

School guidance - Setting up your access to Recruit

Access to Recruit is generated when you send in your first advert to appear on the Jobs Derbyshire website. Please complete the section on the Advert Request Form your details.

Your access will enable you to;

- View applications for your job, both online and offline
- Share job applications with other panel members.

Setting up your Recruit access using the system generated email

- You will receive an email once your account has been created in Recruit. The email provides a link to Recruit which will take you to the system login page.

giant
GROUP

User login

Username

Password

Sign in

[Get new password](#)

Recruit 5.50.3 - Released 16/01/2024

Access to this system, data and associated networks are for authorised users only. Unauthorised access, or modification of data without permission, is unlawful, and could result in disciplinary or legal action being taken. Access to this system is monitored for audit purposes in order to prevent unauthorised access attempts, and to ensure compliance with current information security procedures.

You must not share your login details, the password should conform to the current [Derbyshire County Council password policy](#). You must not re-use your login details for this system on other websites.

By continuing to use this system, you accept these conditions of use.

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- You do not need to enter your Username or password on this screen but just click on the 'Get new Password' link'.

- This link will take you to this screen in which you need to enter your email address and then click on 'Get new password'.

- You will then receive an email with a reset password link. The email also provides your username. Click on continue.

You will then receive a 'noreply@'email which will contain the following information. Please note the below is just an example and should not be used to reset your password.

"If you requested a new password to access the site, please use the password reset option at

<https://derbyshire.recruitsaas.com/ResetPassword.aspx?email=AvnbXNSUJa8FwqvyhaPJxTsJ2tiL3mldgTB8iD6%2bzI6%2b2K0kzzViKN1J1ch8svMN&hash=5448a2a3595d672e9f434f1ef7c72bf3>

Your Username is: Joe Bloggs"

Click on the link in the email.

You then need to create a password. Your password must be between 12 and 30 characters long and must contain lowercase character, uppercase character, numeric character and special character (e.g. £, \$, *, %, &).

Choose new password

i Please enter a new password and confirm it below.

New password

Confirm new password

Submit

[Back to login page](#)

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Once you have entered your password and confirmed it click 'Submit' and you will be taken to the Recruit login screen where you will be required to enter both your username and password to gain access to Recruit.

Future Access

To access the system in future you will need to click on the following link: [Recruit: Welcome \(recruitsaas.com\)](https://recruitsaas.com)

Enter your Username and Password into the fields as shown on the log in page below, this will take you through to your Jobs Dashboard.

User login

Username

Password

Sign in

[Get new password](#)

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