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 <u>Resourcing@shropshire.gov.uk</u>

- ✓ Use the link on the intranet to Unit 4 recruitment to get to the log in page:
- ✓ Your username will be SC-XXXXX 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.

| Menu | | | | |
|-------------------|-----------------|------------------------|-----------------------------|--|
| ^ | Start pages | Your employment | Your employment | |
| Your employment | Purchasing | Organisation Chart | * Personnel information | |
| | Expanses | Line Manager Structure | Absences | |
| Forms | | | Q Payslip | |
| Field convice | Timesheets | | Q Payment simulation | |
| management | | | ✤ Activate your substitutes | |
| | Absence manager | | | |
| Time and expenses | Absences | | | |

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

| esource | Contact information | Relations | Payment information | Payroll | Employment | Personn |
|---|---------------------|-----------|---------------------|---------|------------|---------|
| Resour | ce | | | | | |
| | | | | | | |
| Lookup | , | | | | | |
| Lookup 200007 Sam Moo | , re | | | | | |
| Lookup 200007 Sam Moo Resource | re a ID | | Resource name | | | |

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.

| UN | IT4 |
|-------------------------|--------------------------|
| Enter your email addres | s to reset your password |
| Email | |
| Back | Continue |
| | |

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

| | Fri 29/03/2019 13:39 |
|-----------------|---|
| Н | hireserve.sctest@gmail.com |
| Ó | [CAUTION] Reset Your Password |
| Sam Moo | re |
| Click here to (| download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message. |
| | |
| × | 5 |
| | |
| | |
| ŀ | i Sam |
| | |
| ۲ r | You have been sent this email because a password reset was requested for your ecruitment system account. |
| ١ | our password now needs to be reset before you can access the system. Follow the link |
| t | pelow to do this: |
| t | https://recruitment.unit4.com/v6/ic_fo_1shot_url.page? |
| Ę | web_site_id=6116&id=bkqZmbYANiwuNnwlnVDFOiRGNTWAHkELZHbipKCx |
| 1 | his link remains valid for three days. If you don't use it within that time, or you need to |
| c | hange your password again, go to and follow the 'Forgotten your password?' link to be ent a new email. |
| ŀ | Kind Regards |
| ŀ | IR Services |
| | |

✓ 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 pas | sword for UNIT4 Recruitment |
|-----------------------|---|
| Your password mus | t be 8 or more characters and contain at least 2 numbers. |
| Password Confirm F | Password |
| | opuate |

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

| | Your password has been changed | |
|--|--------------------------------|--|
| | | |
| The second secon | | |
| | | |
| | | |
| | | |
| | Username | |
| | Password | |
| | Log in | |
| | Forgotten your password? | |

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