

Guide to Your Team Minneapolis Account

[Create an Account](#)

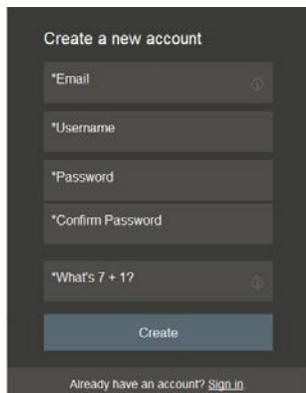
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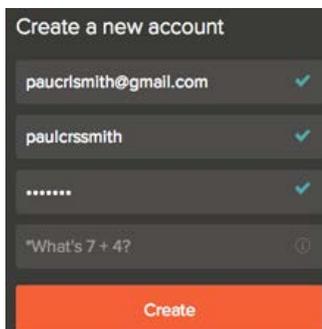
Create an account

1. Click  in the top right of the menu bar.
2. If you already created a user account, log in using your previously created username and password. Otherwise, click [Create One](#) to create an account.



The screenshot shows a dark-themed 'Create a new account' form. It contains five input fields: '*Email', '*Username', '*Password', '*Confirm Password', and '*What's 7 + 1?'. Each field has a small circular icon on the right side. Below the fields is a blue 'Create' button. At the bottom, there is a link that says 'Already have an account? Sign in'.

3. If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
4. If you created an account before and can't remember your username, click on [Forgot Username](#). This sends you an email with your username.
5. Your password must be at least 8 characters in length and contain upper and lower case letters, numbers and symbols.
6. Answer the security question. In this example, type 8.
7. As you supply information for each field, a checkmark on the right indicates that the value is correct, for example:



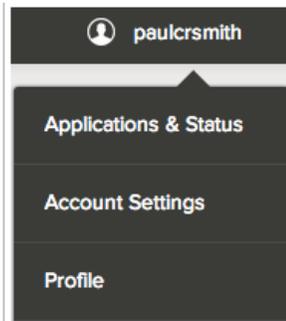
The screenshot shows the same 'Create a new account' form, but now the fields are filled with example data: 'paucrlsmith@gmail.com', 'paulcrsmith', '*****', and '*What's 7 + 4?'. Each field now has a green checkmark on the right side, indicating that the input is valid. The 'Create' button is now orange.

8. Click Create.

Keep a record of your username and password.

When signed in, your username appears on the right in the top menu bar:

The pull-down menu under your username lets you quickly access common options:



- Applications & Status: review your job applications, check the status of submitted applications throughout the hiring process, and self-schedule for a test that you have been invited to take for a City of Minneapolis position.
- Accounts Settings: edit your contact information, or change your password. If you change your contact information, this information is updated for positions you have applied for.
- Profile: update basic information that you use to apply for jobs, such as work experience. **Changes that you make do not update previously submitted applications**, but are saved for use when applying for other jobs in the future.

Reset Password

Sign in to apply [Create an account](#)

*Username or Email

*Password

Sign in

[Forgot Username](#) | [Reset Password](#)

Below the Sign In button, click on Reset Password.

Enter your email address, answer the security question, and click on Reset Password.

Password Reset

We'll email you instructions on how to reset your password.

*Email

*What's 10+8 ?

Reset Password [Things to consider](#)

An email will be sent with a link to reset your password.

When clicking on the link within the email that is sent *, you will be directed to a page where you can create a new password. Enter a new password, confirm the new password, and then log into your account.

***The link embedded in the password reset email expires after 72 hours. If the link has expired, re-submit your password reset request by clicking on Reset Password again.**

Check Application Status

Your username shows the number of in-progress applications in red.



Get a more detailed status of all applications by clicking on Applications & Status in the top menu bar (in the pull-down below your username).

Use the Submitted button to see all applications that have been successfully submitted. For example:

Administrative Assistant NEOGOV - Test, California Applied on: 02/06/2014 09:08 AM Pacific Time * Application Received Schedule Exam	▼
View job listing	
Application Received Pass	
Oral Exam (Current step) N/A	

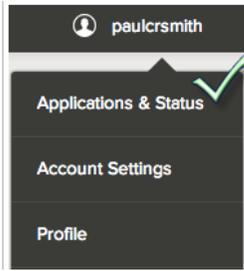
Click on the job title for more information. Use Job Postings to see the information on the job, and Application View to see the details of your application for this job.

Click on the down arrow  to see a summary of your application status through the hiring process.

Self-schedule For a Test

An email will be sent to the email provided in your application if you are invited to take a test for the position you applied for. In many cases, you will be invited to self-schedule for the test. Schedule yourself as follows:

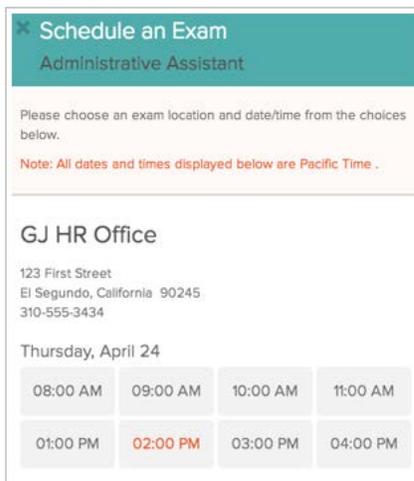
1. Click on Applications & Status in the top menu bar.



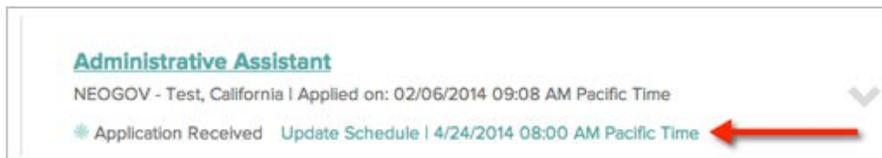
2. Applications where you can schedule an exam are noted with a Schedule Exam link:



3. Click on the Schedule Exam link. A list of locations, dates, and times displays:



4. Select a time, and then click Confirm Appointment.
5. The application status now shows the time of the exam appointment:



If you need to change the appointment, use the Update Schedule link.