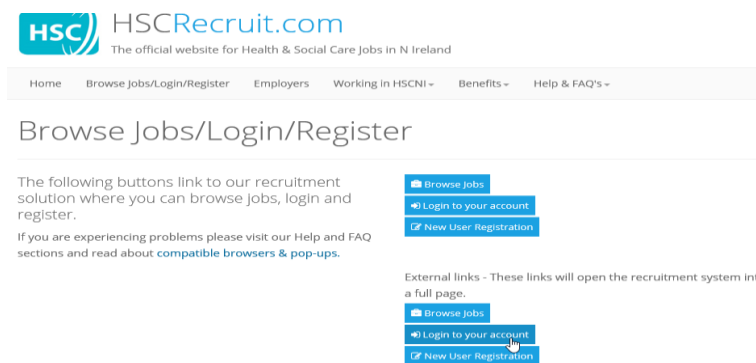


1. On HSCrecruit.com click on 'Browse Jobs/Login/Register'.



2. Then on the following screen click on 'Login to your account'.



3. On the screen below click on 'Forgot your password'.

4. On the following screen, **enter the email address** linked to your HSC Recruit account.

### Have you forgotten your password?

If you cannot remember your password or have had too many failed attempts trying to logon you can request a new password by entering either the email address that is assigned to your profile or your username. Please note the new password may take up to 3 mins to arrive in your inbox.

User Name:


E-Mail:

**Note:** Ensure email address entered is the one linked to your account. Ensure email address typed carefully with no spaces at the end/extra characters. Leave user blank.

- You will receive a temporary password and your username to your email address (please ensure to check main email inbox, junk and spam folders etc).
- This will be a PDF document containing your username along with a 40 character temporary password.
- Input your user name on the login screen and copy and paste the temporary password into the password box and click "login".
- Only the 40 characters should be copied and pasted ensuring no spaces or extra characters (any extra characters over the 40 will cause an error) .
- This will take you to a new screen where you will paste the temporary password again as if it were your current password.
- You will prompted to choose a new password.
- When entering the password of your choice, ensure this contains a mixture of upper and lower characters, a number and a special character.
- You will need to enter your new password again to confirm it.

\*If the system shows the below error message, the self-reset option will still be available\*

**Logon**

 Password logon no longer possible - too many failed attempts