

Forgot Username (see page 1)

Forgot Password (see page 2)

Account Locked (see page 5)

1.	<p style="text-align: center;">Forgot User Name</p> <p>If you are a returning user and have forgotten your user name, click on the Forgot your user name? link.</p> <p>**Note: If you do not have an existing user account select the “New User” button to create one. We suggest using your email address as your user name and select an easy password to remember. Passwords are case sensitive and must include at least 6 characters with both numbers and letters.</p> <div data-bbox="626 638 1107 1010" style="border: 1px solid black; padding: 10px; margin: 20px auto; width: fit-content;"><p>*User Name <input type="text"/></p><p>*Password <input type="password"/></p><p>Forgot your user name? Forgot your password?</p><p><input type="button" value="Login"/> <input type="button" value="New User"/></p></div>
2.	<p>Enter the email address linked to your profile and then click Validate.</p> <div data-bbox="253 1123 1482 1434" style="border: 1px solid black; padding: 10px; margin: 20px auto; width: fit-content;"><p>Forgotten User Name</p><p>Please enter your email address below. If you have never provided your email address, leave the field empty and click "Validate".</p><p>Email Address <input type="text"/></p><p><input type="button" value="Validate"/> <input type="button" value="Cancel"/></p></div>
3.	<p>The system will retrieve your user name.</p> <div data-bbox="232 1539 1498 1799" style="border: 1px solid black; padding: 10px; margin: 20px auto; width: fit-content;"><p>Username Retrieval Confirmation</p><p>You can go back to the login screen to access the application or use the forgot password feature if you don't remember your password.</p><p>User Name testapplicant</p><p>Back to login page Forgot your password?</p></div>

<p>1.</p>	<p style="text-align: center;">Forgot Password</p> <p>If you are a returning user and have forgotten your password, click on the Forgot your password? link.</p> <div style="border: 1px solid black; padding: 10px; margin: 20px auto; width: fit-content;"> <p>*User Name <input type="text"/></p> <p>*Password <input type="password"/></p> <p>Forgot your user name? Forgot your password?</p> <p><input type="button" value="Login"/> <input type="button" value="New User"/></p> </div>
<p>2.</p>	<p>Enter your user name and email address linked to your profile. Click OK.</p> <div style="border: 1px solid black; padding: 10px; margin: 20px auto; width: fit-content;"> <p>Forgot Your Password?</p> <p>Please enter your user name and email address below, click OK, then follow the instructions. If you don't have an email address, please contact your system administrator for assistance at .</p> <p>Mandatory fields are marked with an asterisk.</p> <p>*User Name <input type="text"/></p> <p>*Email Address <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
<p>3.</p>	<p>The system confirms sending an email to you. You should log into your email account and locate an email sent from "Human Resources".</p> <div style="border: 1px solid black; padding: 10px; margin: 20px auto; width: fit-content;"> <p>An email has been sent to you</p> <p>A message has been sent to you containing instructions on how to change your password. Please check your inbox.</p> <p>Back to login page</p> </div>

Within the email message, you will receive an **Access Code**. You can copy this code by highlighting it with the mouse, then right-clicking over the highlighted text and choosing “copy”. Be sure there are no spaces before or after the access code when you copy it.

Click the **enter your new password** link.

4.

Forgot Your Password?
From: Human Resources <hr-lifespan@invalidemail.com> [Add to Contacts](#)
To: testapplicant1234@yahoo.com
[ce_message_en_html.html](#) (1KB)



Lifespan

We have received your password [change request](#). This email contains the information that you need to change your password.

Access Code: **#ZtNd650**
Click this link to [enter your new password](#).

Best regards,
[Human Resources](#)
Lifespan

Replies to this message are undeliverable and will not reach the [Human Resources Department](#). Please do not reply.

You must accept the Privacy Statement to continue with the password reset and application process.

5.

Welcome. You are not signed in. [Sign In](#)

Privacy Agreement

At Lifespan, we value the relationship we have with our candidates, ancillary staff, students and volunteers. We are committed to responsible information-handling practices and take great care in safeguarding your personal information, while complying with all applicable federal and state privacy laws and our own internal standards and best practices. The personal information we collect will be used and only available to Lifespan recruiters and selected other Lifespan personnel, as well as third parties, such as background investigative agencies under contract with Lifespan, as necessary, based on a relevant business purpose.

Equal access to employment, services and programs is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a Lifespan representative.

Lifespan is an equal opportunity employer and does not discriminate in employment opportunities on the basis of race, color, religion, sex, sexual orientation, gender

Enter your **User Name** and paste the **Access Code** by right-clicking the empty access code field and choosing “paste”. Click **Login**.

6.

Forgot Password

You received an email in regards to a forgotten password. Please enter the login information as provided in the email.

Mandatory fields are marked with an asterisk.

*User Name

*Access Code

Login

The **Access Code** needs to be entered again. You can then create a **New Password** and enter it again to confirm it. Clicking **OK** will log you in to the job search site.

7.

Change Password

This page allows you to change your password.

Mandatory fields are marked with a red square.

User Name
testapplicant

*Access Code

*New Password

*Confirm New Password

Please note that the password must respect the following rules:

- It must contain between 6 and 32 characters. Use only characters from the following set: ! # \$ % & () * + , - . / 0123456789 ; < = > ? @ ABCDEFGHIJKLMNOPQRSTUVWXYZ [\] _ ` abcdefghijklmnopqrstuvwxyz { | } ~
- It must contain at least 1 letter(s) (ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz).
- It must contain at least 1 numeric character(s) (0123456789).
- It must not contain more than 2 identical consecutive characters (AAA, iiiii, \$\$\$\$\$\$...).
- It must not contain your user name.

OK **Sign out**

Account Locked:

In the event that you attempt to log in numerous times with an incorrect password, your account will be locked. The System Administrator does not need to be contacted—the account does not stay locked for more than 15 minutes. An email will be sent to you with instructions on how to unlock the account.

The action cannot be completed.

Your account has been locked. Please contact your System Administrator.

Login

1.

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". **REMINDER: Passwords are case sensitive.**

If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

*User Name

*Password

[Forgot your user name?](#)

[Forgot your password?](#)

Login

New User

The email directs you to access the career site again and to click the [Forgot Your Password?](#) link to unlock the account and set a new password.

2.

Lifespan: Your account has been locked Tue, September 7, 2010 2:10:14 PM

From: Human Resources <hr-lifespan@invalidemail.com> [Add to Contacts](#)
To: testapplicant1234@yahoo.com
[ce_message_en_html.html](#) (1KB)



Lifespan

Your account has been locked after numerous attempts to log in with the incorrect password. To unlock your account, access our career section login page and click "Forgot your password?" then follow the instructions.

We apologize for any inconvenience and thank you for your interest in [Lifespan](#).

Best regards,
[System Administrator](#)
Lifespan

Replies to this message are undeliverable. Please do not reply.