

## Step by Step Guide to Reset Password

- (1) Access the Forget Password link <http://jobscentral.com.sg/share/forgotmypassword.aspx> .  
Please enter your email and click on [Submit].

### Forgot Your Password?


Enter your email address and hit the "Submit" button. A temporary password will be sent to the email address shortly.

Email Address:

**I tried this, but never received an email.**

- Check the spam folder in your email account.
- Should this method fail you or that you cannot remember which email address you have used, please contact us with your full name, nric and contact number for verification.

Notice to Employers:  
As part of our continued efforts to protect the privacy and security of all our members and clients, we have enhanced the site security. You will need to do a one-time reset for your password here. Should you need further assistance, please contact Wan Ting (6578 7446) or Nathene (6758 7450). Thank you.

 **Your Temporary Password has been sent to the Email Address you provided.**

### Forgot Your Password?

Enter your email address and hit the "Submit" button. A temporary password will be sent to the email address shortly.

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- (2) You will receive an email from JobsCentral with a temporary password within the login link.  
Please log in with this new password.

Dear **USER**,

Thank you for using JobsCentral.

You have recently requested for a reset of password. Here is your temporary password.

<http://jobscentral.com.sg/jsloginform.php>

Password: **TEMPORARY PASSWORD**

Please note this temporary password expires within 24 hours.

You will be prompted to update to a password of your choice once you have logged in.

Warmest regards,  
The JobsCentral Team

This is an automated email reply. Please contact us at [enquiry@jobscentral.com.sg](mailto:enquiry@jobscentral.com.sg) should you need more information.

- (3) Upon successful login, you will be routed to set your new password. Please note that the passwords must be 8 to 15 characters long, and must be a combination of at least three of the following: upper case, lower case, numbers or symbols.

## Reset Password

Please pick a new password to complete the reset process. You will use this new password to sign in to the site from now on.

### Your password...

- Must be 8 to 15 characters long.
- Must be a combination of at least three of the following: upper case letters, lower case letters, numbers or symbols.

New Password:

Confirm New Password:

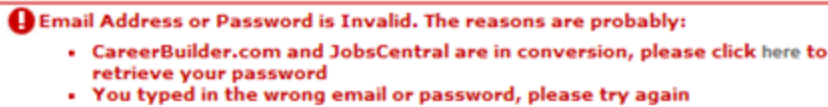
Reset

- (4) Your password reset is successful and that will be your password for subsequent logins.

## Frequently asked question

- (1) Question: I tried to log in using my existing credentials and I was shown a prompt that the password is invalid.

Answer: As part of our continued efforts to protect the privacy and security of all our members and clients, we have enhanced the site security. You will need to do a one-time reset for your password <http://jobscentral.com.sg/share/forgotmypassword.aspx>.



**!** Email Address or Password is Invalid. The reasons are probably:

- CareerBuilder.com and JobsCentral are in conversion, please click [here](#) to retrieve your password
- You typed in the wrong email or password, please try again

- (2) Question: I have tried to reset the password but did not receive the email.

Answer: Please do check your mailbox spam folder or trigger another temporary password at <http://jobscentral.com.sg/share/forgotmypassword.aspx>. The sender name is JobsCentral and the email subject is JobsCentral Login Information.

- (3) Question: I tried to log in using the temporary password but it still fails.

Answer: Please note that the temporary password is only valid for 24 hours. Likelihood is that it has expired. Please kindly trigger another temporary password at <http://jobscentral.com.sg/share/forgotmypassword.aspx>.

- (4) Question: I managed to reset and log in successfully but I was prompted that another user have logged in.

Answer: Please verify if other representatives within your organization is currently logged in. We can only allow one login per email. Instead of sharing the email, you can add in multiple users to your account. Should you need to add in more users, please log in and use the add user function. Alternatively, you can drop us an email to [enquiry@jobscentral.com.sg](mailto:enquiry@jobscentral.com.sg) with the request.

- (5) Question: I managed to reset and log in successfully but I was prompted that the password is invalid the next round.

Answer: Please verify if other representatives within your organization could have reset the passwords. Instead of sharing the email, you can add in multiple users to your account. Should you need to add in more users, please log in and use the add user function. Alternatively, you can drop us an email to [enquiry@jobscentral.com.sg](mailto:enquiry@jobscentral.com.sg) with the request.

- (6) Question: I still face problem or I have other questions that are not being addressed here

Answer: Should you need further assistance, please contact Wan Ting (6578 7446) or Nathene (6578 7450) or drop us an email at [enquiry@jobscentral.com.sg](mailto:enquiry@jobscentral.com.sg) .