

Updating Your Password or Deleting Your Profile in SuccessFactors

Purpose

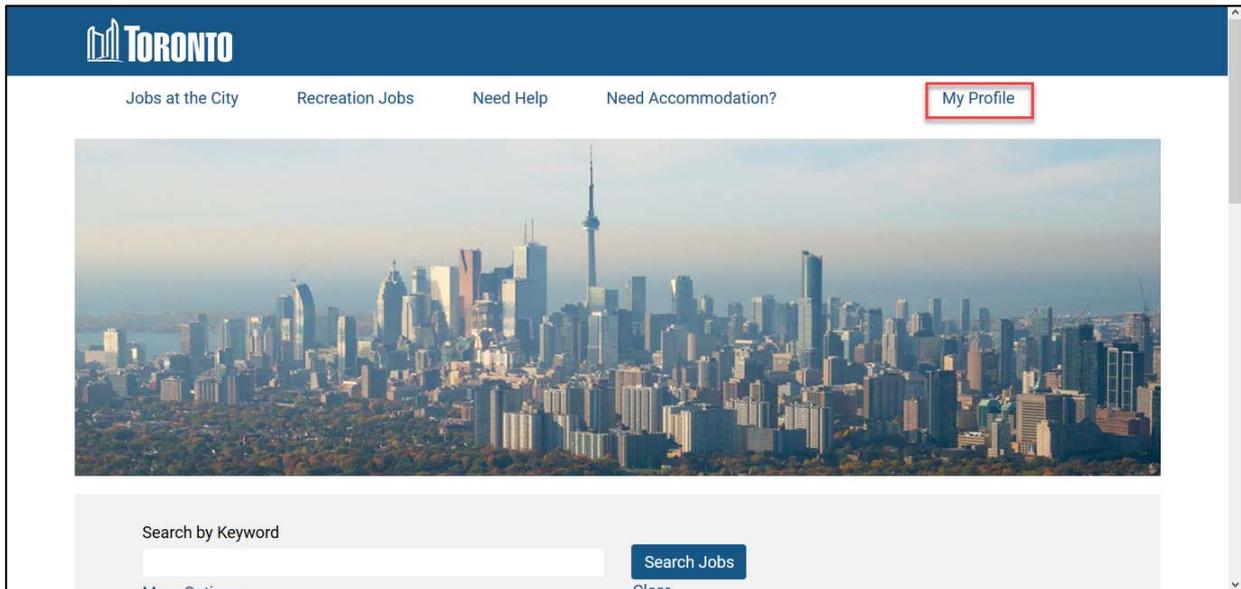
Use this task to update your password or delete your profile in SuccessFactors.

Prerequisites

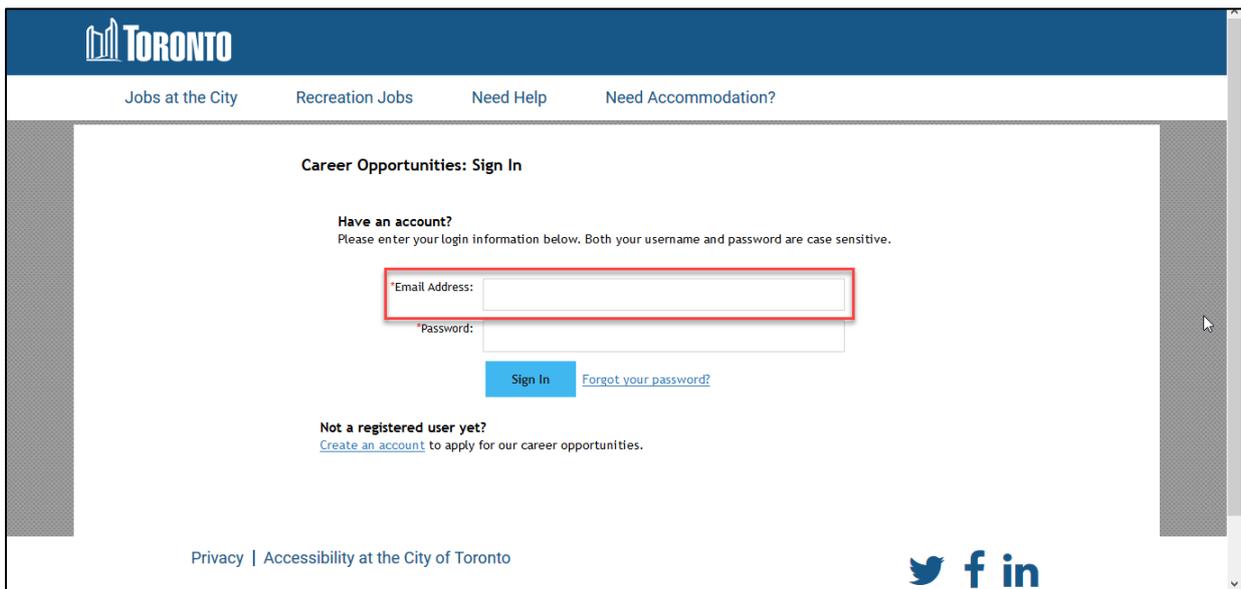
User must have access to the internet.

Helpful Hints

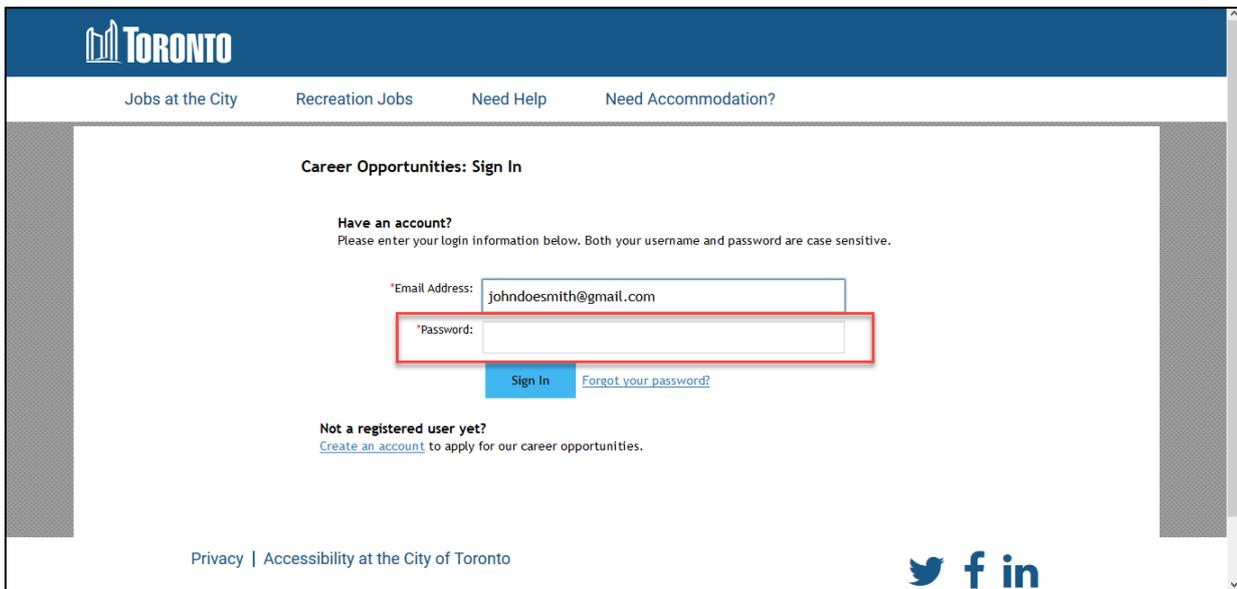
None



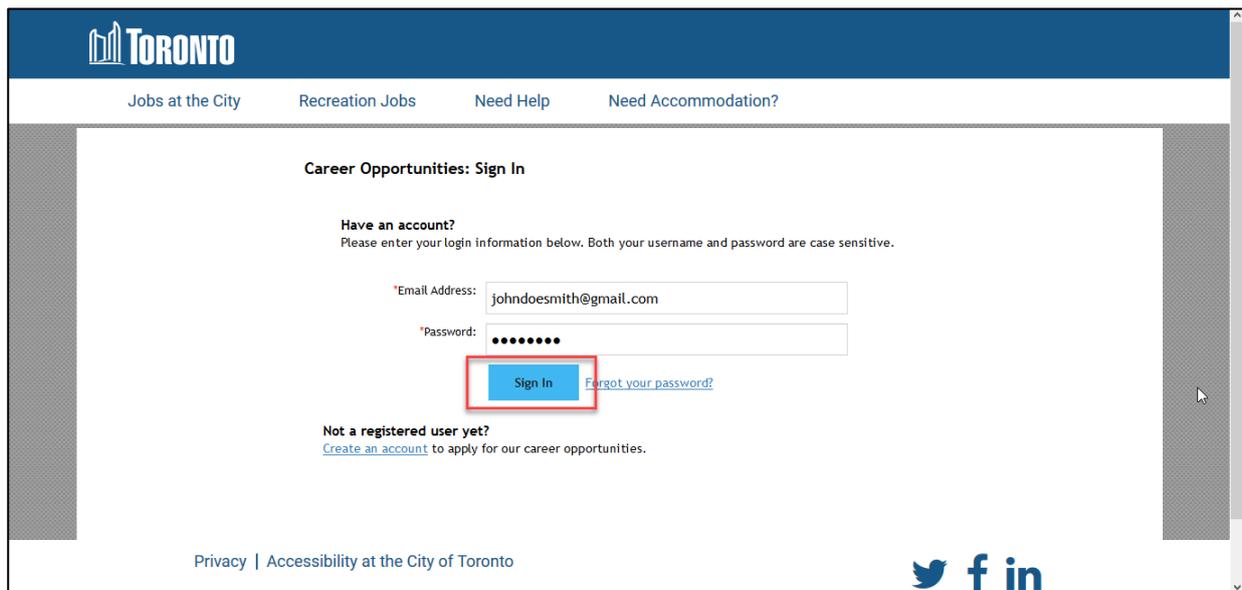
Step	Action
1	From the Toronto.ca Jobs in the City homepage, click on My Profile



Step	Action
2	Enter your email address



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



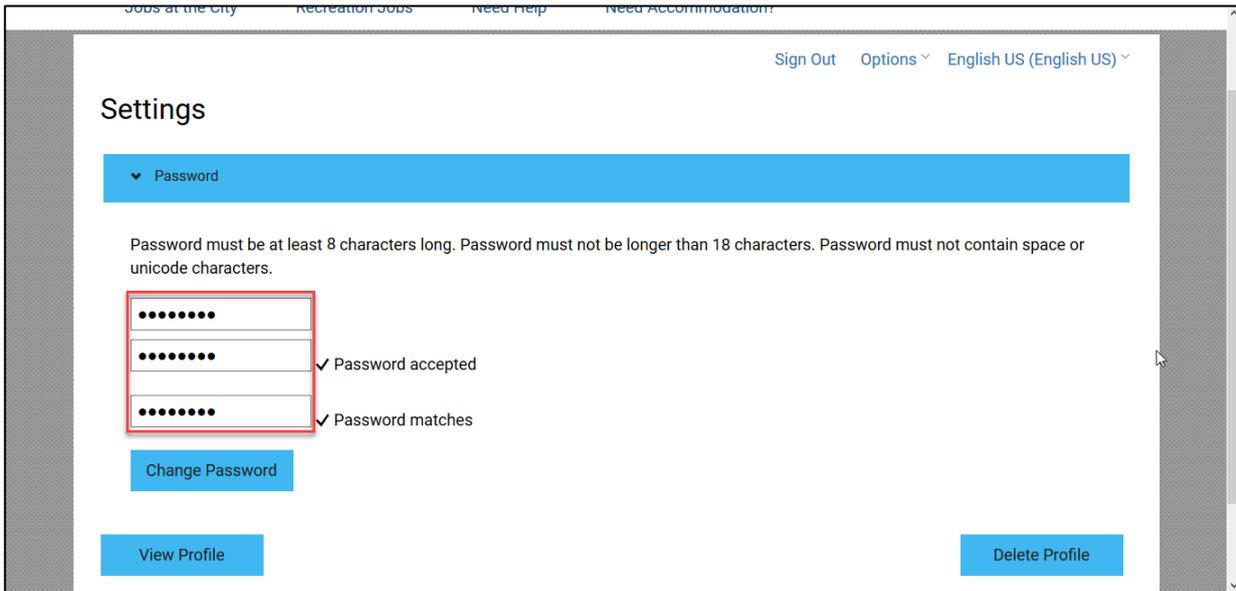
Step	Action
4	Click on Sign In

The screenshot shows the 'Candidate Profile' page. At the top right, there are links for 'Sign Out', 'Options', and 'English US (English US)'. The 'Options' dropdown menu is open, showing 'My Profile', 'Job Alerts', and 'Settings'. The 'Options' link is highlighted with a red box.

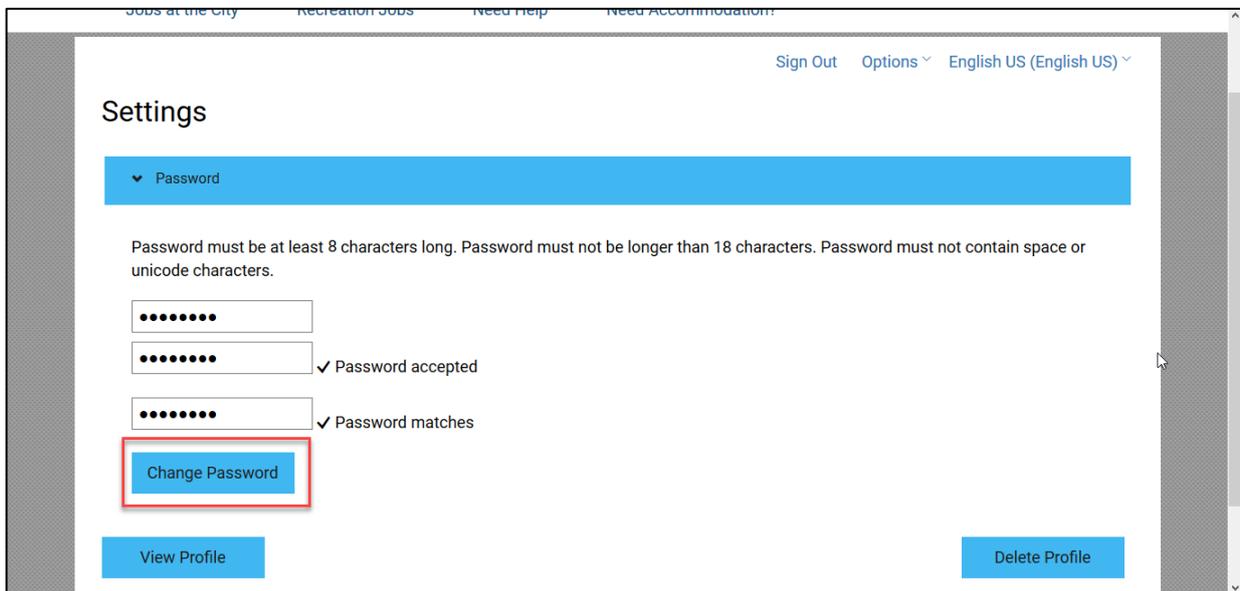
Step	Action
5	Click on Options

The screenshot shows the 'Candidate Profile' page. At the top right, there are links for 'Sign Out', 'Options', and 'English US (English US)'. The 'Options' dropdown menu is open, showing 'My Profile', 'Job Alerts', and 'Settings'. The 'Settings' option is highlighted with a red box.

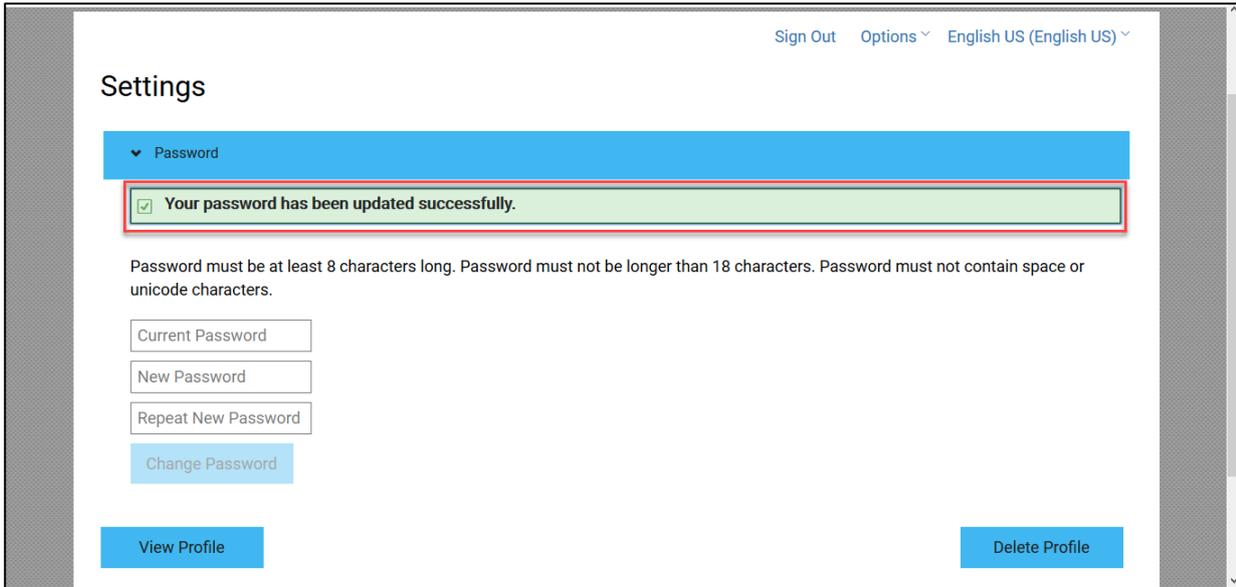
Step	Action
6	Click on Settings For Instructions on how to Delete Your Profile click here



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

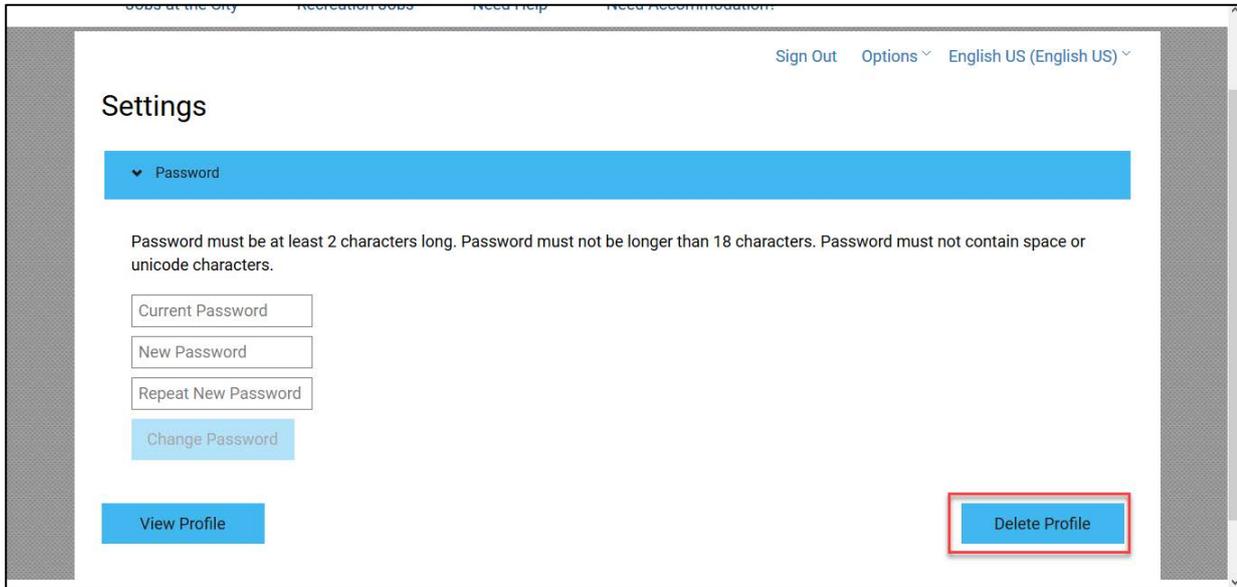


Step	Action
9	Click on Change Password

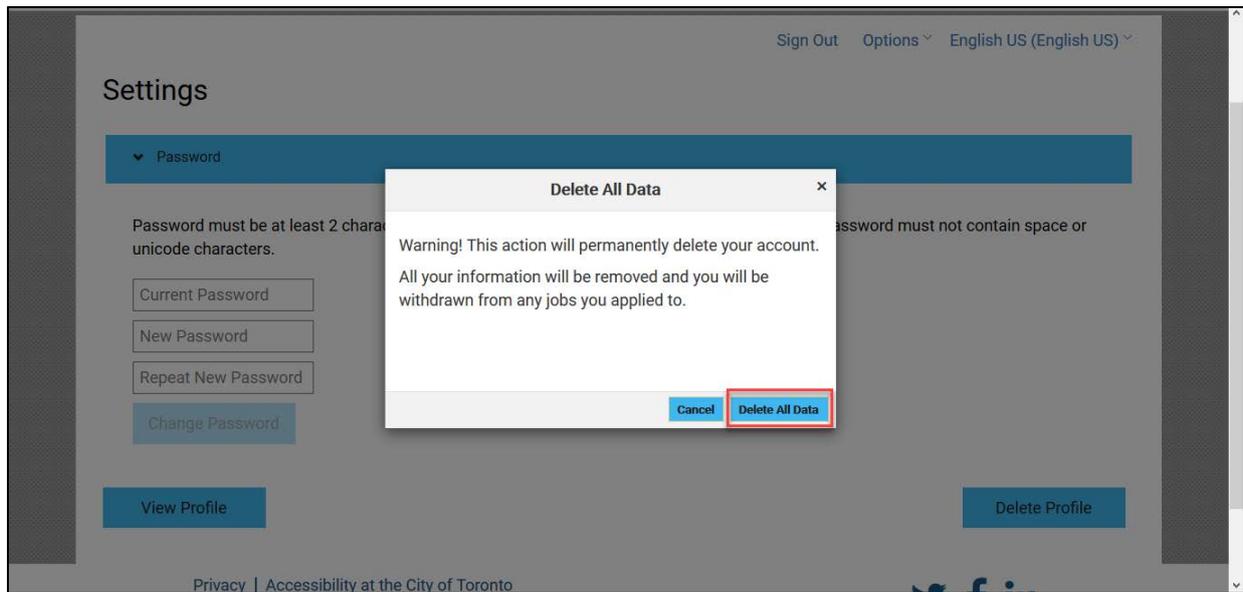


Step	Action
10	You will receive a confirmation that your password has been changed successfully

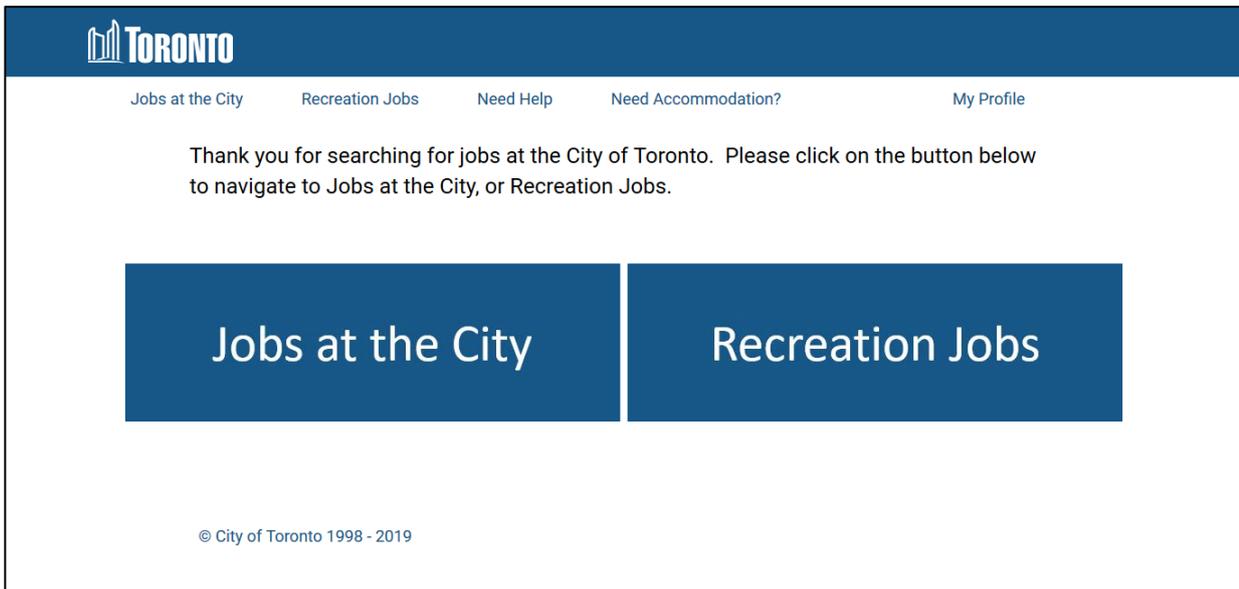
Deleting Your Profile in SuccessFactors



Step	Action
1	From the Settings menu, click on Delete Profile



Step	Action
2	Click on Delete All Data



The screenshot shows the Toronto website's job search interface. At the top left is the Toronto logo. A navigation bar contains links for 'Jobs at the City', 'Recreation Jobs', 'Need Help', 'Need Accommodation?', and 'My Profile'. Below the navigation bar, a message reads: 'Thank you for searching for jobs at the City of Toronto. Please click on the button below to navigate to Jobs at the City, or Recreation Jobs.' Two large blue buttons are displayed side-by-side: 'Jobs at the City' on the left and 'Recreation Jobs' on the right. At the bottom of the page, a copyright notice states '© City of Toronto 1998 - 2019'.

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.