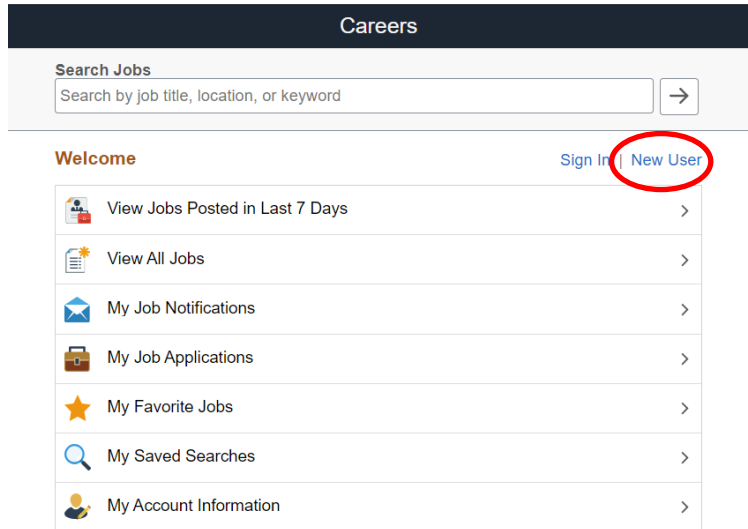




Work Instructions for myjobs How to Register

How to Register

1. Go to <https://myjobs.greatersudbury.ca>
2. Click on **New User**.



The screenshot shows the 'Careers' page with a search bar and a list of user options. The 'New User' link is circled in red.

3. Enter username, password, first name, last name, email address and phone number.
The following criteria for the password must be met:

- At least 15 characters long
- At least one digit
- At least one lowercase letter
- At least one uppercase letter
- At least one special character
- Does not match your username
- Does not match your email address

*Please note that our website has a security feature that increases the number of dots in the password field so you can't see the number of characters being used for the password. It is not adding characters to your password.

* Indicates required field

Already Registered? [Sign In Now](#) [Register](#)

Account Information

*User Name

Please select a password that:
 1. Has a minimum of 15 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

*Confirm Password

*First Name

*Last Name

*Email Address

*Phone

4. Enter address information.

Address Information

Country

*Address 1

Address 2

Address 3

Address 4

*City

*Province

*Postal

5. Pick a secret question and provide an answer.

Secret Question for Forgot Password

*Secret Question

*Answer

6. Check the box next to, "I agree to the Terms and Conditions"

[View Terms and Conditions](#)

I agree to the Terms and Conditions

7. Scroll to the top and click "Register" at the top right-hand side of you screen.

** Indicates required field*

Already Registered? [Sign In Now](#)

[Register](#)

You are now able to apply for jobs.