
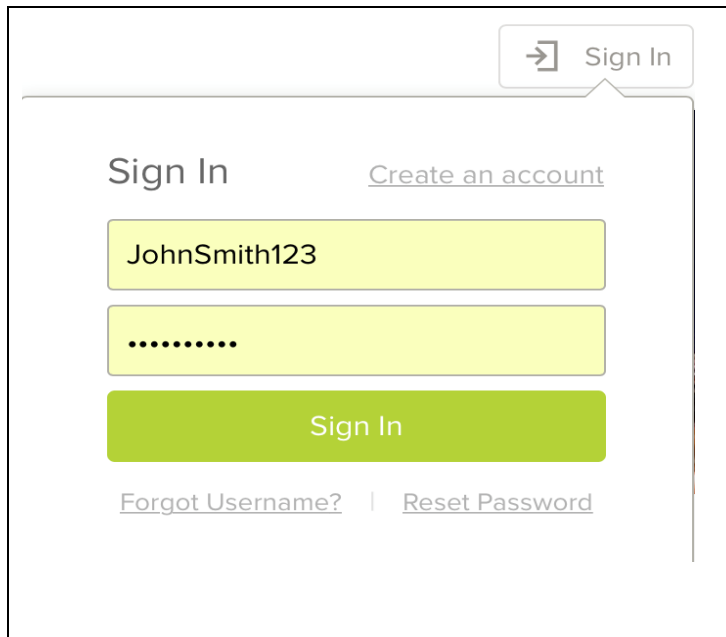
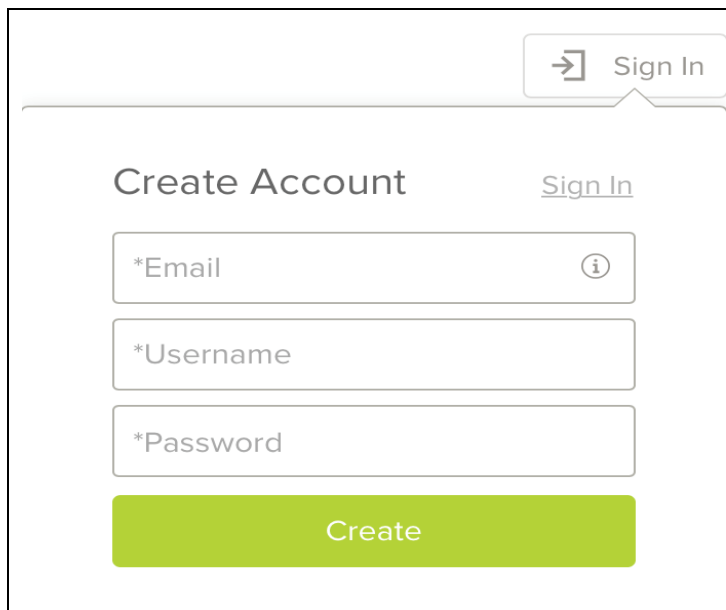


# To Create an Account

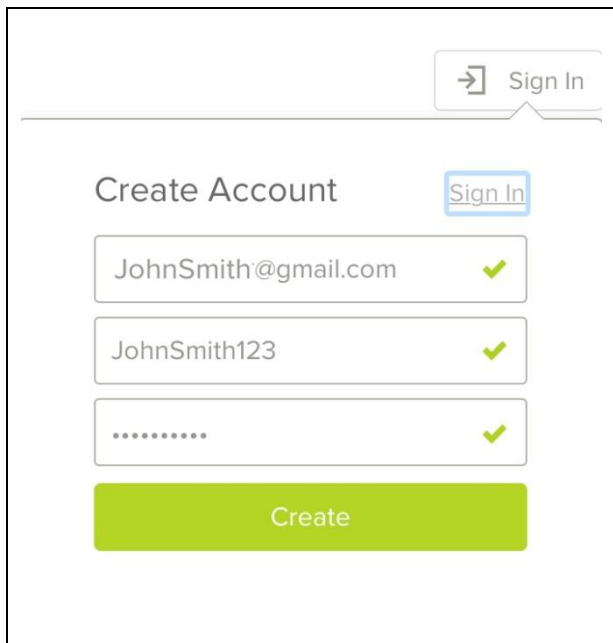
Follow these steps to create an account or sign in to an already existing account:


1. Go to <https://www.training.governmentjobs.com/careers/oklahomacity> or simply cut and paste this URL into your web browser address.
2. Click  which is located at the top right of the menu. A drop down window will appear as shown below.

 <p>The screenshot shows a 'Sign In' form. At the top right, there is a 'Sign In' button with an arrow icon. Below it, the form has the title 'Sign In' and a link for 'Create an account'. There are two input fields: the first contains the username 'JohnSmith123' and the second contains a masked password '.....'. Below the fields is a green 'Sign In' button. At the bottom, there are links for 'Forgot Username?' and 'Reset Password'.</p>	<p>If you already have a user account, login using your previously created username and password.</p>
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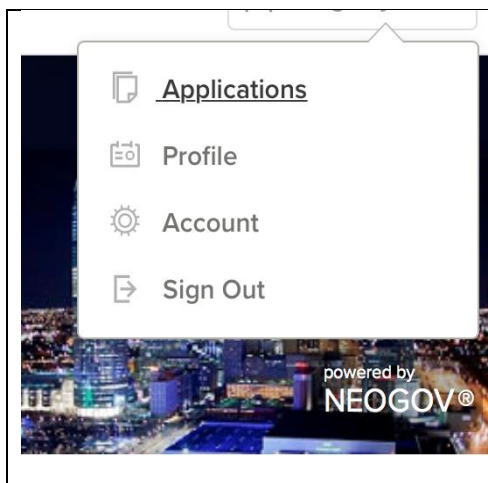
 <p>The screenshot shows a 'Create Account' form. At the top right, there is a 'Sign In' button with an arrow icon. Below it, the form has the title 'Create Account' and a link for 'Sign In'. There are three input fields: '*Email' with an information icon, '*Username', and '*Password'. Below the fields is a green 'Create' button.</p>	<p>If you do not already have an account, select "Create Account" and enter your new account information.</p>
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- If you created an account before and can't remember your USERNAME, click on "Forgot Username." This sends you email with your username.
- If you created an account before and can't remember your PASSWORD, click on "Reset Password". This sends you email with a process to reset your password.

	<p>As you supply correct information for each field, a checkmark on the right indicates that the value is correct.</p> <p>Once the information is entered and security question answered, click "Create."</p> <p><u>Keep a record of your username and password.</u></p>
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	<p>Once you sign in, your username appears on the right in the top menu bar.</p>
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The pulldown menu under your username lets you quickly access common options:

	<p>Use Applications &amp; Status to <a href="#">review</a> all of your job applications.</p> <p>Use Accounts Settings to edit your contact information, or change your password.</p> <p>If you change your contact information, this information is updated with employers with which you have applied.</p> <p>Use Profile to update basic information that you use to apply for jobs, such as work experience.</p>
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