

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 and click **LOG IN** at the top right of the screen.
2. Under Register a new account, click **Enter Access Key**.
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 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**.

English

✓ English

Español

Português

Français

中国的

العربية

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often as you want.