

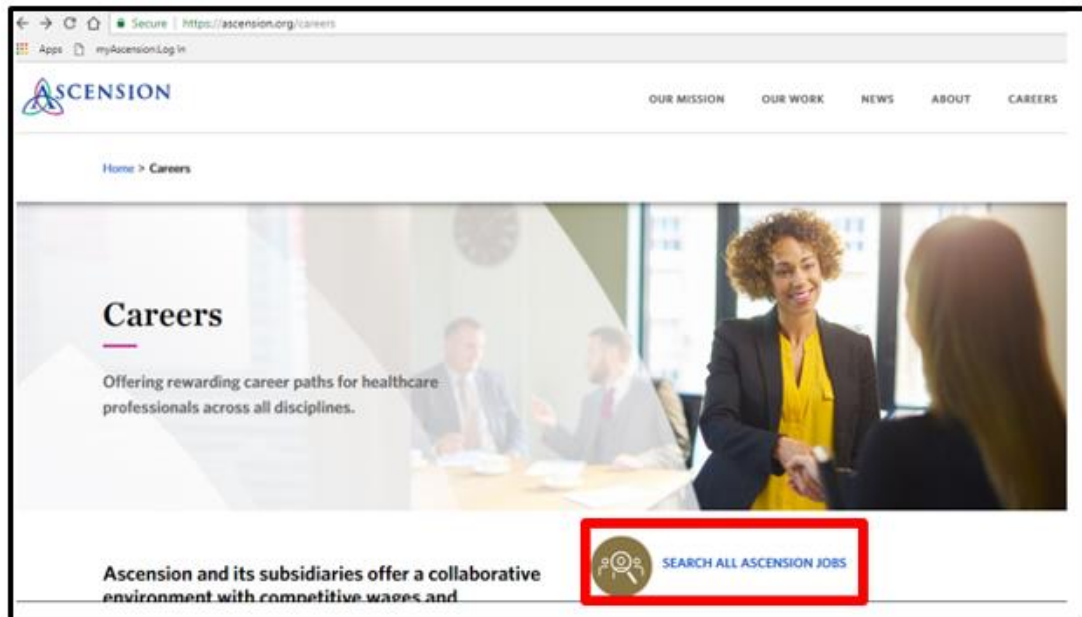


External Applicant Reset User Name and Password

User Name Reset for External Candidates

If an application forgets their password they have the access to have it reset by the system.

Go to www.ascension.org/careers. Click on Search all Ascension Jobs.



On the next page, click 'My Applications' in the top left hand corner of the page:

The image shows a web interface for job listings. At the top left, a red box highlights the text "MY APPLICATIONS" with a red arrow pointing to it. Below this is a large heading "Search Job Listings". Underneath the heading is a search form with several fields: "Keyword" (text input), "Category" (dropdown menu with "Select Category"), "Location" (text input with "City, State"), "Job ID" (text input), "Job Type" (dropdown menu with "Select Job Type"), and "Shift" (text input with "Select Shi").

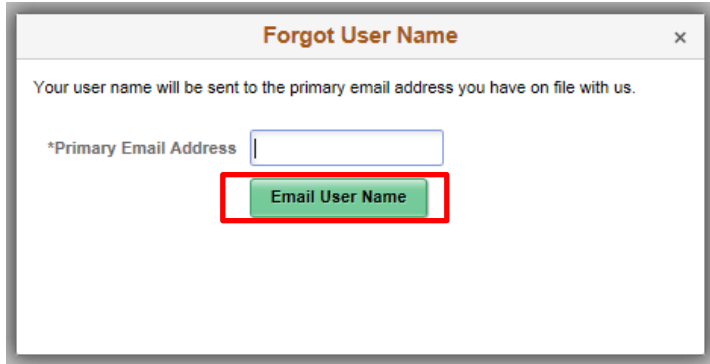
On the Welcome screen, click Sign In.

The image shows a "Careers" welcome screen. At the top is a dark blue header with the word "Careers" in white. Below the header, the word "Welcome" is displayed in orange. To the right of "Welcome" is a red box highlighting a "Sign in" button. Below the "Sign in" button is a list of three menu items, each with an icon and a right-pointing arrow: "My Job Notifications" (envelope icon), "My Job Applications" (briefcase icon), and "My Account Information" (person icon). At the bottom left of the screen, the text "Job Search" is visible in blue.

On the next screen, below the Sign In button, you will find links, one for **Forgot User Name** and one for **Forgot Password**.

The image shows a "Sign In" dialog box with a title bar that says "Sign In" and a close button (x). Inside the dialog, there are two input fields: "*User Name" and "*Password". Below the input fields is a green "Sign In" button. At the bottom of the dialog, there is a red box highlighting the text "Forgot User Name | Forgot Password".

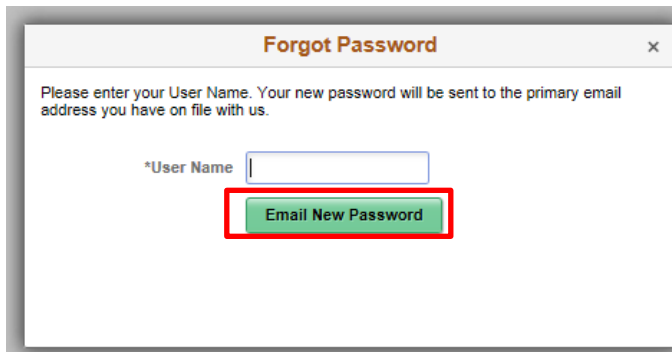
If you have forgotten your User Name, you will be asked to enter in the Primary Email Address used when the applicant profile was created. The user name will be emailed to this email address.



The screenshot shows a dialog box titled "Forgot User Name" with a close button (x) in the top right corner. The main text reads: "Your user name will be sent to the primary email address you have on file with us." Below this text is a label "*Primary Email Address" followed by an empty text input field. Directly below the input field is a green button with the text "Email User Name" in white, which is highlighted with a red rectangular border.

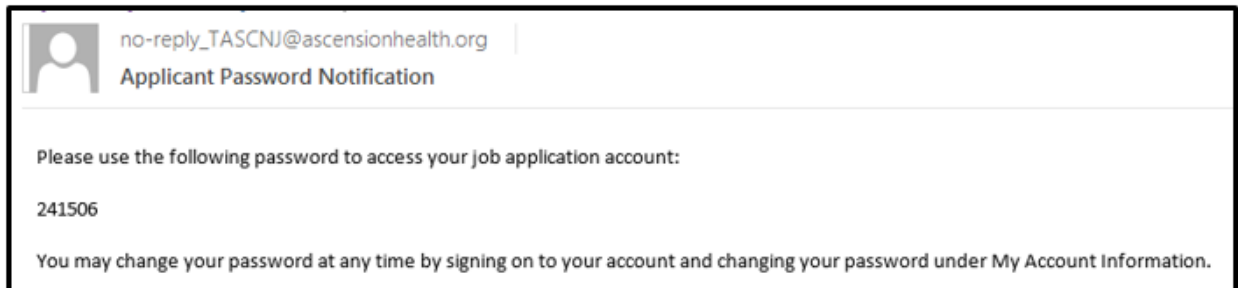
Password Reset for External Candidates

If you have forgotten your password, on the next prompt after selecting **Forgot Password**, you will be requested to enter in the User Name associated with your application and a new password will be emailed.



The screenshot shows a dialog box titled "Forgot Password" with a close button (x) in the top right corner. The main text reads: "Please enter your User Name. Your new password will be sent to the primary email address you have on file with us." Below this text is a label "*User Name" followed by an empty text input field. Directly below the input field is a green button with the text "Email New Password" in white, which is highlighted with a red rectangular border.

The auto generated notification will be as follows:



The screenshot shows an email notification from "no-reply_TASCNJ@ascensionhealth.org" with the subject "Applicant Password Notification". The body of the email contains the following text: "Please use the following password to access your job application account:" followed by the password "241506". At the bottom, it states: "You may change your password at any time by signing on to your account and changing your password under My Account Information."

