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Log into the Self-Service System

Log into Self-Service through the Single Sign-On screen. Press **OK**.

Access Self-Service Screen

The Ceridian Self-Service screen will be displayed. Click on **Link to Open Job Opportunities**.

Employment Opportunities

The Initial Employment Opportunities screen is displayed.
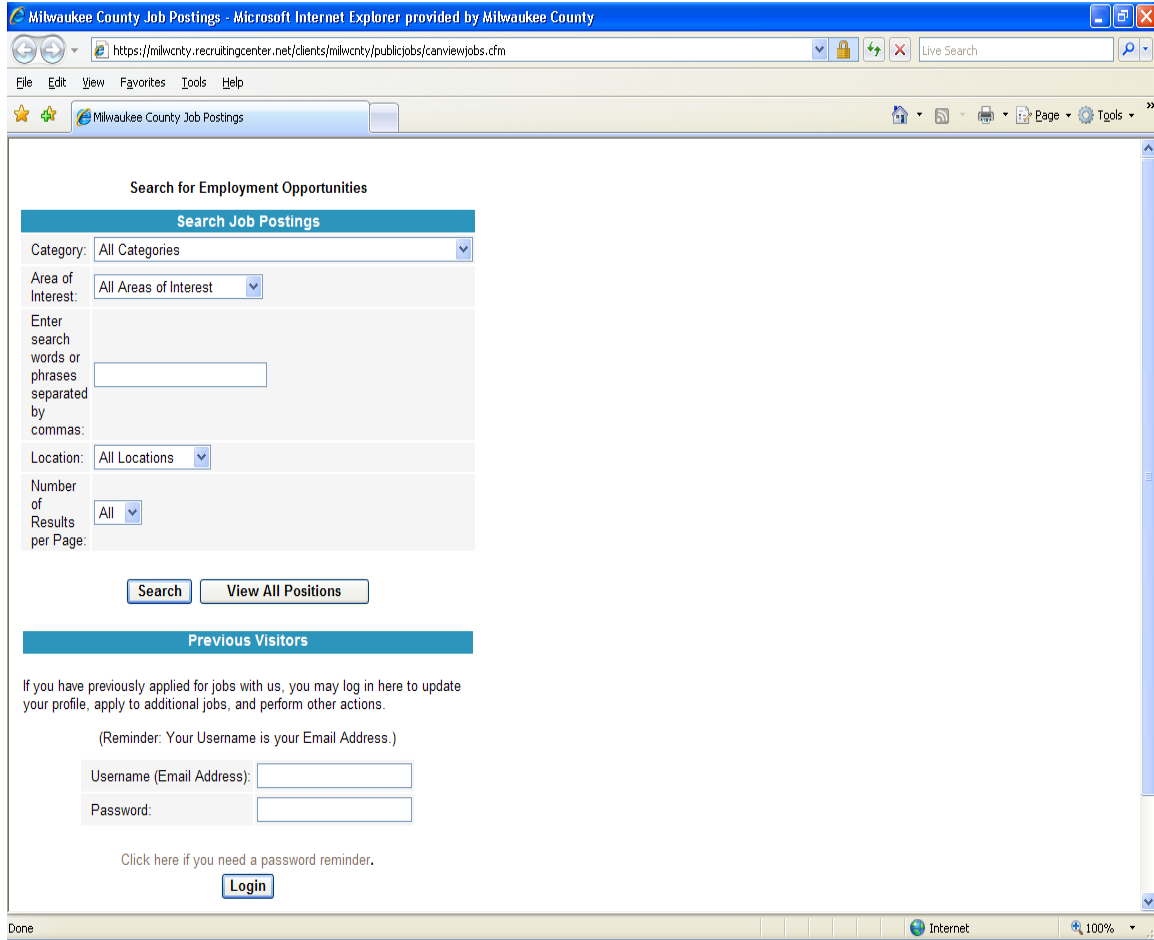
Previous Visitors

If you are a returning visitor, log into the Employment Opportunities area under the 'Previous Visitors' section, then press the '**Login**' button.

Forgotten Password

If you are a previous visitor and have forgotten your password, click on the 'Click here if you need a password reminder' link.

When the 'reminder' link is pressed, a Password Reminder screen will appear.

Note: In order for the password to be sent to the requester, the requester must know the email address that they are using as the Username into the CRS system. They need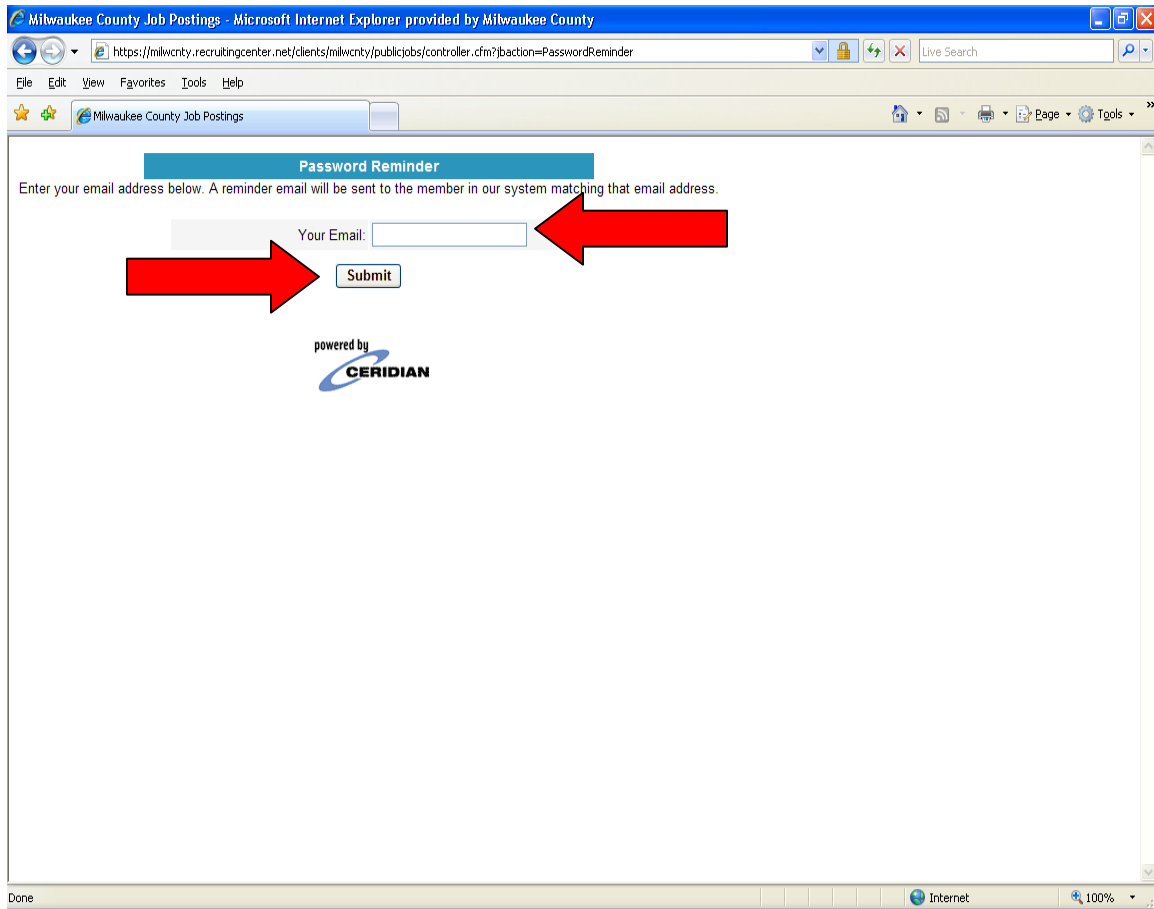 to enter their Username email address in the 'Your Email' field and press the '**Submit**' button. Their password should be emailed to them shortly thereafter. After they receive their password, they can go back to the 'Previous Visitor' section and log in.

Updating Information for a Previous Visitor

Once the 'previous visitor' has logged into the system, the resume form screen is displayed. From this screen the candidate can Log Out, Search for Jobs, Update or Fill Out the Self Identification Survey Form (SIF), Edit their Application, or Edit their Job Preferences using the buttons at the top of the screen.

They can also update their personal information such as their email address (which will change their username for login purposes). Any address, name or phone number changes should be made through self-service. The self-service changes will be updated in the Recruiting System.

A new, updated resume could also be pasted into the system from this page.

First-Time Visitors

If this is the first time that the candidate (employee) is logging into the system, they cannot use the 'Previous Visitors' screen. Under the 'Search Job Postings' section, a candidate can choose to update any, none, or all of the following fields:

- Category
- Area of Interest
- Enter Search Words….
- Location
- Number of Results per Page

However, any updates to these fields are optional. After the fields are updated (if necessary), press **View All Positions**.

A list of the current open positions will be displayed. The candidate should select a position that they are interested in by clicking on one of the '**Position Titles**'.

In the example below, *Airport Maintenance Worker* was chosen. From this screen, press '**Submit Your Application**'. Note that if this is the candidate's first time logging into the system the candidate is not actually submitting their application.

Setting Up a Username and Password

The screen below can be used for the following:

- Setting Up a Username and Password – First Time Users
- Logging in as a Previous Visitor

NOTE: It is highly advisable to suggest to candidates that they only use this screen to set up a username and password. If a candidate logged in as a previous visitor and they didn't type their username or password correctly, they would end up creating a second account within the system. This would then create a maintenance issue because one of the accounts would need to be purged from the system.

The rules for valid usernames and passwords are simple:

- The Username must be a valid email address
- The Password must be between 5 and 10 characters in length. There are no other restrictions.
- If the candidate does NOT have an email address, they can press the 'Click here to create an MSN Hotmail account' link to create an email address. After creating the Hotmail account they can enter their new email address into the Username field.
- After entering a valid email address and password, press the '**Login**' button.

Forgotten Password

If you are using this screen as a previous visitor and have forgotten your password, click on the 'Click here to have your password emailed to you' link.

When the 'reminder' link is pressed, a Password Reminder screen will appear.

Note: In order for the password to be sent to the requester, the requester must know the email address that they are using as the Username into the CRS system. They need to enter their Username email address in the 'Your Email' field and press the '**Submit**' button. Their password should be emailed to them shortly thereafter. After they receive their password, they can go back to the login section and log in.
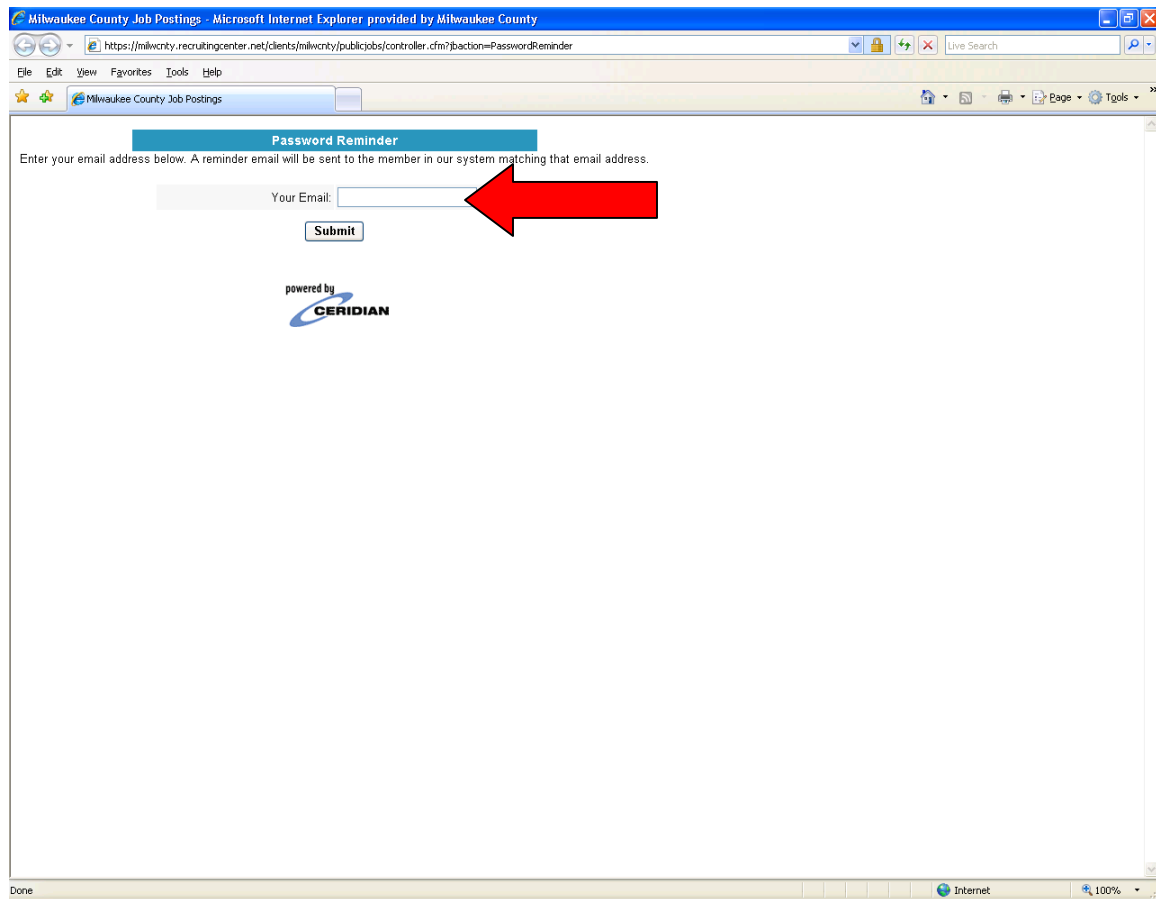
Successfully logging into the System for the First Time

Once the candidate has successfully logged into the Recruiting System for the first time, the following screen will be displayed. From here the candidate can either download their resume in the 'Locate Resume' field or paste their resume in the 'Paste Text' field. Press **Continue** when the resume has been updated. Note that the resume is not required and the candidate can simply press **Continue** to advance to the next page.

Filling Out the Resume Form

The next screen that is displayed is the resume form. The candidate must fill in every field that has a red asterisk (*) next to it. When all necessary fields are filled in, press **Submit Form** button.

Filling Out the Application

After the prior form has been submitted, the application form will be displayed. Again, all fields that have a red asterisk (*) next to it needs to be filled in. When all necessary fields have been filled in, press the **Save Application** button at the bottom of the application.

Filling Out the Self Identification Form (SIF)

The Self Identification Form requests EEO information such as ethnicity, gender and veteran status. The candidate can choose to fill the information or check the box for each section that states 'I prefer not to provide this information'. When all information has been entered, press the **Continue to Candidate Qualifier** button **at the bottom of the screen**. Note that if a field is missed, a message will be displayed requesting the candidate to fill in the missing information before continuing to the candidate qualifiers.
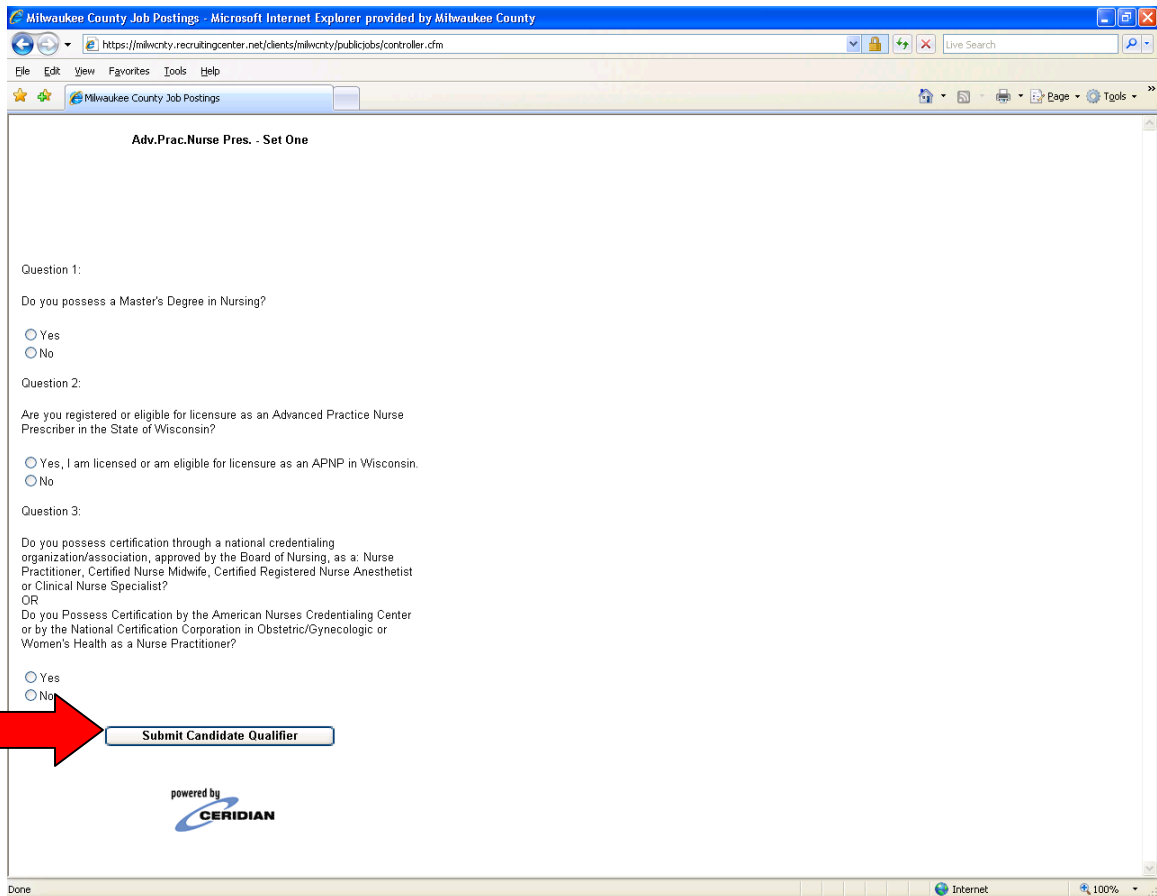
Candidate Qualifier Questions

Answer each of the questions presented, then press the **Submit Candidate Qualifier** button. Note that if you do not answer all of the questions, you will not be able to submit your answers.

After submitting your answers, you may or may not be presented with a second set of candidate qualifier questions. Once all of the candidate qualifier questions are answered, the application is completed. Be aware that if a candidate does not complete the entire application process including the candidate qualifiers, none of the information that had been entered in the prior screens will be saved in the system and the candidate will need to start the entire process over.