Updating Your Password or Deleting Your Profile in SuccessFactors

Purpose

Use this task to update your password or delete your profile in SuccessFactors.

Prerequisites

User must have access to the internet.

Helpful Hints

None

M TORONTO



Step	Action
1	From the Toronto.ca Jobs in the City homepage, click on My Profile

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	Jobs at the City Recreation	n Jobs	Need Help	Need Accommodation?			
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Step	Action						
2	Enter your email add	ress					



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Jobs at the City	Recreation Jobs Need Help	Need Accommodation?	
	Career Opportunities: Sign In		
	Have an account? Please enter your login information below. B	Both your username and password are case sensitive.	
	*Email Address: johndoesmith@g	gmail.com	
	*Password:		
	Sign In Fo	orgot your password?	
	Not a registered user yet? Create an account to apply for our career oppor	rtunities.	
Privacy A	ccessibility at the City of Toronto	¥ f in	

Step	Action
	Enter your password
3	NOTE: If you do not know your password, click on Forgot your Password and follow the instructions to reset your password.

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	Jobs at the City Recreation Jobs	Need Help Need Ar	ccommodation?		
	Career Opportuniti Have an account Please enter your!	es: Sign In ? ogin information below. Both your us:	ername and password are case sen	sitive.	
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	Jobs at the City	Recreation Jobs	Need Help	Need Accommodation?					
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	Candidate Pr	ofile							
	Thank you for your inte	rest in working for the C	ity of Toronto!						
	We'd like to get to know	v more about you!							
	Please add more details about yourself to your candidate profile. By completing the fields you provide more information to the City of Toronto Recruiting Team.								
	Please note the City of updated email address bookings). If we do not check the status of you	Toronto Recruiting Tear that is checked regularl hear back from applica ir application.	n communicates wi y, including junk/spa nts, we will assume	th applicants through email. It is th am mail folder, as we send time se that you are no longer interested in	ne applicant's responsibility to include an insitive emails (i.e. testing and interview n the job. You may also log in any time to				
	The City is committed t disability under the Ont	to providing Code-protec ario Human Rights Code	eted accommodatio e, please visit this lir	n throughout its hiring process. If y ık.	you require an accommodation due to				
Step	Action								
5	Click on Opt i	ions							
[M Toronto								
	Jobs at the City	Recreation Jobs	Need Help	Need Accommodation?					
	Candidate Pr	ofile		Sign O	ut Options Y English US (English US) Y				
	Thank you for your inte	erest in working for the C	ity of Toronto!		Job Alerts				
	We'd like to get to know	v more about you!	,						
	Please add more detail Recruiting Team.	ls about yourself to your	candidate profile. B	ly completing the fields you provide	e more information to the City of Toronto				
	Please note the City of updated email address bookings). If we do not check the status of you	Toronto Recruiting Tear that is checked regularl thear back from applica ur application.	n communicates wi y, including junk/sp nts, we will assume	th applicants through email. It is th am mail folder, as we send time se that you are no longer interested i	he applicant's responsibility to include an insitive emails (i.e. testing and interview n the job. You may also log in any time to				
	The City is committed t disability under the Ont	to providing Code-protec tario Human Rights Code	cted accommodatio e, please visit this lin	n throughout its hiring process. If y nk.	you require an accommodation due to				
Javascript:void(0)									
tep	Action								

For Instuctions on how to Delete Your Profile click here



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Step	Action
	If you would like to change your password, enter your current password and your new password.
7	NOTE: Your password must be 8-18 characters long and cannot contain any space or Unicode characters.
	Confirm your new password
8	NOTE: Your password must match, you will receive a confirmation on screen that both your new password and your confirmed new password match.

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	Password must be a unicode characters.	it least 8 characters long	g. Password must	not be longer than 18 cha	aracters. Pas	sword must	not contain space or	
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	Change Password							
	View Profile						Delete Profile	
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	Current Password									
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	View Profile							Delete Profi	ile	
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Deleting Your Profile in SuccessFactors

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	Current Password	
	New Password	
	Repeat New Password	
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	View Profile	Delete Profile
ер	Action	
1	From the Settings m	enu click on Delete Profile
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	Settings Password	Sign Out Options × English US (English US) ×
	Settings Password	Sign Out Options × English US (English US) × Delete All Data ×
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	Settings Password Password must be at least 2 cl unicode characters. Current Password	Sign Out Options ~ English US (English US) ~ Delete All Data × hara Warning! This action will permanently delete your account. All your information will be removed and you will be withdrawn from any jobs you applied to. ssword must not contain space or
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	Settings Password Password must be at least 2 cd unicode characters. Current Password New Password Repeat New Password Change Password.	Sign Out Options ~ English US (English US) ~ Delete All Data * hara Warning! This action will permanently delete your account. All your information will be removed and you will be withdrawn from any jobs you applied to. Cancel Delete All Data
	Settings Password Password must be at least 2 cf unicode characters. Current Password Repeat New Password Repeat New Password Change Password View Profile	Sign Out Options * English US (English US) * Delete All Data * ssword must not contain space or All your information will be removed and you will be withdrawn from any jobs you applied to. Cancel Delete All Data Delete Profile

Step	Action
2	Click on Delete All Data

M Toronto



Step	Action
3	You will be redirected to the toronto.ca Jobs in the City homepage

Outcome

You have successfully changed your password or deleted your profile in SuccessFactors.