

Orange County Government – Careers Guide

Forget and Change Password – For External Applicant

If you have already registered and you forgot your password, click the [Login Help](#) link.

Careers

Current employees of Orange County Government must apply using Self-Service Careers link through MyOCInfo. First time applicants, click the 'Register Now' link. If already registered, enter your Email Address (User Name) and Password, click Login.

The screenshot shows two forms side-by-side. The left form is titled 'Basic Job Search' and contains a 'Keywords:' text box, a 'Posted:' dropdown menu set to 'Last Month', and buttons for 'Search', 'Advanced Search', and 'Search Tips'. The right form is titled 'Login' and contains 'Email Addr:' and 'Password:' text boxes, and buttons for 'Login', 'Login Help' (circled in red), and 'Register Now'.

Latest Job Postings - To view posting description, click the job posting title link.

[First](#)
[Previous](#)
[Next](#)
[Last](#)

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	12/18/2009	Human Resources Analyst	8813	Fire Administration
<input type="checkbox"/>	12/18/2009	Asst Mgr Youth & Family Svc	8812	Youth and Family Services
<input type="checkbox"/>	12/17/2009	Payroll Manager	8811	County Comptroller
<input type="checkbox"/>	12/17/2009	Enterprise Site Administrator	8810	Information Systems & Services
<input type="checkbox"/>	12/17/2009	Administrative Specialist	8809	Fire Rescue Dept

[Select All](#)
[Deselect All](#)
[Save Jobs](#)
[Apply Now](#)

1. Enter your Email Address (User Name)
2. Click the [Get New Password](#) button.

Login Help

The dialog box is titled 'Forgot your password?'. It contains the text 'Enter your Email Addr (User Name):' followed by a text input field. Below the input field are two buttons: 'Get New Password' and 'Cancel'.

3. An email notification with your new password will be sent to the preferred Email Address we have on file.
4. Use the temporary password to access your Careers Home page.

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This is an identical copy of the 'Basic Job Search' and 'Login' forms shown in the 'Careers' section, including the job listings table.

Change Password

After log in, from the Careers Home page, click the [My Profile](#) link.

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home
Welcome Test2a

To add or change your Name / Address / Email / Phone / Password, click 'My Profile' link.

To apply for a position, select a job and click Apply Now.
Answer all questions on the Complete Application page and click Submit.

Basic Job Search

Keywords:

Posted: Last Month

[Advanced Search](#) [Search Tips](#)

My Career Tools

[My Applications](#)

[My Profile](#)

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[Select All](#) [Deselect All](#)

5. Click the [Change Password](#) link.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

My Profile

[Return to Previous Page](#)

Member Information

User Name: teststks1@live.com

Password: [Change Password](#)

Preferred Method of contact: Email

6. Enter a New Password and re-enter to Confirm your New Password.

My Profile

Change Password

Change Password

*Enter New Password:

*Confirm New Password:

7. Click the button.