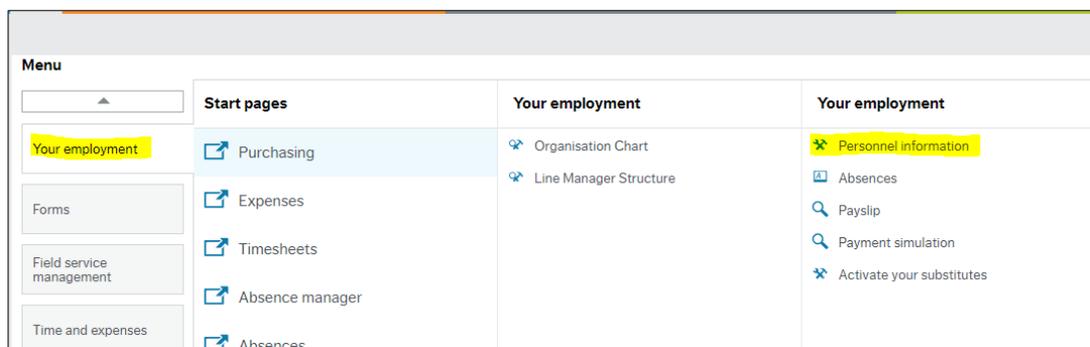


Logging in to Unit 4 Recruitment for the first time:

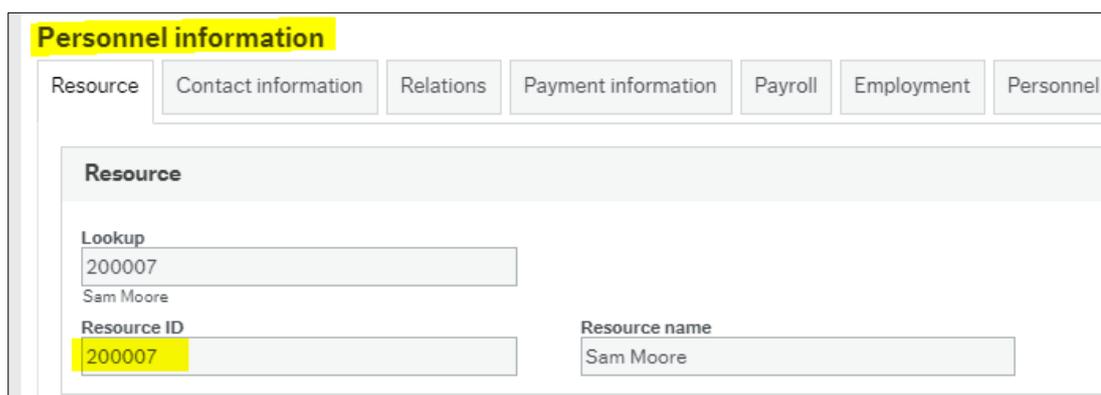
If you had an account as a hiring manager on the previous applicant tracking system, you will also have an account in the new Unit 4 Recruitment applicant tracking system. Please follow the steps below to log in. Please direct any enquiries to Resourcing@shropshire.gov.uk

- ✓ Use the link on the intranet to Unit 4 recruitment to get to the log in page:
- ✓ Your username will be SC-XXXXXX where the X's represent your new employee number in Business World.

You can find your new employee number by logging on to Unit 4 Business World, and on the 'Your Employment Section' select Personnel Information as below.



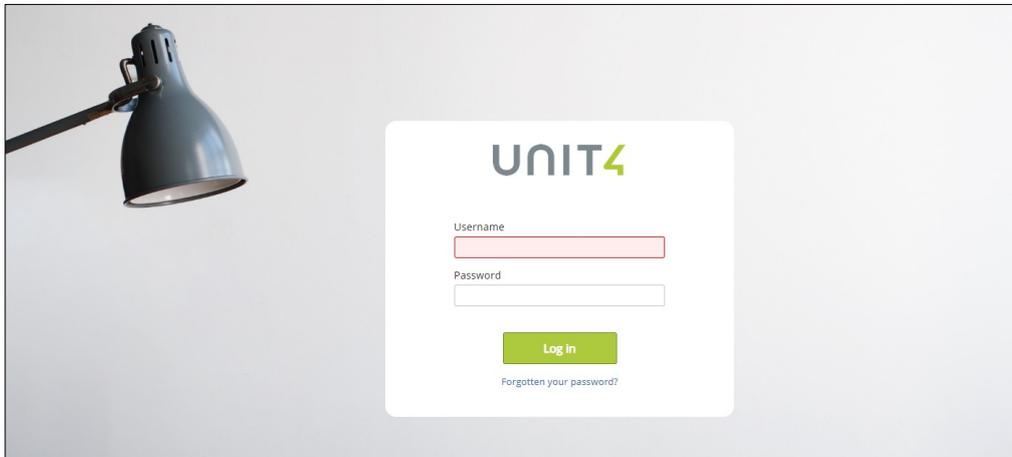
Your new employee number (called Resource ID) is displayed in this screen, as shown below.



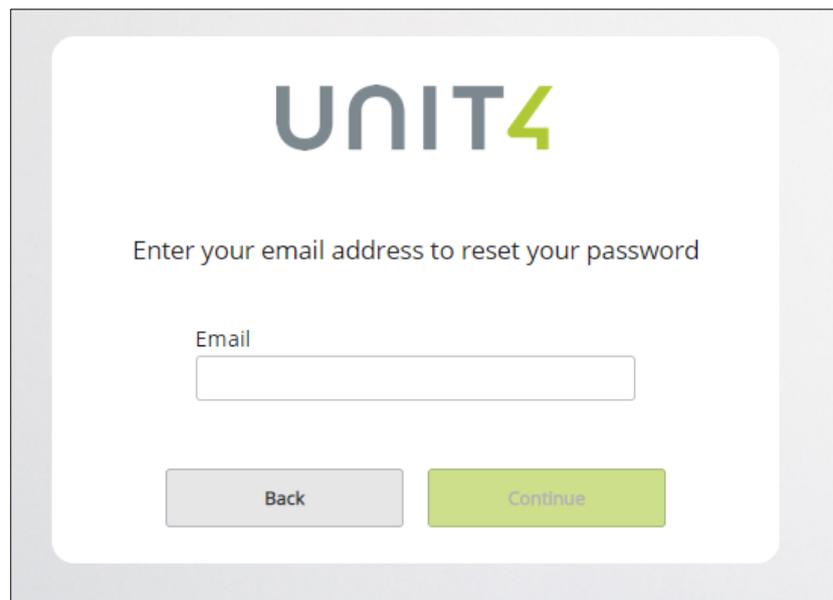
Example for the person above their username for Unit 4 Recruitment would be SC-200007

You can also find your new employee number by utilising the list of old to new numbers on the intranet, [link here](#).

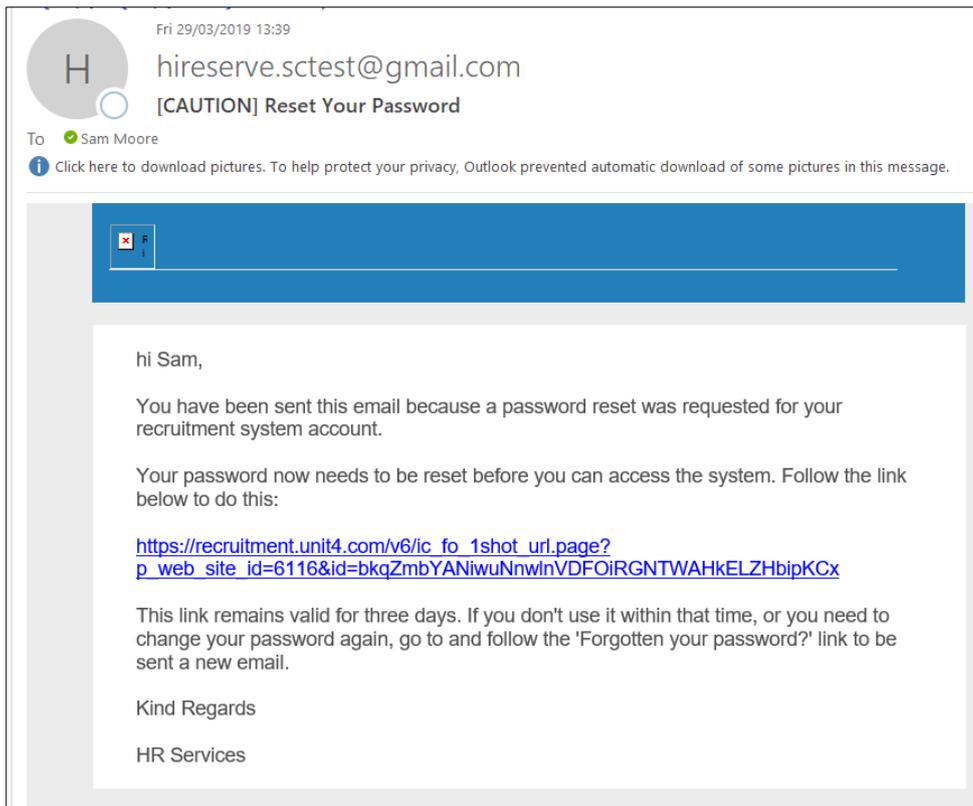
- ✓ You will then see this log in screen. Click the forgotten password link underneath the Log In button.



- ✓ You will then be asked for your email address. Enter your email address and press continue (that was linked to your previous hiring manager account). This will likely be your Shropshire.gov.uk email address if applicable.



- ✓ You will then receive a password reset email like below. Click on the link in the email.



- ✓ This is the screen you will see. Add your new password and confirm it then press update. The password will need to be 8 characters long with at least 2 numbers.

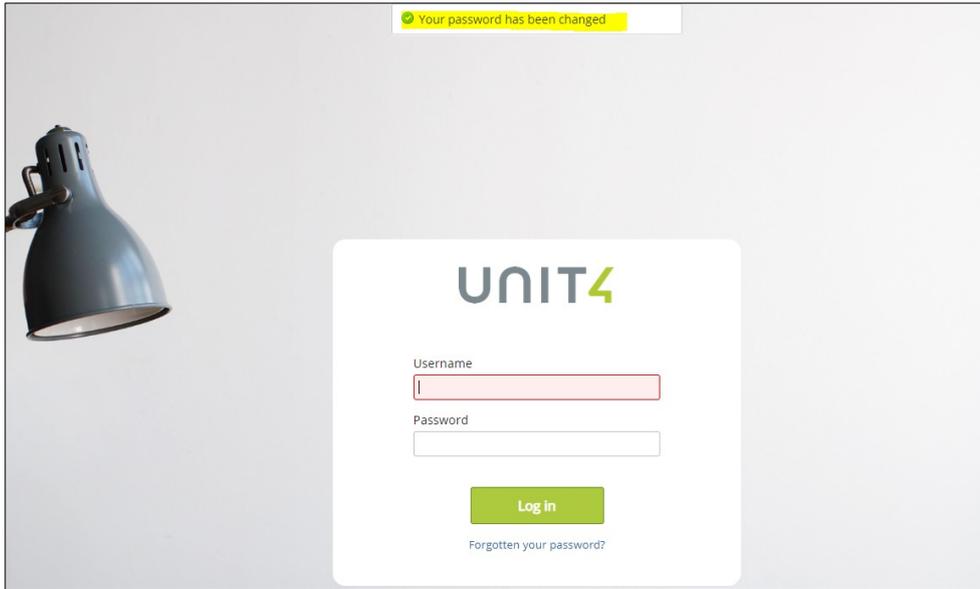
Update your password for UNIT4 Recruitment

Your password must be 8 or more characters and contain at least 2 numbers.

Password

Confirm Password

- ✓ You will now be able to log on with your username (specified above) and your new password.



- ✓ If you have any further questions or are having trouble logging in please contact Resourcing@shropshire.gov.uk