Welcome to the St. Louis Community College Online Applicant Tracking Tutorial

Logging In

Let’s Get Started!
https://jobs.stlcc.edu/hr
Online Applicant Tracking
For
St. Louis Community College

Click the mouse to go to the next slide or click on the box at the bottom of each page. To go back a slide click on the box.
LOGGING IN

To log into the site, you must have a valid User Account. When your User Account is approved, you will receive an email containing your unique login credentials. Use your Username and Password and follow these steps for a successful login:

- Navigate to [https://jobs.stlcc.edu/hr](https://jobs.stlcc.edu/hr)
- Enter your network login in the Username field (all lower case/gsmith02).
- Enter your Password in the Password field (all lower case/gsmith02).
  - If this is the first time you have logged in, your Password will be the same as your Username, and you will be prompted to change it.
- For example: if your college email address is gsmith02@stlcc.edu your Username and Password are: gsmith02.
- Click Login; you will be taken to the Homepage.
FORGOT PASSWORD

To Retrieve a Forgotten Password:

- Navigate to https://jobs.stlcc.edu/hr/
- Select the **Request a Password reset** link located at the bottom right of the login box, next to the text "Forgot your Password?"
- You will be taken to a page that will prompt you to enter the Username tied to your User Account.
- After entering your Username into the text box, select the **Request Password Reset** button.
- After you have selected the button, you will be directed back to the User Portal Login Page, where a success message will be displayed that an email has been sent to the email address associated with your User Account, containing a link to reset your Password.