

## FORGOT USER NAME/PASSWORD

Go to [www.smh.com](http://www.smh.com)

Click on the 'Careers' Link located in the top right corner of the page.



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Find a Doctor or Provider

Select Specialty



First or Last Name



Locations

Patients & Visitors

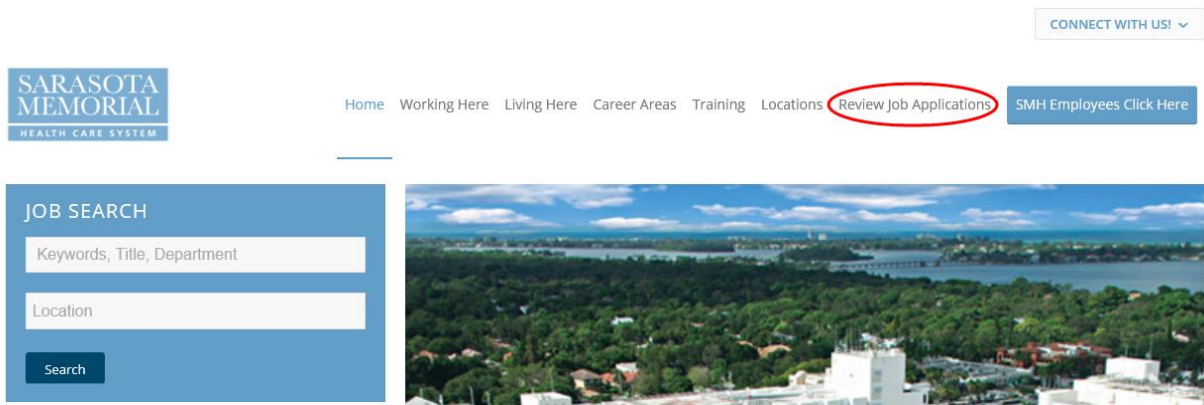
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The Sarasota Memorial Job Search page will be displayed. Click 'Review Job Applications'.



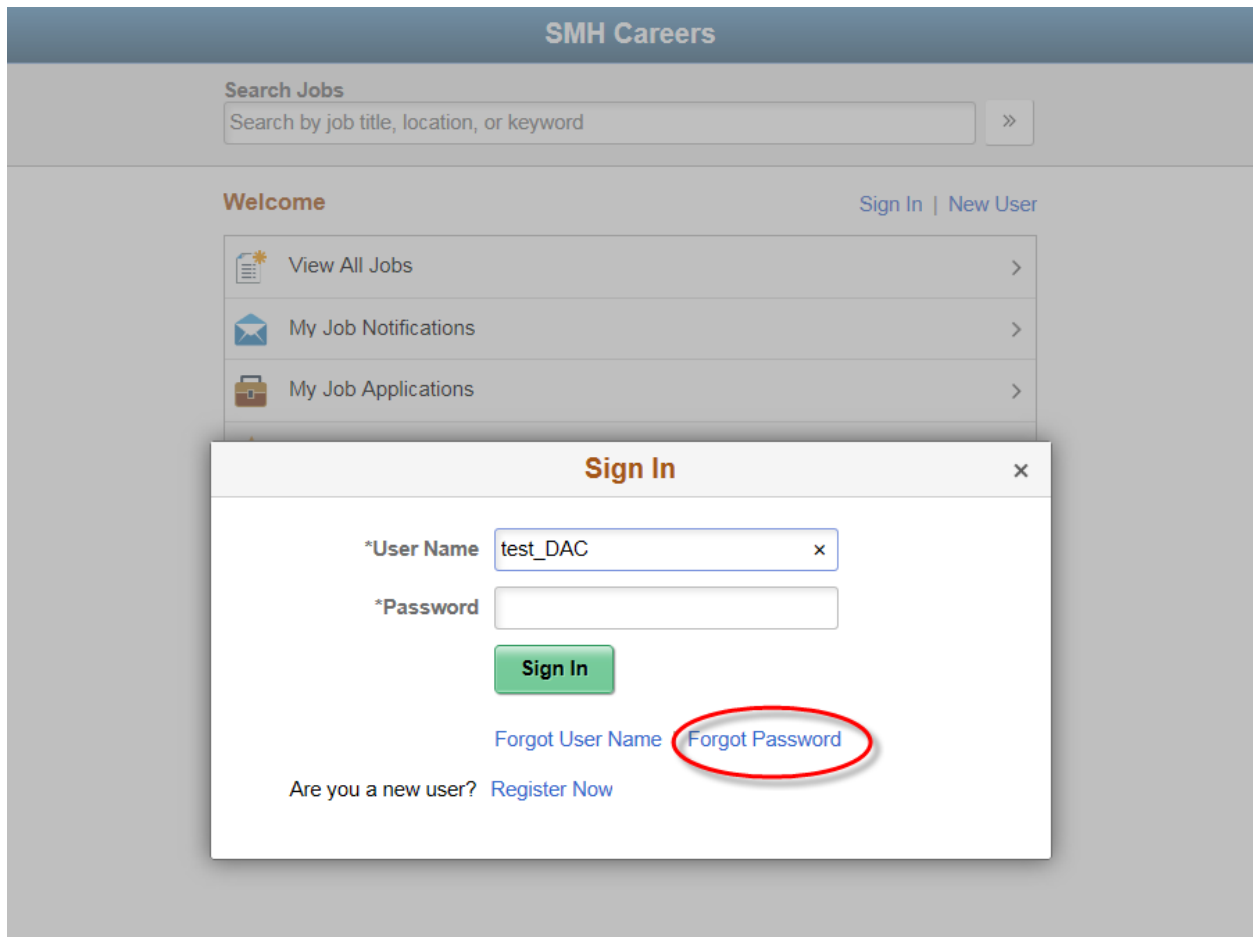
You will be directed to the SMH Careers page. Click on 'Sign In':



From the 'Sign In' Page, you can access your current User Name and/or change your Password.

## **FORGOT PASSWORD**

Select 'Forgot Password'

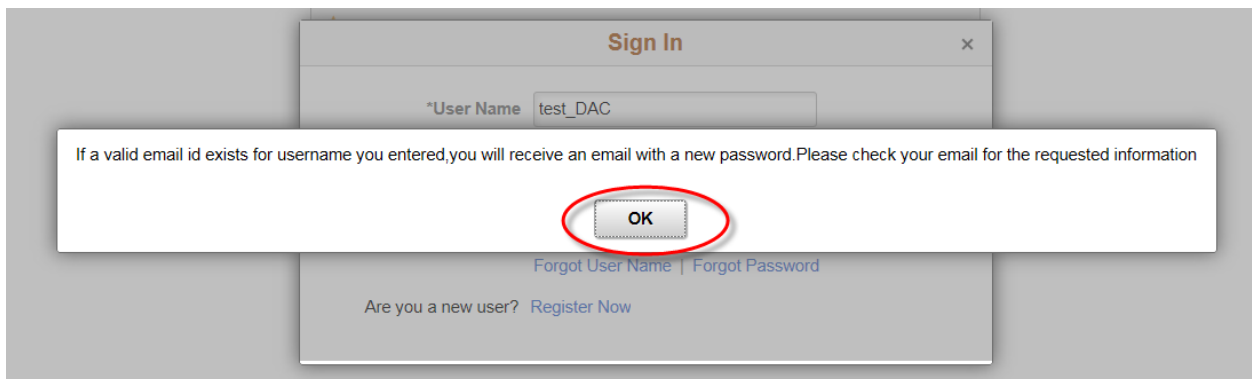


The screenshot shows the SMH Careers website interface. At the top, there is a 'Search Jobs' section with a text input field containing 'Search by job title, location, or keyword' and a search button. Below this is a 'Welcome' section with links for 'Sign In' and 'New User'. A list of user actions is visible: 'View All Jobs', 'My Job Notifications', and 'My Job Applications'. A 'Sign In' modal window is overlaid on the page. The modal has a title bar with 'Sign In' and a close button. It contains two input fields: '\*User Name' with the value 'test\_DAC' and '\*Password'. Below the inputs is a green 'Sign In' button. At the bottom of the modal, there are two links: 'Forgot User Name' and 'Forgot Password', with the latter circled in red. A 'Register Now' link is also present at the bottom left of the modal.

Enter your User Name. Click on 'Email New Password'.



An email will be sent with a temporary password to the primary email address currently on file. This is the email address you entered when you created your Applicant Profile. Click 'OK'.



You will receive the following email:

**From:** <peoplesoft@smh.com>  
**Date:** February 28, 2019 at 12:05:31 PM EST  
**To:**  
**Subject:** Applicant Password Notification

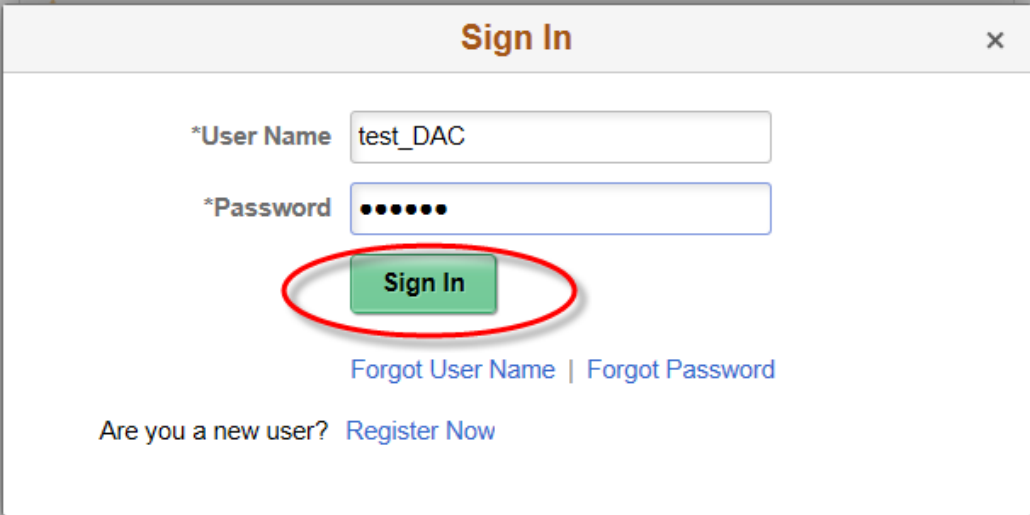
Please use the following password to access your job application account:

972612

You may change your password at any time by signing on to your account and changing your password under My Account Information.

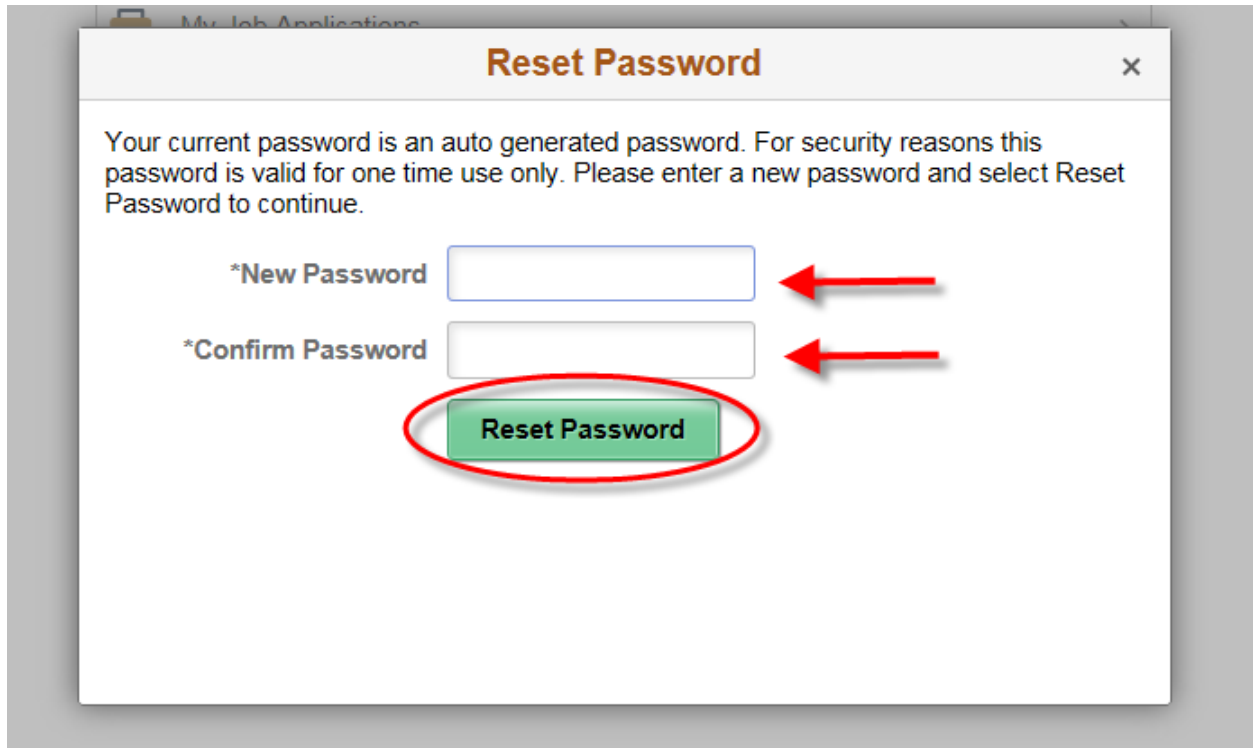
Confidentiality Notice: the information contained in this email and any attachments may be legally privileged and confidential. If you are not an intended recipient, you are hereby notified that any dissemination, distribution, or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender and permanently delete the e-mail and any attachments immediately. You should not retain, copy or use this e-mail or any attachments for any purpose, nor disclose all or any part of the contents to any other person.

When you login to your account, enter your User Name and the system generated password that was provided in the email. Click 'Sign In'.



The image shows a 'Sign In' dialog box with a title bar containing the text 'Sign In' and a close button 'x'. Inside the dialog, there are two input fields: '\*User Name' with the text 'test\_DAC' and '\*Password' with six black dots. Below the password field is a green 'Sign In' button, which is circled in red. Underneath the button are two links: 'Forgot User Name | Forgot Password'. At the bottom of the dialog, there is a link: 'Are you a new user? Register Now'.

You will be prompted to enter and confirm your new password. Click 'Reset Password' to save your new Password. You will be signed into the system and returned to the SMH Careers page.



The image shows a 'Reset Password' dialog box with a title bar containing a close button (X). The main text reads: 'Your current password is an auto generated password. For security reasons this password is valid for one time use only. Please enter a new password and select Reset Password to continue.' Below the text are two input fields: '\*New Password' and '\*Confirm Password'. Red arrows point to the right side of each input field. At the bottom, there is a green button labeled 'Reset Password' which is circled in red.

## FORGOT USER NAME

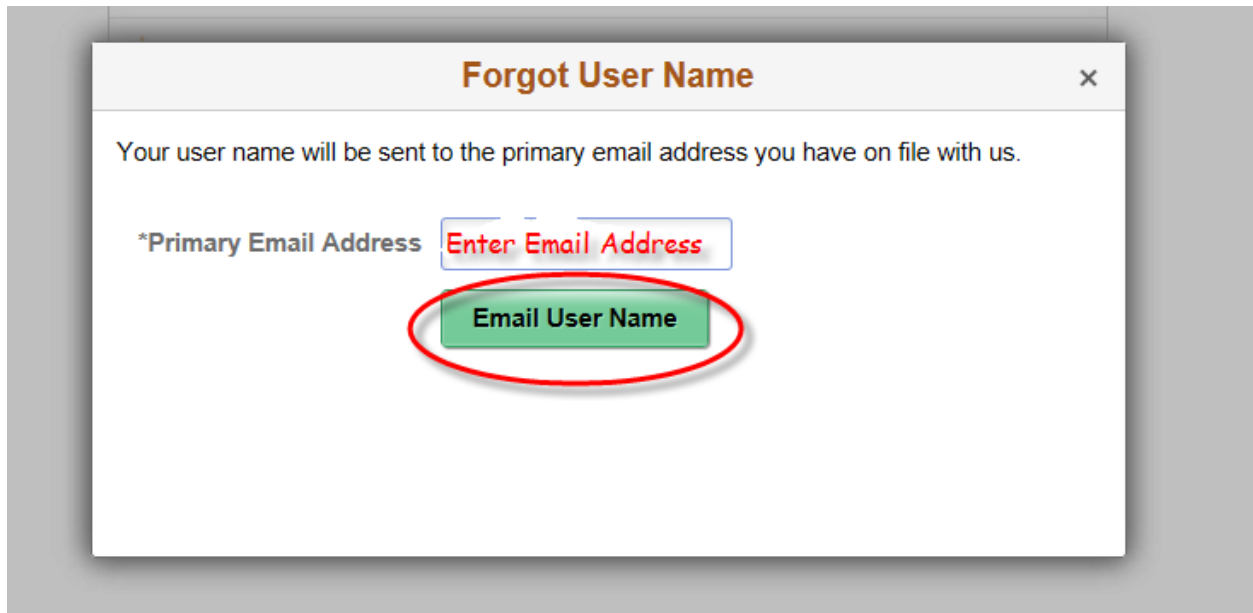
Select 'Forgot User Name'



The screenshot shows the Oracle Sign In page. At the top, there are navigation links for 'Favorites' and 'Main Menu'. Below that is the Oracle logo. The main heading is 'Sign In'. A message states 'You must sign in to continue.' There are two input fields: '\*User Name' and '\*Password'. To the right of the '\*User Name' field is a link labeled 'Forgot User Name', which is highlighted with a red box. To the right of the '\*Password' field is a link labeled 'Forgot Password'. Below the input fields is a 'Sign In' button. Underneath the button are two links: 'Don't have a User Name or Password?' and 'Register Now'. At the bottom left, there is a note '\* Required Information' and a link 'Return to Previous Page'.

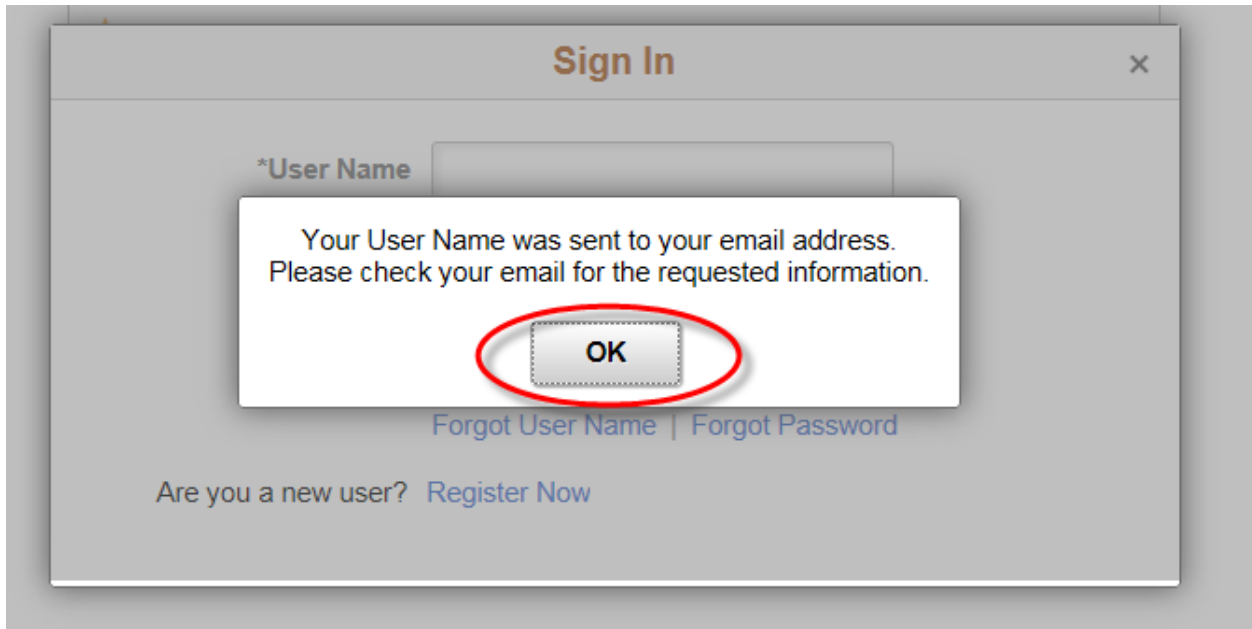
Enter the primary email address that is currently on file. This is the email address you entered when you created your Applicant Profile.

Click 'Email User Name'.



The screenshot shows a dialog box titled 'Forgot User Name'. The message inside says 'Your user name will be sent to the primary email address you have on file with us.' There is a label '\*Primary Email Address' followed by a text input field containing the placeholder text 'Enter Email Address'. Below the input field is a green button labeled 'Email User Name', which is circled in red.

An email will be sent containing your User Name to the email address you entered as your primary email address.



You will receive the following Email:

**From:** <peoplesoft@smh.com>  
**Date:** February 28, 2019 at 12:27:37 PM EST  
**To:**  
**Subject:** Applicant User Name Notification

Your email address is associated with the following User Name:

**New User Name**

You may change your password at any time by signing on to your account and changing your password under My Account Information.

Confidentiality Notice: the information contained in this email and any attachments may be legally privileged and confidential. If you are not an intended recipient, you are hereby notified that any dissemination, distribution, or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender and permanently delete the e-mail and any attachments immediately. You should not retain, copy or use this e-mail or any attachments for any purpose, nor disclose all or any part of the contents to any other person.

When you login to your account, enter the User Name that was provided in the email. Enter your password and select 'Sign In'. You will be signed into the system and returned to the SMH Careers Page.