


# City of Minneapolis - Guide to Your Team Minneapolis Account

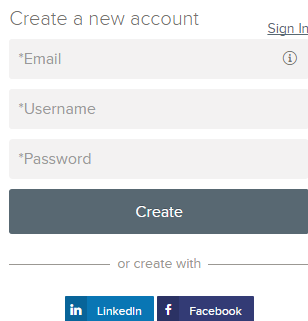
[Create an Account](#)

[Reset Password](#)

[Check Application Status](#)

## Create an account

1. [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs) > Current Job Openings > Job Posting Title > Apply
2. Click  in the top right of the menu bar.
3. If you already created a user account, log in using your pre-existed created username/email and password. Otherwise, click [Create an account](#). There is an option to create a account using your LinkedIn or Facebook account.



Create a new account [Sign In](#)

\*Email

\*Username

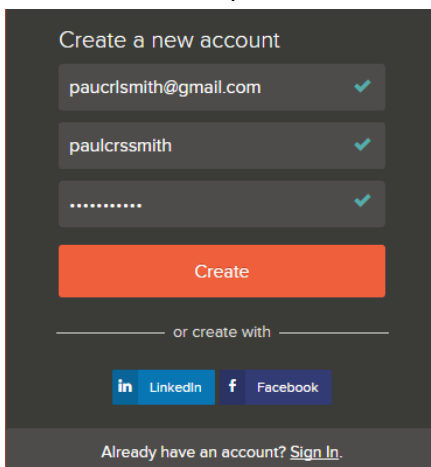
\*Password

Create

or create with

[LinkedIn](#) [Facebook](#)

4. If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
5. If you created an account before and can't remember your username, click on [Forgot Username](#). This sends you an email with your username.
6. Your password must be at least 8 characters in length and contain upper and lower case letters, numbers and symbols.
7. As you supply information for each field, a checkmark on the right indicates that the value is correct, for example:



Create a new account

pauclsmith@gmail.com ✓

pauclrsmith ✓

..... ✓

Create

or create with

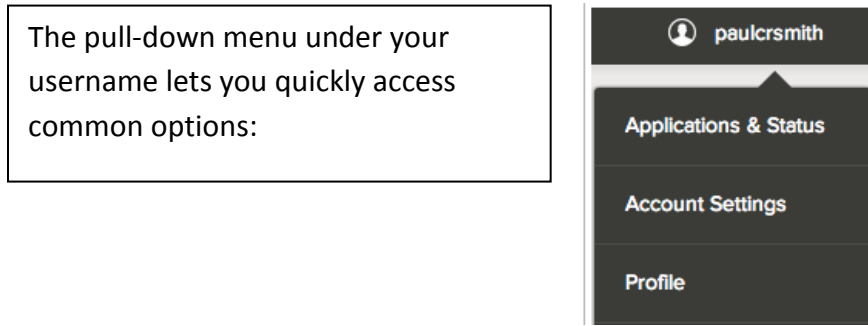
[LinkedIn](#) [Facebook](#)

Already have an account? [Sign In](#).

8. Click Create.

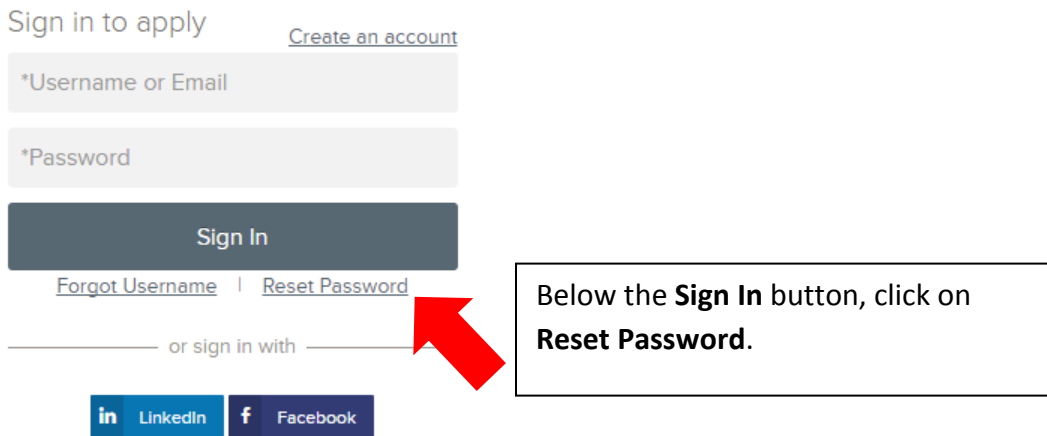
Keep a record of your username and password.

When signed in, your username appears on the right in the top menu bar:



- Applications & Status: review your job applications; check the status of submitted applications throughout the hiring process.
- Accounts Settings: edit your contact information, or change your password. If you change your contact information, this information is updated for positions you have applied for.
- Profile: update basic information that you use to apply for jobs, such as work experience.  
**Changes that you make do not update previously submitted applications**, but are saved for use when applying for other jobs in the future.

## Reset Password



Enter your email address, answer the security question, and click on Reset Password.

## Password Reset

We'll email you instructions on how to reset your password.

\*Email

\*What's 10+8 ?

Reset Password [Things to consider](#)

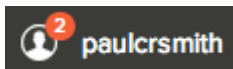
An email will be sent with a link to reset your password.

When clicking on the link within the email that is sent \*, you will be directed to a page where you can create a new password. Enter a new password, confirm the new password, and then log into your account.

**\*The link embedded in the password reset email expires after 72 hours. If the link has expired, re-submit your password reset request by clicking on Reset Password again.**

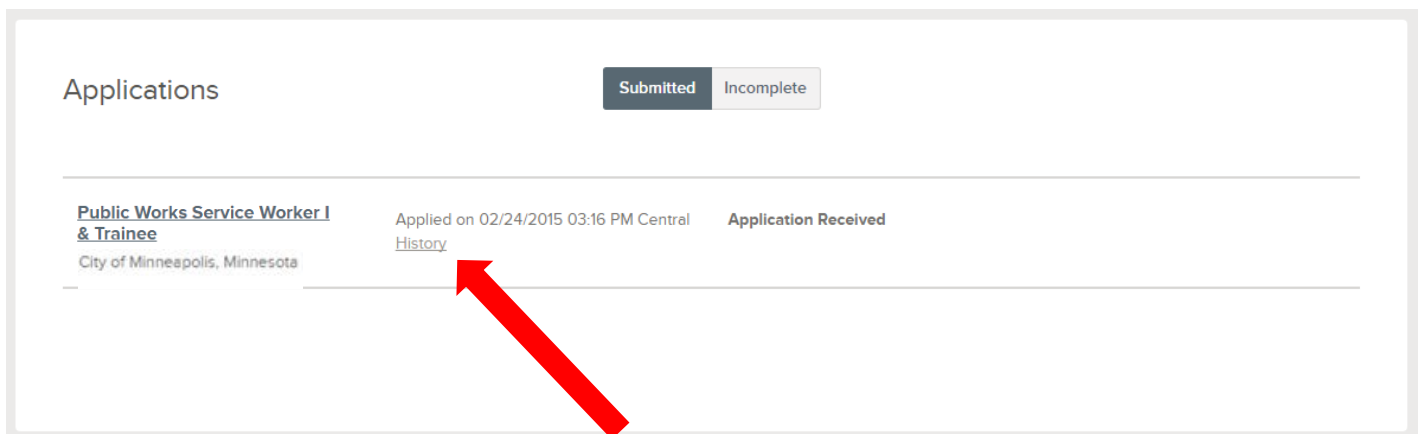
## **Check Application Status**

Your username shows the number of in-progress applications in red.



Get a more detailed status of all applications by clicking on *Applications & Status* in the top menu bar (in the pull-down below your username).

Use the *Submitted* button to see all applications that have been successfully submitted. For example:



The screenshot shows the 'Applications' page with two buttons: 'Submitted' (active) and 'Incomplete'. Below the buttons is a table of applications. The first application is 'Public Works Service Worker I & Trainee' from the 'City of Minneapolis, Minnesota'. It was applied on '02/24/2015 03:16 PM Central' and has a status of 'Application Received'. A red arrow points to the 'History' link under the application details.

Application Title	Applied on	Status
<a href="#">Public Works Service Worker I &amp; Trainee</a> City of Minneapolis, Minnesota	02/24/2015 03:16 PM Central	Application Received

Click on the job title for more information. Use *Job Details* to see the information on the job, and *Application View* to see the details of your application for this job.

Click on the word *History* to see a summary of your application status through the hiring process.