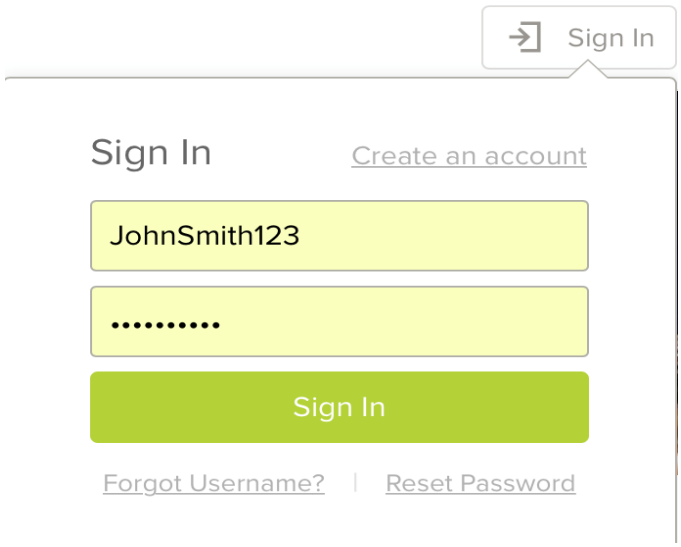
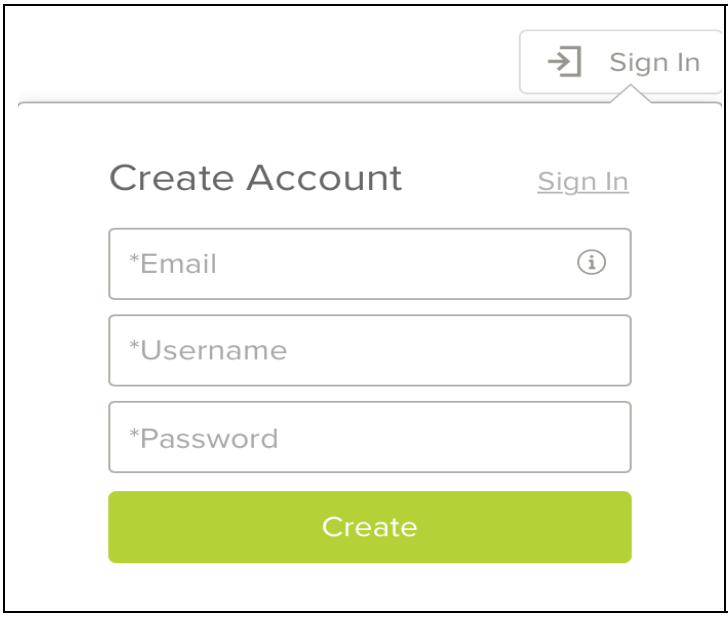
To Create an Account

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.

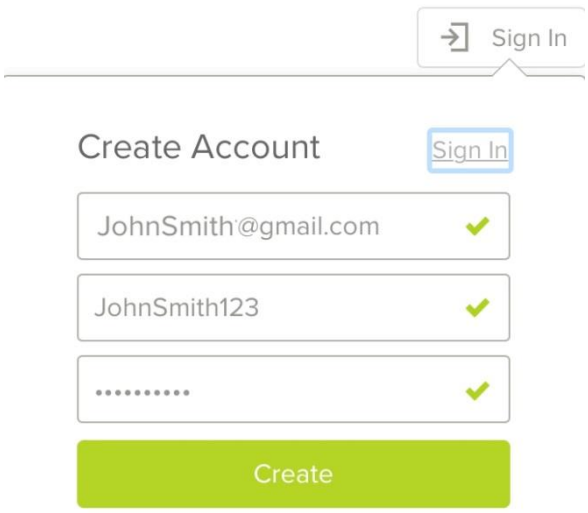
2. Click

which is located at the top right of the menu. A drop down window will appear as shown below.

	If you already have a user account, login using your previously created username and password.
	If you do not already have an account, select “Create Account” and enter your new account information.

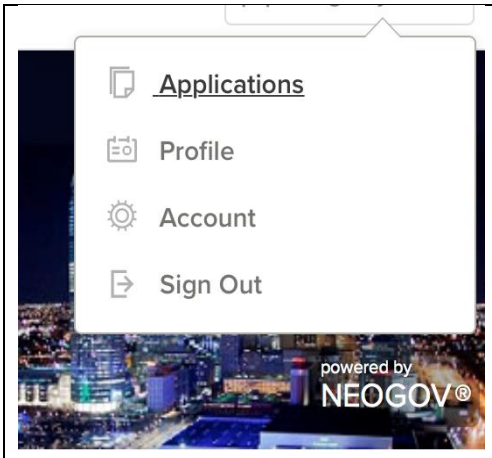
- If you created an account before and can't remember your USERNAME, click on "Forgot Username." This sends you email with your username.

- 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.

	As you supply correct information for each field, a checkmark on the right indicates that the value is correct. Once the information is entered and security question answered, click "Create." <u>Keep a record of your username and password.</u>

	Once you sign in, your username appears on the right in the top menu bar.

The pulldown menu under your username lets you quickly access common options:

	Use Applications & Status to review all of your job applications. Use Accounts Settings to edit your contact information, or change your password. If you change your contact information, this information is updated with employers with which you have applied. Use Profile to update basic information that you use to apply for jobs, such as work experience.