

## Create your account

1. The first time you use the program, you will need to register. In an internet browser, go to [www.humanesources.com](http://www.humanesources.com) and click **LOG IN** at the top right of the screen.
2. Under Register a new account, click Enter Access Key. **GKJTQ9X**
3. Enter the Access Key you were given and click **Submit Access Key**.
4. Enter the registration information, read the terms and conditions, and click **Save & Continue**.

## Account tour

### HOME

Home has shortcuts to areas you'll want to explore – My Portfolio, My To Do List, Career Center and My Groups.

### MY PORTFOLIO

**My Portfolio** is where you access programs, see your careers summary and access results after completion.

### CAREER CENTER

**Career Center** is where you can research, save, rate, and add notes about careers or search for jobs.

### MY GROUPS

**My Groups** is where you can join or leave a group and see the list of groups you belong to.



### MY MESSAGES



### TO DO LIST

**My Messages** displays your messages and lets you read and organize them.

**To Do List** keeps track of what's completed and what's left to do in your account.

### MY ACCOUNT

**My Account** is where you can update your profile details, photo and password.

### HELP CENTER

**Help Center** has answers to your questions. If you need help, this is a good place to start.

### LOG OUT

**Log out** every time you finish so other people can't access your account.

## Next time

Once you've created your account, it's easy to log in for future visits – go to [www.humanesources.com](http://www.humanesources.com) and click **LOG IN** at the top right of the screen.

In the Log In section, enter the email address and password you used in the registration steps above and click **Log In**.

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