
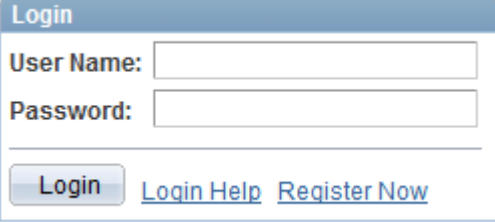
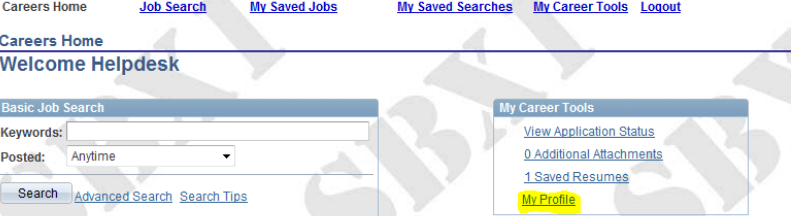




Step	Action	
1.	<p>In your web browser, go to <a href="http://www.careers.vermont.gov">www.careers.vermont.gov</a></p> <p>Click on the Job Seekers image.</p>	
2.	<p>On the Careers page, click on Login Help</p>	<p><b>Careers</b></p> <p>Welcome! You can search and review jobs from this page without creating 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="1079 711 1482 834"> <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="1566 711 1829 834"> <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>
3.	<p>If you do not know your “User Name”, enter your email into the box on the right - “Forgot User Name” and click on the button “Find 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 box on the left of the page - “Forgot Password” and click on the button “Get New Password”.</p> <p>The system will send you an email with a temporary password.</p>	<p><b>Login Help</b></p> <p>Choose One of These Options</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="1079 1032 1360 1162"> <p><b>Forgot your password?</b></p> <p>*Enter your User Name:</p> <p><input type="text"/></p> <p><input type="button" value="Get New Password"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="1373 1094 1398 1110">OR</div> <div data-bbox="1415 1032 1696 1162"> <p><b>Forgot your User Name?</b></p> <p>*Enter your Email Address:</p> <p><input type="text"/></p> <p><input type="button" value="Find User Name"/> <input type="button" value="Cancel"/></p> </div> </div> <p><b>Login Help</b></p> <p>Choose One of These Options</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="1079 1305 1360 1435"> <p><b>Forgot your password?</b></p> <p>*Enter your User Name:</p> <p><input type="text"/></p> <p><input type="button" value="Get New Password"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="1373 1367 1398 1383">OR</div> <div data-bbox="1415 1305 1696 1435"> <p><b>Forgot your User Name?</b></p> <p>*Enter your Email Address:</p> <p><input type="text"/></p> <p><input type="button" value="Find User Name"/> <input type="button" value="Cancel"/></p> </div> </div>



Step	Action	
4.	From the careers home page, you can then log in using the username and password you have received via email.	
5.	Once you have logged in, you then have the option to change your password. <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>* 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>