

WORKING 
@CALVARY

Calvary Careers

Manage Your Account





Contents

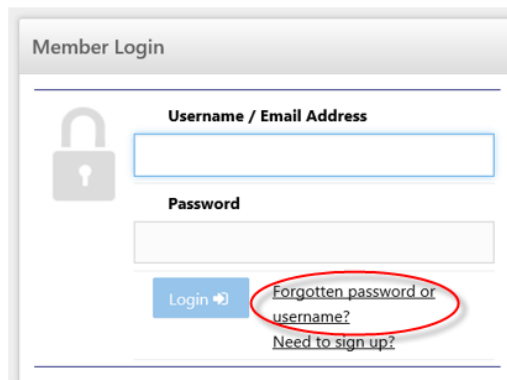
What's in this Guide	3
Reset your password	3
Access your application history	4
Withdraw an application	5
Reapply for a vacant position	5
Update your personal details	6
Add or change a photo.....	6
Add or change your phone numbers and address.....	6
Change your email address, username and password	6
Add or change emergency contact details.....	6
Uploading a new/updated resume or other documents.....	7
Receiving or changing automatic job alerts.....	7
Deactivating your Calvary Careers account	8
Further Assistance	8

What's in this Guide

This guide will explain how to manage your Calvary Careers account, including how to reset your password, access your application history, withdraw or resubmit an application, update your personal details and deactivate your account.

Reset your password

1. If you forget your password and click the **Forgot Password** link in the **Member Log in** screen, you will receive an email with instructions for resetting your password.



The screenshot shows a 'Member Login' form. It includes a lock icon on the left. The first input field is labeled 'Username / Email Address' and the second is labeled 'Password'. Below the password field, there is a blue 'Login' button with a right-pointing arrow. To the right of the button are two links: 'Forgotten password or username?' (circled in red) and 'Need to sign up?'.

2. Go to your email inbox, open the Calvary Careers **online recruitment system password retrieval** email, then click the activation link. The Calvary Careers **Change Password** screen appears.
3. Type your new password in the **New password** field, then confirm your new password by typing it in again into the **Confirm password** field.

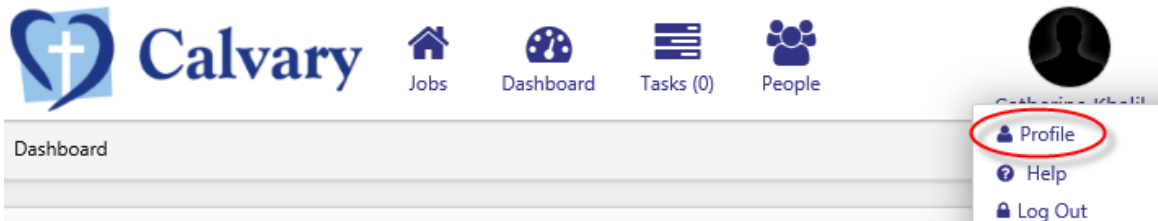
Note: Your password must be between 8 and 20 characters long, and include at least one uppercase letter, one lowercase letter, one number and cannot contain the word "Password".

4. Click **Continue**. A confirmation message displays on the screen.

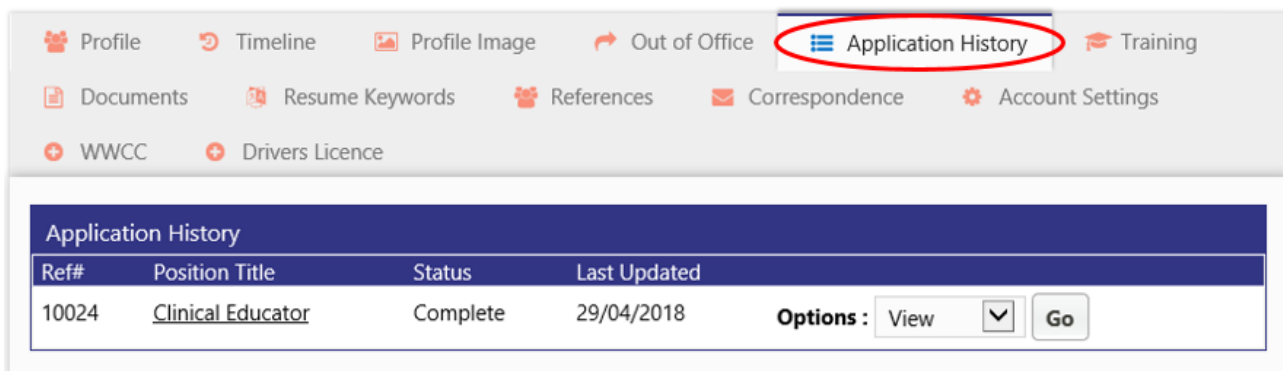
Access your application history

In your personal profile area, you can view and print the positions you have applied for, update your job applications, withdraw an application, and reapply for a job.

1. **Log in** to Calvary Careers.
2. Click your name in the top right of the screen and then the **Profile** option.



3. In the navigation tabs at the top of the screen, click the **Application History** tab. The screen displays a summarised view of the positions you have applied for, and includes the status.
4. Under Application History, the **Options** list beside each position you have applied for will contain the following options:
 - a) **View:** This allows you to view the details of the application you have submitted. Click the tabs to expand various sections of the application.
 - b) **Update:** This allows you to make changes to an application you have already submitted during the advertising period of the position. Any changes you make will overwrite your original application.



5. Click **Next** and make amendments to information on the screen that appears. If you have no amendments, click **Next**. Continue making amendments or skipping screens by clicking **Next** until you arrive at the final screen.

Withdraw an application

If you change your mind about a position you have applied for and no longer want to be considered, you can withdraw your application.

1. From your **Profile** page, click the **Application History** tab.
2. In the **Options** list, select **Withdraw** for the application you would like to change, then click **Go**. You will receive a system-generated email confirming that you have withdrawn your application.

Reapply for a vacant position

After you withdraw an application, you can reapply for it.

Note:	Your existing application is overwritten by the new application. The withdrawal will be visible to the recruiting manager.
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6. From your **Profile**, click the **Application History** tab (as shown above).
7. In the **Options** list, select **Re-Apply** for the application you would like to resubmit, then click **Go**.

Options :

8. The **Apply for Position** screen displays the first screen of the application you originally submitted, and includes a message advising that any changes you make will overwrite your original application.
9. Click **Next** and make amendments to information on the screen that appears. If you have no amendments, click **Next**. Continue making amendments or skipping screens by clicking **Next** until you arrive at **Declarations (Step 8 of 8)**.
10. Click **Submit Application**. The **Apply for Position** screen displays a message thanking you for your application.

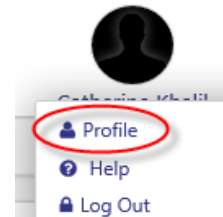
Update your personal details

When you sign up to use Calvary Careers, you add just enough information to set up an account. Now that you have an account set up, you can add to or change the following details in your personal profile:

- Your profile photo.
- Personal information, including your address and phone numbers.
- Your Log in information, including your email address, your user name and your password.
- Your emergency contact details.

Add or change a photo

1. Click your name in the top right of the screen, click **Profile**
2. Click the **Profile Image** option from the top navigation tabs
3. Click the **Upload image** link.
4. Locate the photo you want to upload, click **Open**. This will upload the image and this will be viewable in the top right of the screen, below your name and within the Profile Image section of your account.



Note: You can only upload the following file types: .jpg, .jpeg, .gif or .png.

Add or change your phone numbers and address

1. Click your name in the top right of the screen and then click **Profile**.
2. In the **Personal Information** area, click **Edit**, then update the fields as required.
3. Click **Save**.

Change your email address, username and password

1. Click your name in the top right of the screen and then click **Profile**.
2. In the **Sign-In Information** area, one by one, click **Edit** next to the option you want to change, then click **Save**.

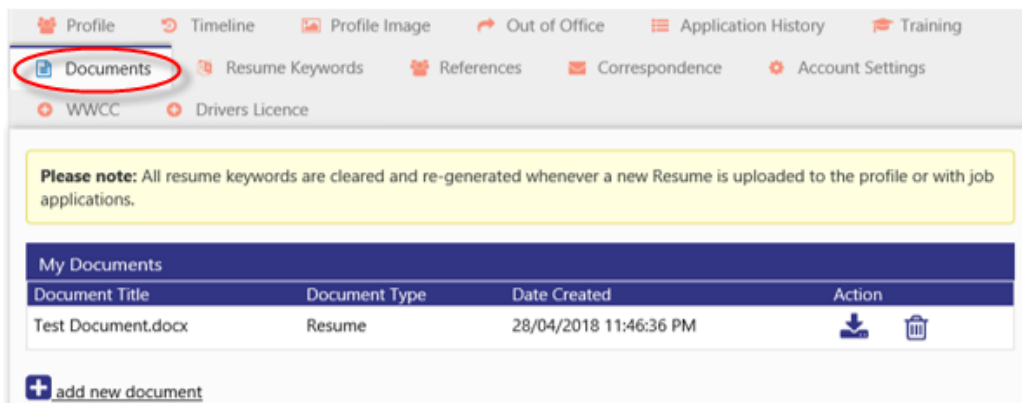
Add or change emergency contact details

1. Click your name in the top right of the screen and then click **Profile**.
2. In the **Emergency Contact Details** area, click **Edit**, then update the fields as required.
3. Click **Save**.

Uploading a new/updated resume or other documents

While you will upload your resume when you apply for a job, you can upload your resume, or any other relevant documents, at any time after you have activated your account.

1. Click your name in the top right of the screen and then click **Profile**.
2. In the navigation tabs at the top of the screen, click **Documents**. This will show all currently uploaded documents against your account.



3. To add further application documents to your profile, click **add new document** below the **My Documents** area.
4. In the **Add New Document** area, select the document type from the options available for the document you are about to upload.
5. Click **Upload**, select the document you want, click **Open**.
6. Your document will appear as an attachment, then click **Save**.

Tip:

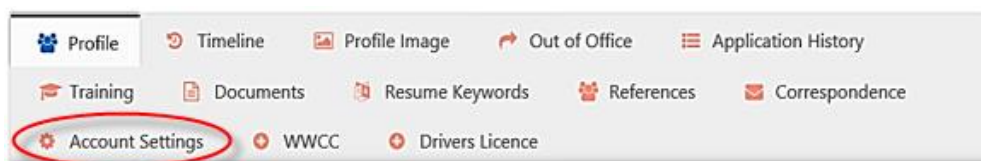
Click bin icon to delete any documents you no longer want to store in Calvary Careers.

You can also download any documents by clicking the download icon.

Receiving or changing automatic job alerts

Follow these steps if you want to receive system-generated emails with the latest position vacancies, in categories that interest you and/or change your automatic job-alert settings.

1. Log in to Calvary Careers. Click your name in the top right of the screen and then click on **Profile**.
2. Using the options at the top of the screen navigation tabs (shown below), click **Account Settings**.



3. In the **Account Settings** area, select the location you are interested in and the email alert categories that interest you, or clear the check boxes if you have a selection that no longer interests you.

Tip: Click on the + symbol beside each category to drill down and view more specific options.

4. Click **Save**. A message confirms your new settings are saved.

Deactivating your Calvary Careers account

When you no longer need to use Calvary Careers, follow this procedure to deactivate your account.

Note: When you deactivate your account, any existing applications you have made through the system are still considered; however, you will no longer be able to access the system.

5. Log in to Calvary Careers. Click your name in the top right of the screen, and click **Profile**.
6. In the navigation tabs at the top of the screen, click **Account Settings** (as shown above).
7. Deselect any Email Alerts selected in the list, Click Save
8. Click **Deactivate account**, then click **Deactivate** on the confirmation message that appears.
9. You are automatically signed out and the **Search Vacancies** screen appears.

Note: If you wish to apply for vacancies at Calvary in future, you sign up again in the future, you will need to re-register for a Calvary Careers account and you must choose a different user name. For details on how to register, refer to *Calvary Careers – Guide to Register & Apply*.

Further Assistance

While this guide has been created to assist you with successfully navigating the functionality of Calvary Careers, Calvary understands that there may be times when additional support is required or technical issues with the system occur.

Please contact the local HR/Recruitment Support team of the facility you are interested in joining or email the National Recruitment Coordinator at national.recruitment@calvarycare.org.au