Creating Your SuccessFactors Account

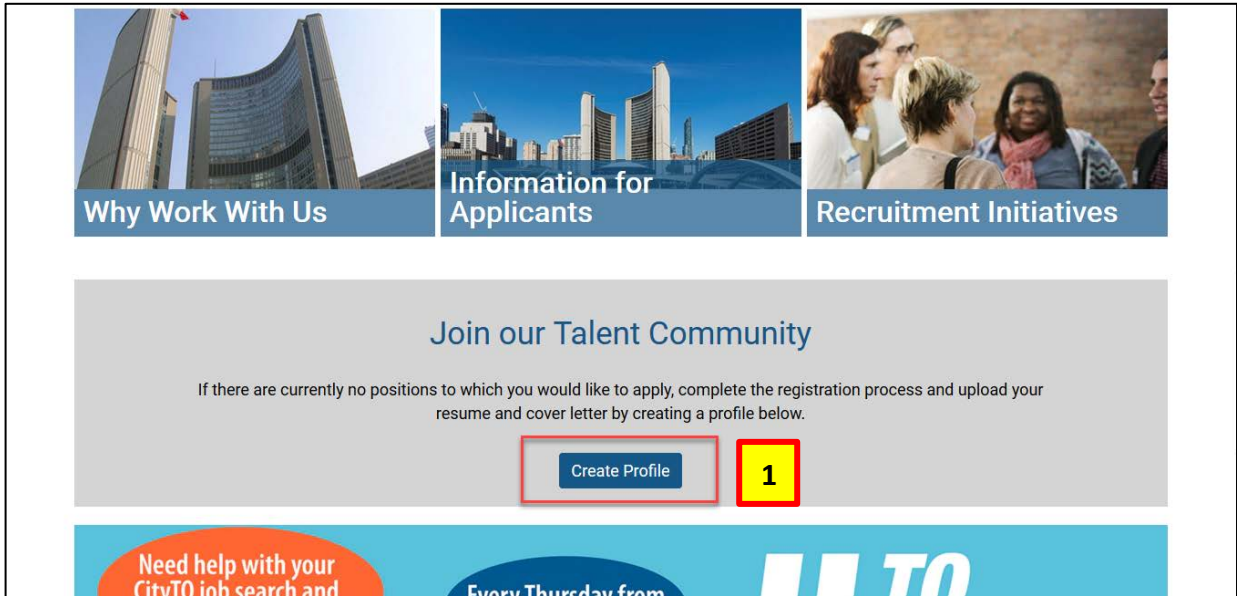## Purpose

Use this task to create your SuccessFactors Account.

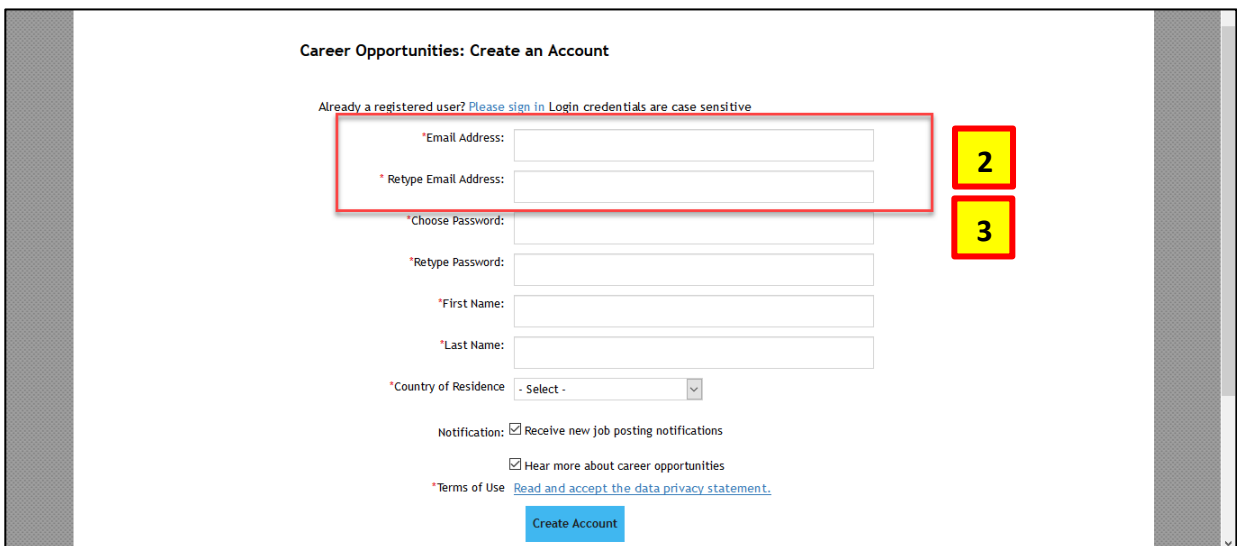## Prerequisites

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

Step	Action
4	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. **NOTE:** You will see [✓ Password accepted] if your password meets the requirements
5	Confirm your password by re-typing it into the **Retype Password** field **NOTE:** You will see [✓ Password matches] if both passwords match

Step	Action
6	Enter your first and last name

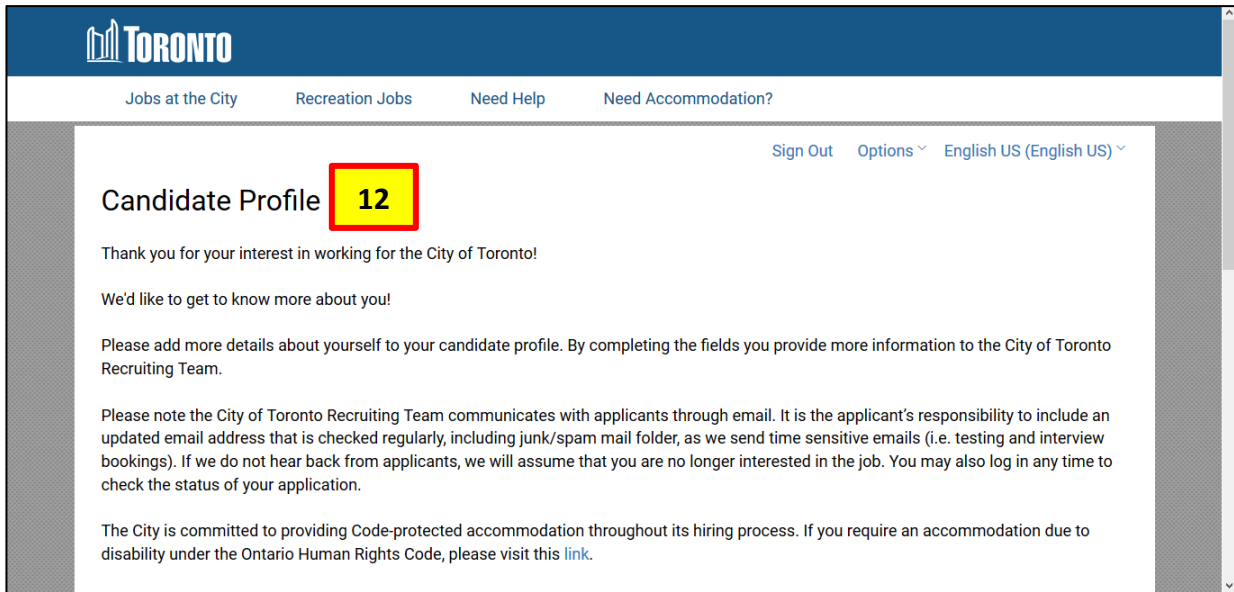| Step	Action
6	Select your **Country of Residence** from the drop down menu **NOTE:** You can type in the first two letters of your country into the drop down to locate your country of residence quicker.

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.
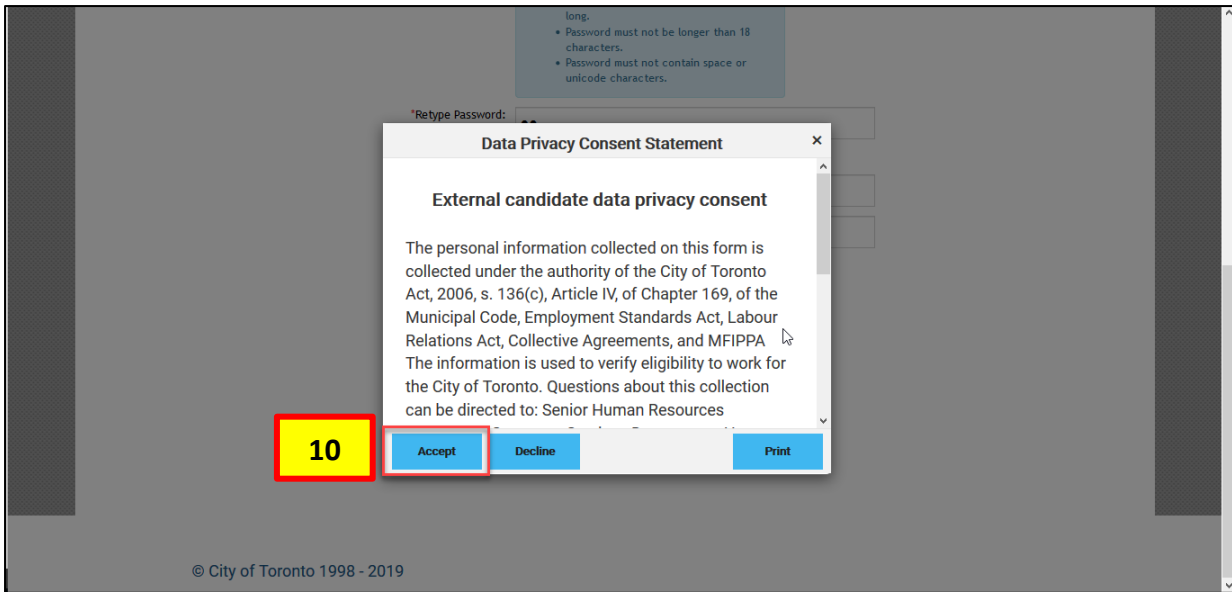
Step	Action
10	If you agree to the Data Privacy terms, click on **Accept**.
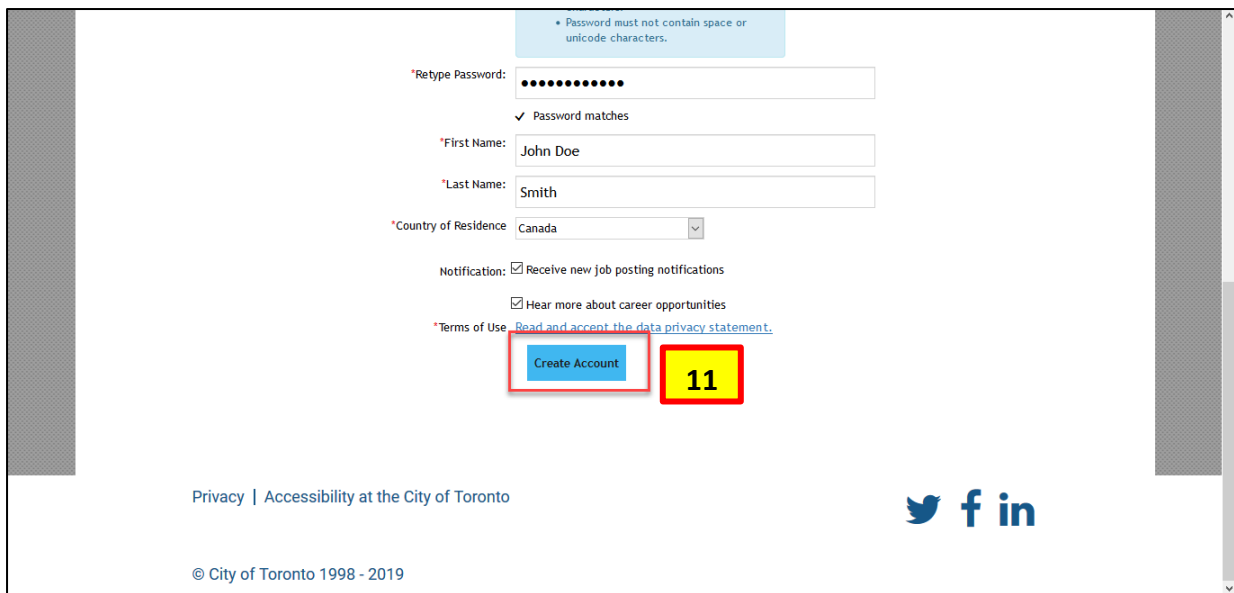
Step	Action
11	Click on **Create Account**

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

Outcome

You have successfully created a SuccessFactors Profile.