

Quick Start Guide

Change Your Password

Prepared By: Reach Support

Strictly Commercial in Confidence





1. Change Password

Every system user including HR recruiters and hiring managers can change their system login password at any time.

To change your password:

- 1. Click Preferences the Change Password tab
- 2. Enter your Current Password
- 3. Type in your New Password (must be 8 characters or more)
- 4. Repeat your new password

To save your new password click Change Password.

Once you have logged out, your new password must be used to access the system from the **Login Screen** with immediate effect.

To exit the Preferences page click Save & Close Preferences.

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Т	User Preferences		×	
	🚨 My Profile 🔑 Change Password 🔳	Change Wallpaper		
	Please complete the	e following fields and click the 'Change Password'	button.	
acy Tille	Current Password			
Vacar	New Password	Enter your new password. 8 ch	aracters or more.	
с	Repeat New Password	Repeat your new password		
		Change Password		
			Save & Close Preferences	
Recruite Sent email	Offer & Contract - Online Acceptance for vacancy	UK Business Systems Analyst	screamigs.	
Recruiter	Nicola Goodall			



2. Change Wallpaper

From the same area you can also change the background wallpaper.

There is currently a selection of more than 50 Wallpapers to choose from.

To change Wallpaper:

- 1. Click Preferences > Change Wallpaper tab
- 2. Browse the available wallpapers
- 3. Click on your preferred Wallpaper

Your new wallpaper is used immediately. This wallpaper will remain in use every time you login until you choose to change it again.

To exit the Preferences page click Save & Close Preferences.

Figure 2: Choose from a large range of background wallpapers

reach ATS	Dashboard Candidates Vacancies Libraries Talent Bank Reports Settings Preferences 🔆	Sign Out 🔑
	Dashboard for Optare Monday, 21 st October 2013	Tasks
	User Preferences X	
	S My Profile Password Change Wallpaper	
	Save & Close Preferences	
	Recruite Sent email Offer 8. Contract - Online Acceptance for vacancy UK Business Systems Analyst 17/10/2015 12:0594	
	Recruiter Nicola Goodali Progressed Peter Balley from Prepare Offer of Employment to Contract of Employment \$77192013 12.015M	
	Recruiter Nicola Goodall	