input type="button" value="Cancel"/></p> </div> </div>