

# MacKillop Recruitment Portal

## 'How To' Guide

### MacKillop's Recruitment Portal

When applying for a vacancy on MacKillop's website, click the 'Apply Now' button where you will be redirected to our recruitment portal.

Before you can sign in as a candidate, you will need to sign up for an account.

### How to create an account

1. Click the green 'Register for Recruitment' button from the login page. You will be redirected to read and accept the privacy statement.
2. Check the 'I accept conditions' box to confirm you have read and understand the privacy statement. The Create Account page will be refreshed displaying account details
3. Enter an email address to use as your user name. The portal sends messages to this email address.
4. Enter and confirm a secure password, along with your first name, last name and mobile number.
5. Click continue. The sign up successful page will be displayed and a confirmation email will be sent to your email address. Click the link to confirm your email. The Confirm Successful page will be displayed. You can now sign in and apply for vacancies.

### How to sign in to your account

1. Enter your email address and password.
2. Click the blue 'Sign in' button from the login page.

### How to reset your password

1. Click the 'Forgot password?' button on the login page.
2. Enter your email address and click verify. A reset email containing a verification code will be sent to your email address.
3. Enter the verification code, along with your new password. Confirm your new password and click reset.