

Username/Password Reset

Taleo Version 20B

Last revised: November 2020
Last reviewed: November 2020
Next review: August 2021

Self-Service



User Sign In
To access the application, please sign in. Mandatory fields are marked with a red indicator.

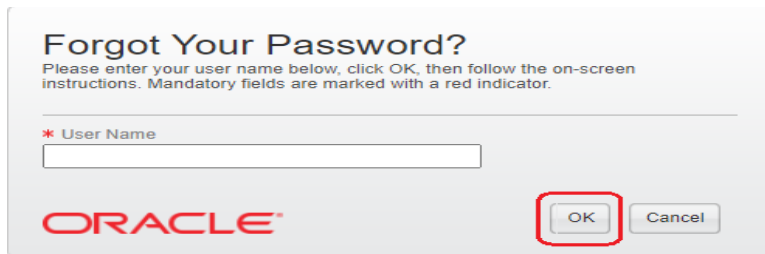
Select a language
English
 Remember my selection

* User Name

* Password

[Forgot your password?](#)

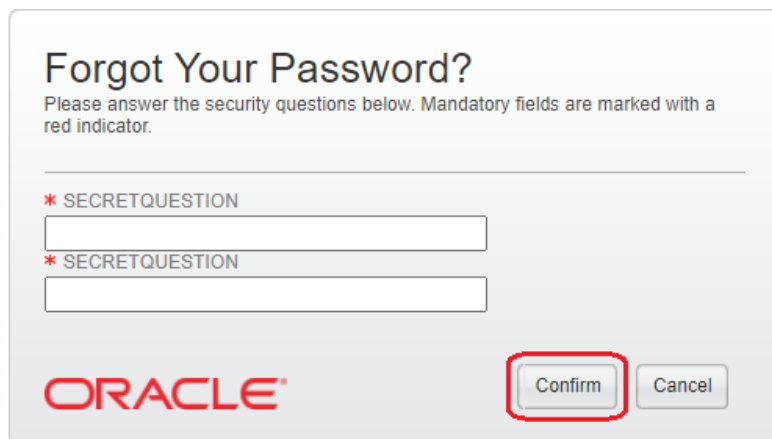
ORACLE



Forgot Your Password?
Please enter your user name below, click OK, then follow the on-screen instructions. Mandatory fields are marked with a red indicator.

* User Name

ORACLE



Forgot Your Password?
Please answer the security questions below. Mandatory fields are marked with a red indicator.

* SECRETQUESTION

* SECRETQUESTION

ORACLE

Navigate to <https://govskpsc.taleo.net>

Password

If you have forgotten your password, click [Forgot your password?](#)

User Name

The User Name is usually in the format of last name followed by first initial. For example, the User Name for James Smith would be smithj.

Enter your User Name and click **OK** button.

Answer your security questions. They are case sensitive. Click

Confirm



Change Password

This page allows you to change your password. Mandatory fields are marked with a red indicator.

User Name

* Old Password

* New Password

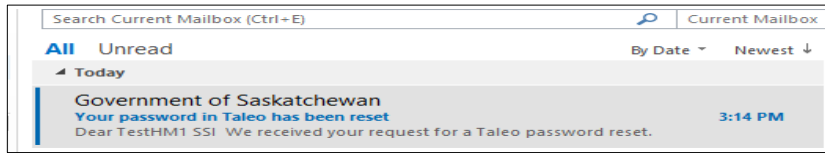
* Confirm New Password

ORACLE

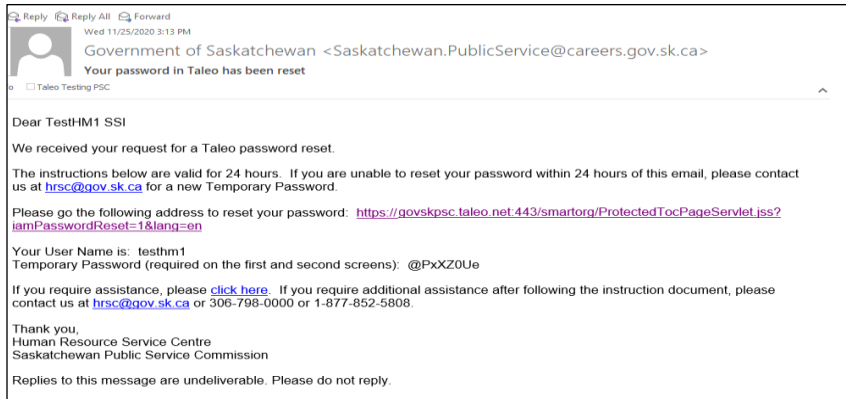
Create a new password for yourself, then click OK.

Requesting Assistance

If the above process does not give you access to Taleo, request assistance from staffing@gov.sk.ca.



Soon thereafter, you will receive an email from Government of Saskatchewan, containing a link, your User Name, and a Temporary Password.



Your Temporary Password will be valid for 24 hours from the time the email is sent. If you are unable to reset your password with 24 hours, request a new password from staffing@gov.sk.ca.

Click the link supplied in the email.

Reset Password

You received an email because your password has been reset by the system administrator. Please enter the login information as provided in the email. Mandatory fields are marked with a red indicator.

Select a language

English ▾ Refresh

Remember my selection

* User Name

* Temporary Password

ORACLE

Sign In

Enter your User Name and Temporary Password, as supplied in the email, and Click **Sign in** Button.

Change Password

This page allows you to change your password. Mandatory fields are marked with a red indicator.

User Name

testhm1

* Temporary Password

* New Password

* Confirm New Password

ORACLE

OK

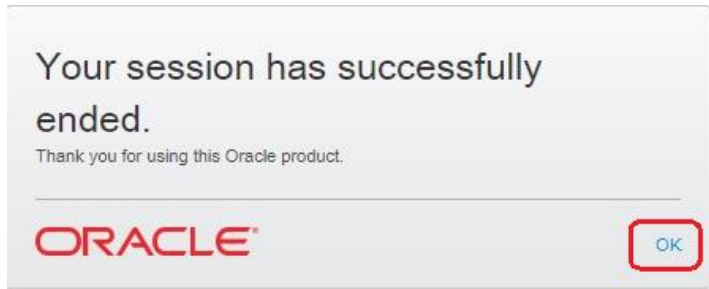
Sign Out

Enter the Temporary Password as supplied in the email in the first text field.

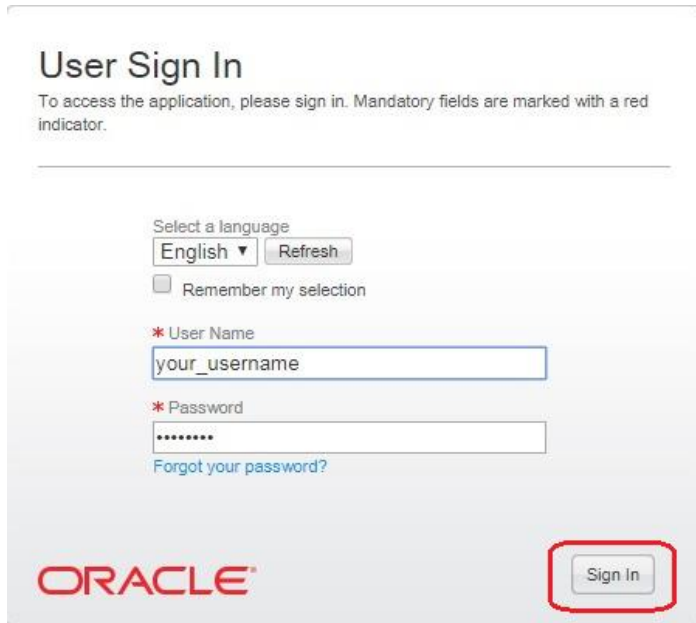
Create your New Password on the second text field, and confirm it in the third text field.

Click the **OK** button.

You should now be successfully logged in to Taleo in your next log in session.



You may receive a screen stating your session has successfully ended. If you receive this screen, click **OK** button.

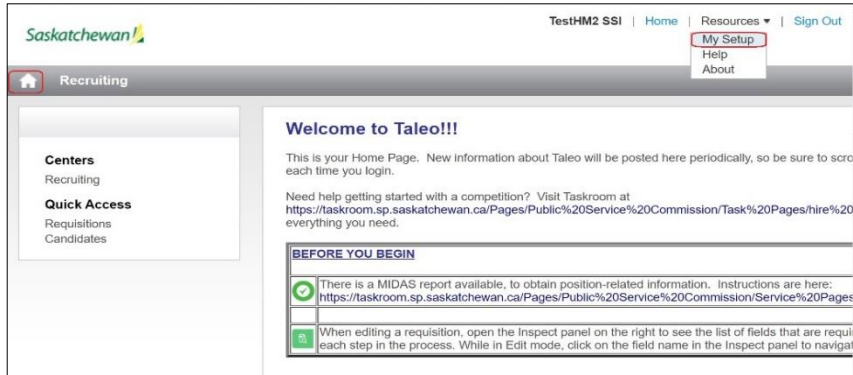


On this screen, login with your Username and New Password.


Click the **Sign In** button.

You should now be logged in to Taleo.

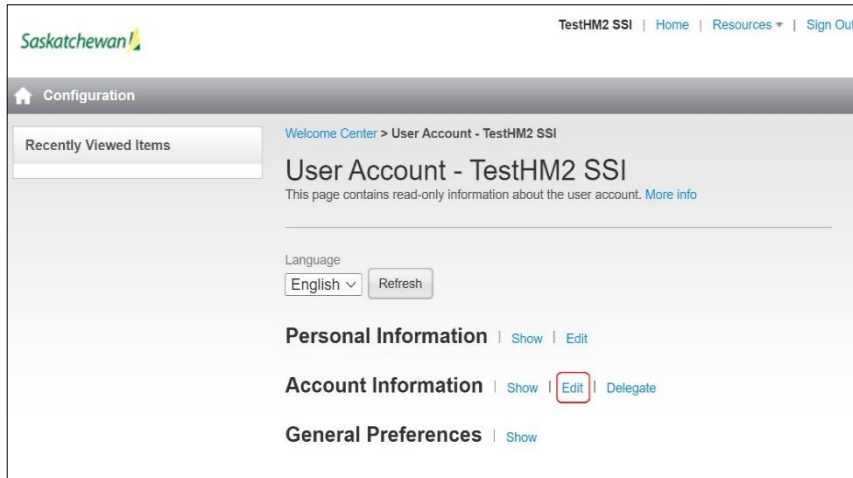
Updating Security Questions



If you were unable to answer your security questions correctly, you should change your security questions so that it will work correctly next time.

Once you are logged in to Taleo, ensure you are on the Home Screen by clicking the icon  in the top left corner.

Next, click ▼ beside Resources menu at the top right side of the screen, and select My Setup.



Click “Edit” link beside Account Information.

Account

User Name
 testhm2

Password Information

Password

 Confirm Password

Please note that the password must respect the following rules:

- It must contain between 6 and 32 characters. Use only characters from the following set: ! # \$ % & () * + , - . / 0 1 2 3 4 5 6 7 8 9 ; : < = > ? @ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [\] _
- It must contain at least 1 letter(s) (ABCDEFGHIJKLMNOPQRSTUVWXYZ)
- It must contain at least 1 numeric character(s) (0123456789)
- It must not contain more than 5 identical consecutive characters (AAA, iii, \$\$\$\$\$...).
- It must not contain your user name.
- It must not contain your email address.
- It must not contain your first name.
- It must not contain your last name.

Forgot Password Information

Security Question
 SECRETOUESTION

Answer

 Confirm Answer

Security Question
 SECRETOUESTION

Answer

 Confirm Answer

Current logged-in user password

Configuration Profile
 Hiring Manager

To change your Password

Enter your new password and confirm it.

To update your Security Questions

There are two secret questions to input located at the left side.

Enter your new question(s) and answer(s), and confirm your answer(s) where requested.

It is best practice to provide a reminder of the case and/or format of your answer. For example:

- Mother's maiden name (all lower case)
- How many children do I have (digit, not spelled)

Enter your current password in the "Current logged-in user password" field located below the secret question text field.

Note: Do not change your Configuration Profile

Click the **Save** button to conclude the process.