

# Oracle Password Re-set Guide

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**Last Updated:** 05-June-2013

**User Responsibilities:** External Candidates / Applicants

**Internet Brower:** Internet Explorer 8/ Safari

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## GENERAL INFORMATION

### OVERVIEW

Oracle I Recruitment is a web-based software that allows you to search for ZU Job Postings, Apply for Jobs, and provide Zayed University's Recruitment Team with valuable information pertaining to who you are and why we should hire you.

### LOG IN

Oracle Software is web-based software that can be found by navigating through your Internet Browser to the following web path:

<http://hrapps2.zu.ac.ae/>

The screenshot shows the Zayed University iRecruitment website. The header includes the university logo and name in Arabic and English, the text 'iRecruitment', and a 'Job Basket' link. Below the header, there are navigation links for 'Home' and 'Vacancies'. The main content area is divided into several sections:

- Welcome to Zayed University's Employment Site:** Includes links for 'New Jobs (Last 7 days)', 'Conduct an Advanced Search', and 'Post your Resume/Curriculum Vitae (CV)'.
- Job Search:** Features a search form with 'Keywords' and 'Date Posted' fields, a 'Search' button, and a 'Clear' button. An 'Advanced Search' button is also present.
- TIP:** Provides instructions for compatible browsers (Internet Explorer 8 and Safari), advises against using browser back/forward buttons, and offers contact information for technical issues (HRSupport@zu.ac.ae) and a link to the user manual.
- Login:** A section for users to log in, with options for 'Register today' and 'Login'. It includes fields for 'Email' and 'Password'.
- Already registered on our Employment Site?:** A section for users who are already registered, with a 'Login' button.
- © New to Our Employment Site?:** A section for new users, with links for 'Manage My Account', 'Conduct Job Search', 'View Job Basket', and 'View Jobs Applied for'.

**User Name:** the email address you used when registering.

**Password:** as set by you when registering

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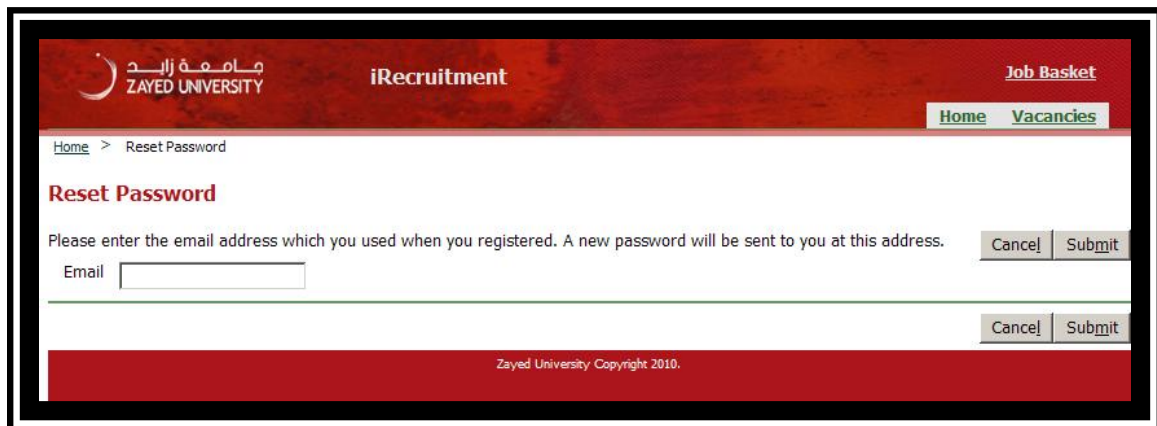
## FORGOT YOUR PASSWORD

If you forgot your password – the system can automatically create a new password for you by following the steps specified below.

1. Click on the link “forget your password” circled in red in the below image.



2. You will now be in the “Reset Password” window.



- a. Input the email address (which you used when registering your account)
- b. Click the Submit Button

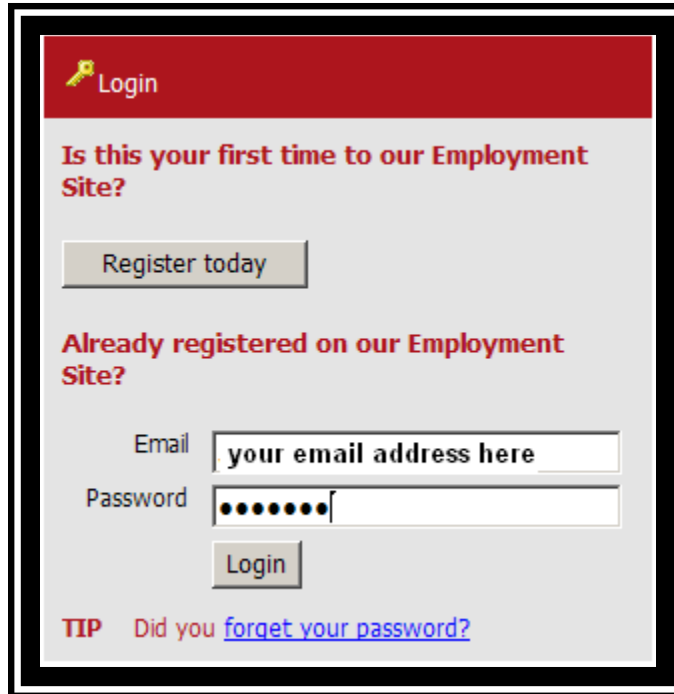
**Please wait for the email to come to your inbox (don't forget to check your Junk/Spam Box) – if you attempt to re-set your password multiple times it will LOCK your ACCOUNT.**

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## RECEIPT OF NEW SYSTEM ISSUED PASSWORD

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Upon receipt of the System Issued Password (or in rare events a manual password reset by Zayed Universities Technical Team). Proceed back to the login page (<http://hrapps2.zu.ac.ae/>).



**Login**

**Is this your first time to our Employment Site?**

Register today

**Already registered on our Employment Site?**

Email

Password

Login

**TIP** Did you [forget your password?](#)

Insert your Login Details:

- **Email:** this is your email address in which you created your Zayed University Profile with.
- **Password:** this is the system issued (or manually created in rare events) that has been emailed to you.

After successfully inputting your Email Address and System Generated Password → you will likely be directed to a page where you will be required to reset your password to one that only you know (See Next Page).

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## CREATE YOUR NEW SELF GENERATED PASSWORD

After successfully inputting your Email Address and System Generated Password → you will be directed to a page where you will be required to reset your password to one that only you know.

**Note:** this page will have an **Error Message** on it – the error is simply letting you know that this password that you have just used (the system generated password) has now expired. Please do not let the Error Frighten you.

The screenshot displays the Oracle iRecruitment password reset interface. At the top, the Zayed University logo and 'iRecruitment' text are visible. A red banner at the top right contains 'Job Basket' and navigation links for 'Home' and 'Vacancies'. A prominent error message states: 'Your password has expired. Please enter a new one.' Below this, a tip provides password requirements: 'Passwords must have at least 6 characters. It must also contain at least one letter and one number.' The user's name is 'sajjadtahir1@yahoo.com'. The form includes three password fields: 'Current Password', 'New Password', and 'Confirm New Password'. 'Cancel' and 'Save' buttons are located at the bottom right of the form area. The footer contains 'Zayed University Copyright 2010.' and a link to the 'Privacy Statement'.

- **Current Password:** this is the password that has just expired – the **System Generated Password** you just received and used to login.
- **New Password:** This field is user defined → you need to create a new password that only you know.
- **Confirm New Password:** Re-key in your New Self Defined Password that only you know.

**Passwords must be MINIMUM of 6 characters in length.**