

External Applicant Support

Passwords: Creation, Re-setting, Truncating to 3 Digits

Our applicant registration process requires you to create a password in “Password” field, and re-enter it in the “Confirm Password” field.

Regardless of how many digits you enter in the “Password” field, as soon as you move your cursor to any other field on the page, the digit indicators/dots display only 3 placeholders. Please note that this is normal functionality. Your actual password length is masked, for security purposes. Even though only 3 digits are displayed, the full password you entered is saved in the field and must be repeated exactly in the “Confirm Password” field. This masking of the actual password length happens in both the “Password” and “Confirm Password” fields.

Please try again to register by creating a password that meets the mandatory criteria below, then re-entering it exactly in the “Confirm Password” field:

- Has a minimum of 8 total characters with at least 1 digit, 1 lowercase character, 1 uppercase character and 1 special character from the set (!@#%\$%^&* - =+ \ | } { ; : / ? . > < , ') .
- Does not match your user name.
- Does not match any of your email addresses.

Also note that you must check the “I agree to the terms and conditions” box to successfully register.

Refer to the example:

Toronto Police Service **New User Registration** [Already Registered? Sign In Now](#) **Register**

Account Information

*User Name

Please select a password that:
1. Has a minimum of 8 total characters with at least 1 digit, 1 lowercase character, 1 uppercase character and 1 special character from the set (!@#%\$%^&* - =+ \ | } { ; : / ? . > < , ') .
2. Does not match your user name.
3. Does not match any of your email addresses.

*Password **Actual password entered: TPSJobs123!**

*Confirm Password **Re-entered exactly as above: TPSJobs123!**

*First Name

*Last Name

*Email Address

Phone

[View Terms and Conditions](#)

agree to the Terms and Conditions

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Logging-in to an Existing Profile

If you have forgotten your User Name:

- Click on “Forgot User Name”
- Enter the primary e-mail address associated with your applicant account, and you will receive an e-mail within 24 hours to that e-mail address, indicating your User Name
 - Note: The “primary” e-mail address may not be the same one initially used to register for the account. After the account is created, applicants may enter additional e-mail addresses and designate one as the “primary”
 - If the system cannot match your e-mail address to a **primary** e-mail address associated with an account, you will not be able to login, and must therefore create a new account by clicking on “Register Now”

Once you have found your User Name, if you have also forgotten your password:

- Click on “Forgot Password”
- Enter your valid User Name, and you will receive an e-mail within 24 hours at the primary e-mail address associated with your applicant account with instructions to re-set your password

Registering a New Applicant Profile

Please note that each applicant profile requires a unique e-mail address. If there is an existing profile linked to a primary e-mail address which is the same as the one you are trying to register with, you will not be able to create the new profile: instead, you would need to login to your existing profile in order to apply for a job, or create a new profile using a different e-mail address.

Setting up Notifications (Job Search Agent)

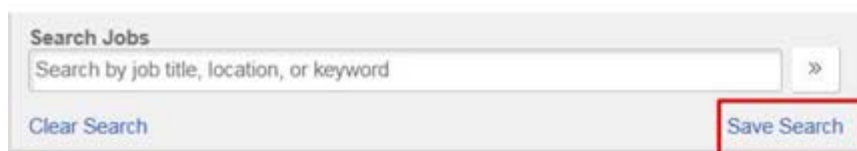
Please follow the below instructions to set-up a Job Posting Notification:

1. From either the Civilian, Uniform, Volunteer, or Information Session careers site, enter search criteria in the Search Jobs field (e.g. “Finance”). Or, to be notified of ALL new postings, simply leave this field blank. Click on the “Run Search” icon.



A screenshot of a search interface. At the top, it says "Search Jobs". Below that is a text input field. To the right of the input field is a small square button with two right-pointing arrows (»). A red rectangular box highlights this button.

2. Click on “Save Search.”



A screenshot of a search interface. At the top, it says "Search Jobs". Below that is a text input field containing the placeholder text "Search by job title, location, or keyword". To the right of the input field is a small square button with two right-pointing arrows (»). Below the input field is a "Clear Search" button. To the right of the "Clear Search" button is a "Save Search" button. A red rectangular box highlights the "Save Search" button.

3. Enter a name for your search (e.g. “All Jobs”), click “Email me when new jobs meet my criteria,” enter your e-mail address, then click “Save.”

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You st

Cancel Save Search Save

Note t

Search Name

Email me when new jobs meet my criteria

Email To

within

There

- situation/see whether others may be affected, etc.

your search criteria.

ing on the “My Saved Searches” menu item (profile).

uation, as they may need to investigate the