

City of Minneapolis - Guide to Your Team Minneapolis Account

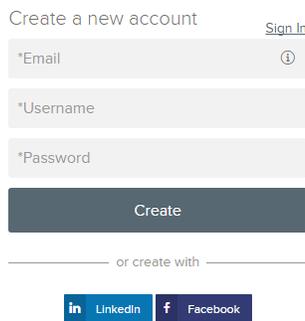
[Create an Account](#)

[Reset Password](#)

[Check Application Status](#)

Create an account

1. www.minneapolismn.gov/jobs > 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

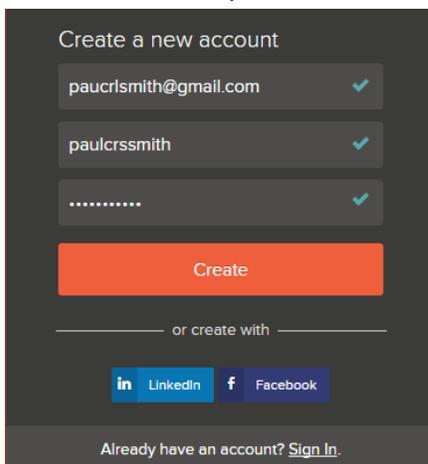
*Password

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

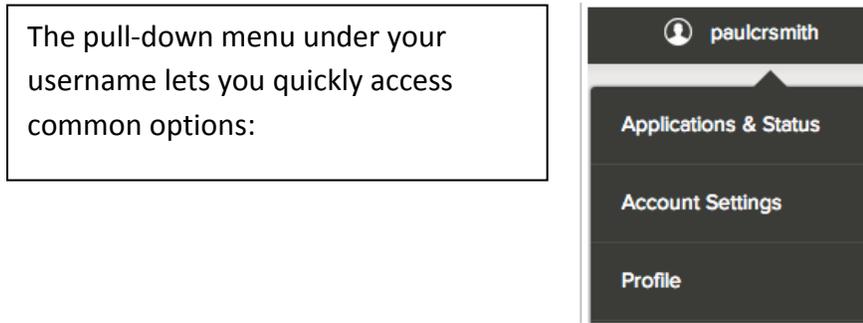
[LinkedIn](#) [Facebook](#)

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

Sign in to apply [Create an account](#)

*Username or Email

*Password

Sign In

[Forgot Username](#) | [Reset Password](#)

or sign in with

[in LinkedIn](#) [f Facebook](#)

Below the **Sign In** button, click on **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.**

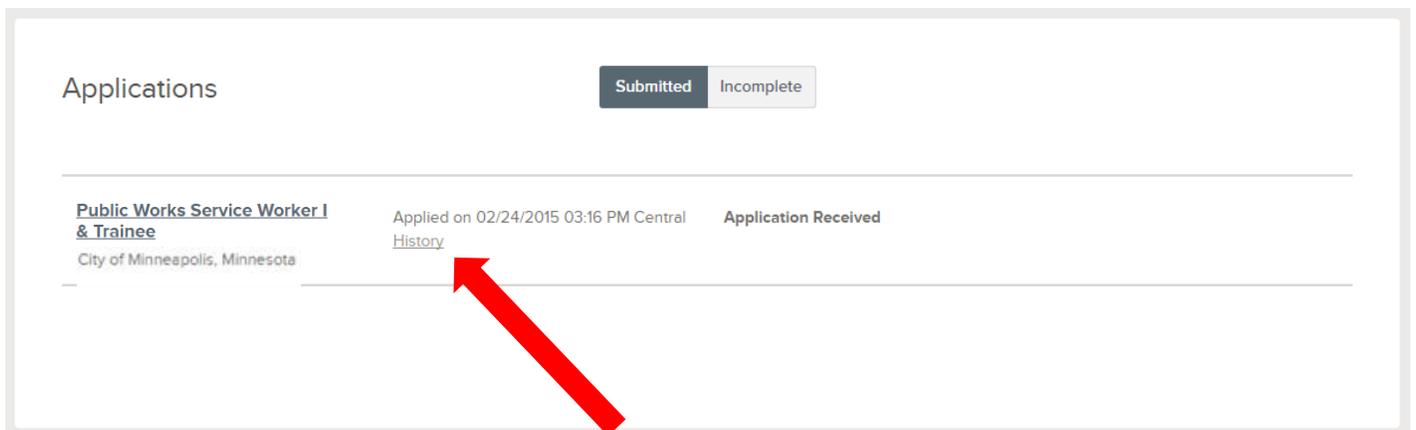
Check Application Status

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' (dark grey) and 'Incomplete' (light grey). Below the buttons is a table of applications. The first application is 'Public Works Service Worker I & Trainee' by 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
Public Works Service Worker I & Trainee 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.