

Creating Your SuccessFactors Account

Purpose

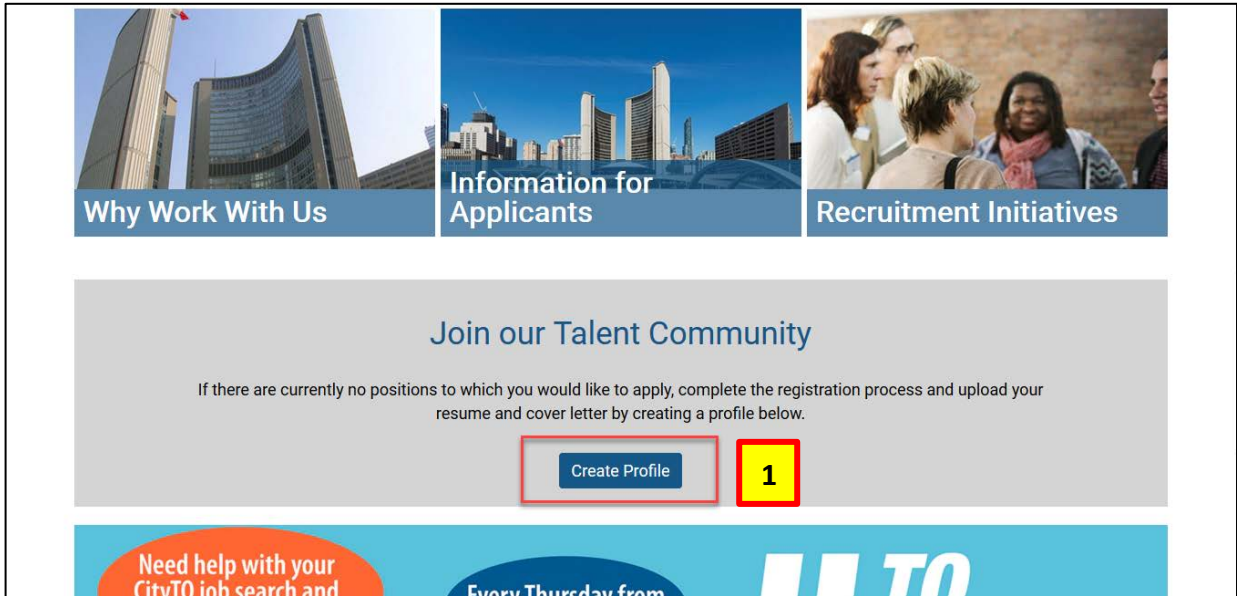
Use this task to create your SuccessFactors Account.

Prerequisites

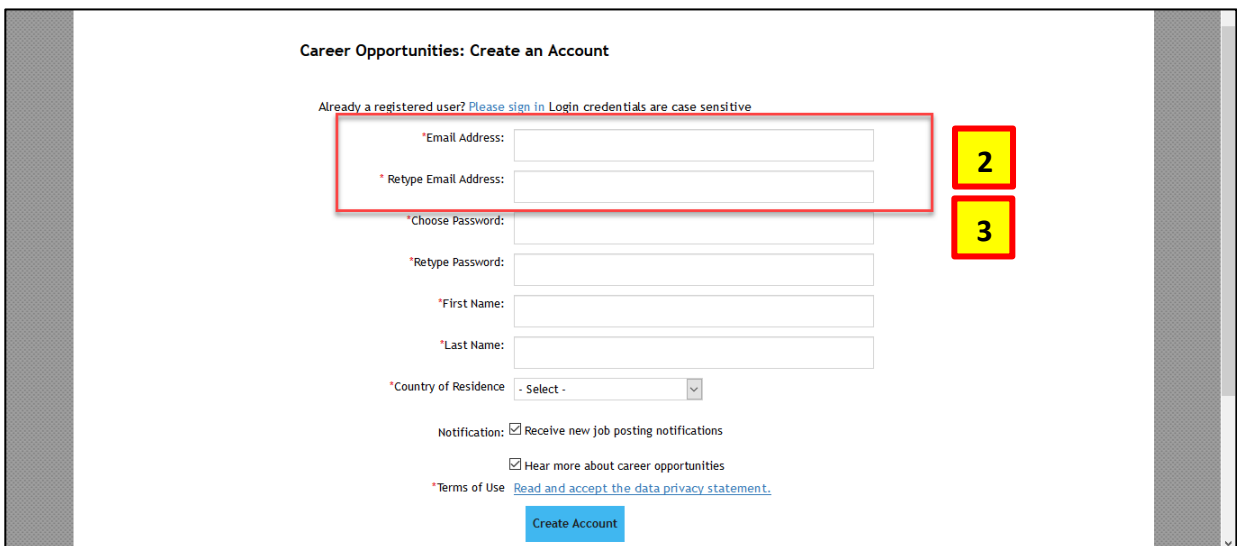
User must have access to the internet.

Helpful Hints

None



Step	Action
1	From the Toronto.ca/jobs homepage scroll down until you find the Create Profile button, click on the Create Profile button.



Step	Action
2	Enter your email address
3	Confirm your email address by re-typing it into the Retype Email Address field NOTE: You cannot copy and paste your email address into this field

Jobs at the City Recreation Jobs Need Help Need Accommodation?

Career Opportunities: Create an Account

Already a registered user? [Please sign in](#) Login credentials are case sensitive

*Email Address: johndoesmithtoronto@gmail.com

*Retype Email Address: johndoesmithtoronto@gmail.com

*Choose Password: 4

*Retype Password: 5

*First Name: _____

*Last Name: _____

*Country of Residence: - Select -

Notification: Receive new job posting notifications
 Hear more about career opportunities

*Terms of Use [Read and accept the data privacy statement.](#)

[Create Account](#)

Step	Action
4	<p>Create your password by entering it into the Choose Password field. Your password must be 8-18 characters long and cannot contain any space or Unicode characters.</p> <p>NOTE: You will see ✓ Password accepted if your password meets the requirements</p>
5	<p>Confirm your password by re-typing it into the Retype Password field</p> <p>NOTE: You will see ✓ Password matches if both passwords match</p>

*Choose Password: ●●●●●●●●

✓ Password accepted

- Password must be at least 8 characters long.
- Password must not be longer than 18 characters.
- Password must not contain space or unicode characters.

*Retype Password: ●●●●●●●●

✓ Password matches

*First Name: John Doe 6

*Last Name: Smith

*Country of Residence: - Select -

Notification: Receive new job posting notifications
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*Terms of Use [Read and accept the data privacy statement.](#)

[Create Account](#)

Step	Action
6	Enter your first and last name

*Choose Password: [password field] ✓ Password accepted

- Password must be at least 8 characters long.
- Password must not be longer than 18 characters.
- Password must not contain space or unicode characters.

*Retype Password: [password field] ✓ Password matches

*First Name: John Doe

*Last Name: Smith

*Country of Residence: Canada [dropdown menu] **7**

Notification: Receive new job posting notifications
 Hear more about career opportunities

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Create Account

Step	Action
6	Select your Country of Residence from the drop down menu NOTE: You can type in the first two letters of your country into the drop down to locate your country of residence quicker.

*Retype Password: [password field] ✓ Password matches

*First Name: John Doe

*Last Name: Smith

*Country of Residence: Canada [dropdown menu]

Notification: Receive new job posting notifications **8**
 Hear more about career opportunities

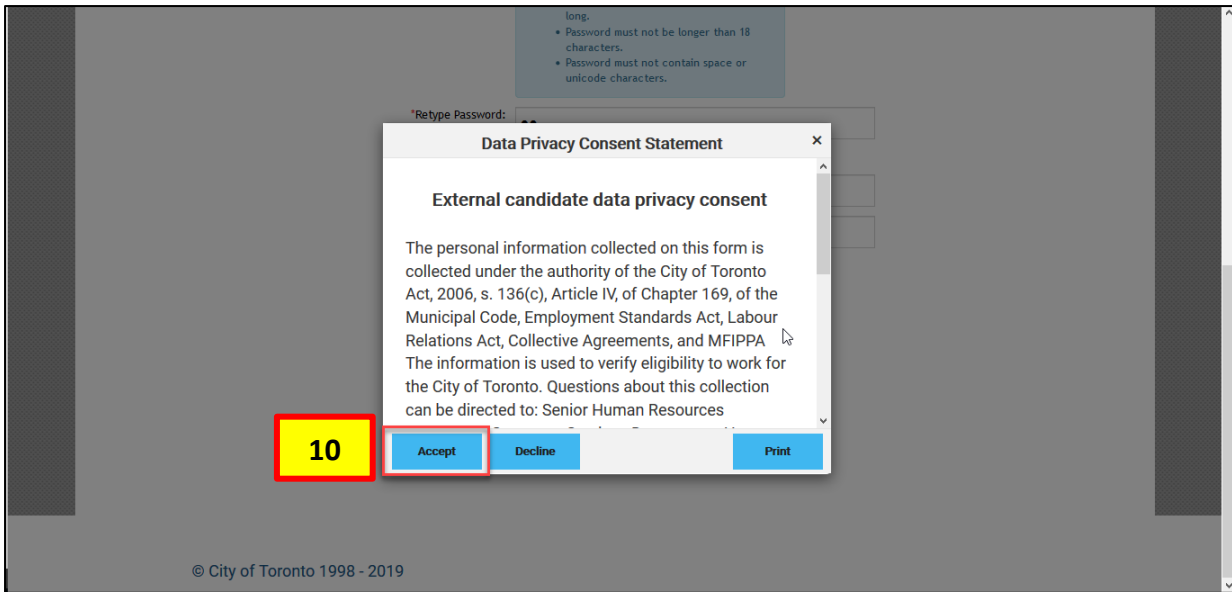
*Terms of Use [Read and accept the data privacy statement.](#) **9**

Create Account

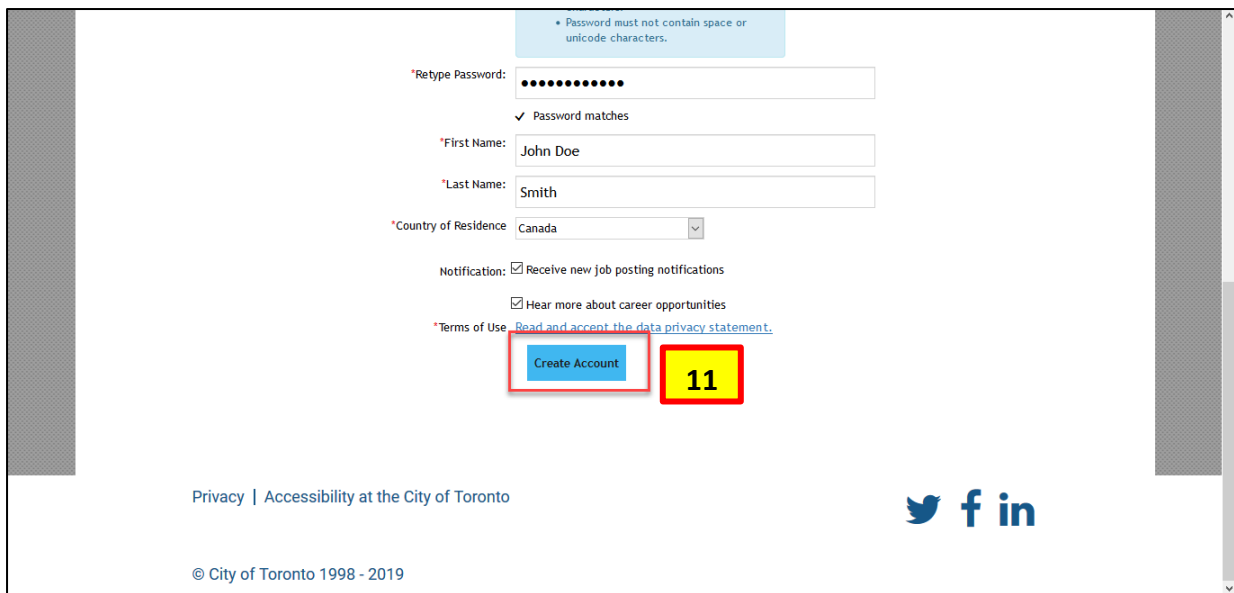
Privacy | Accessibility at the City of Toronto

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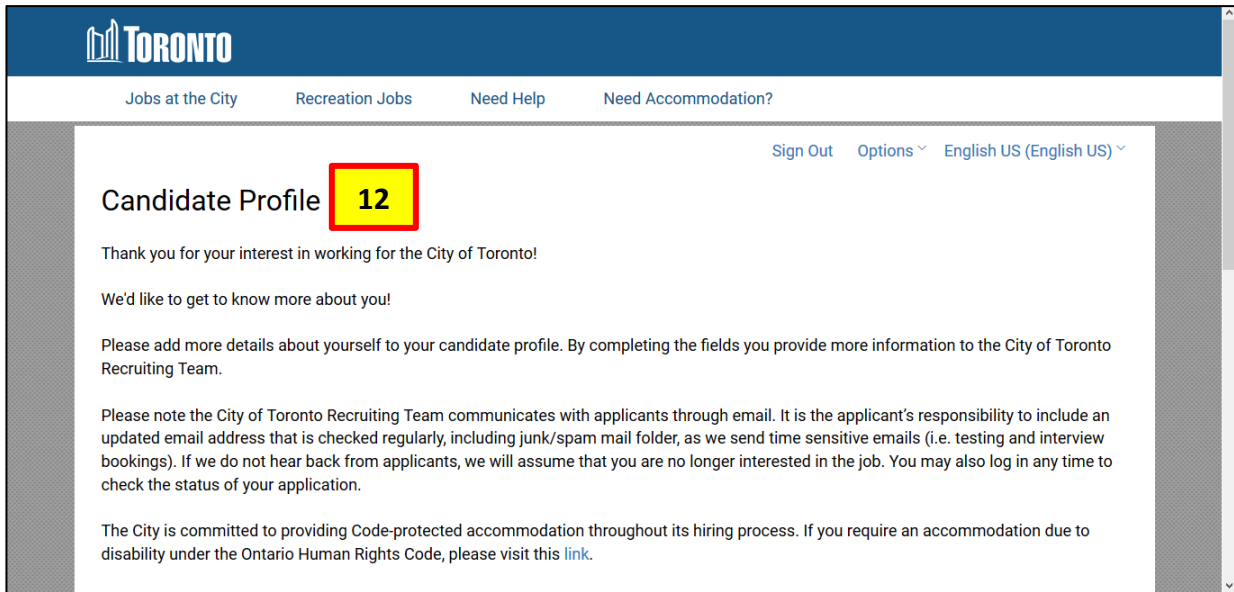
Step	Action
8	Using the click box, you can turn on or off notifications about new job postings and career opportunities. The default setting is turned on.
9	Review the Terms of Use, data privacy statement by clicking on the data privacy link.



Step	Action
10	If you agree to the Data Privacy terms, click on Accept .



Step	Action
11	Click on Create Account



Candidate Profile **12**

Thank you for your interest in working for the City of Toronto!

We'd like to get to know 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 Toronto Recruiting Team communicates with applicants through email. It is the applicant's responsibility to include an updated email address that is checked regularly, including junk/spam mail folder, as we send time sensitive emails (i.e. testing and interview bookings). If we do not hear back from applicants, we will assume that you are no longer interested in the job. You may also log in any time to check the status of your application.

The City is committed to providing Code-protected accommodation throughout its hiring process. If you require an accommodation due to disability under the Ontario Human Rights Code, please visit this [link](#).

Step	Action
12	If successful, you will be taken to the Candidate Profile page.

Outcome

You have successfully created a SuccessFactors Profile.