

Reset Your Application Password

This document will outline how to reset your password to be able to access your Candidate Home Account. Please use the email address that you used when you originally applied for the position. Please **DO NOT** create a new account!

1. Go to <https://childrenswi.org/careers> and click on “**Search & Apply for Jobs**”



2. Click on “**New or Returning Applicants**”

Careers at Children's Wisconsin

Applicant Resources

Careers for Health Care Professionals

Exploring Health Care Careers

Sign up for Job Alerts and Monthly Featured Jobs



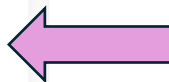
New or Returning Applicants

If this is your first time using our career website, you will be asked to register and create a username and password. If you are returning, you will be asked to log in using your username and password.

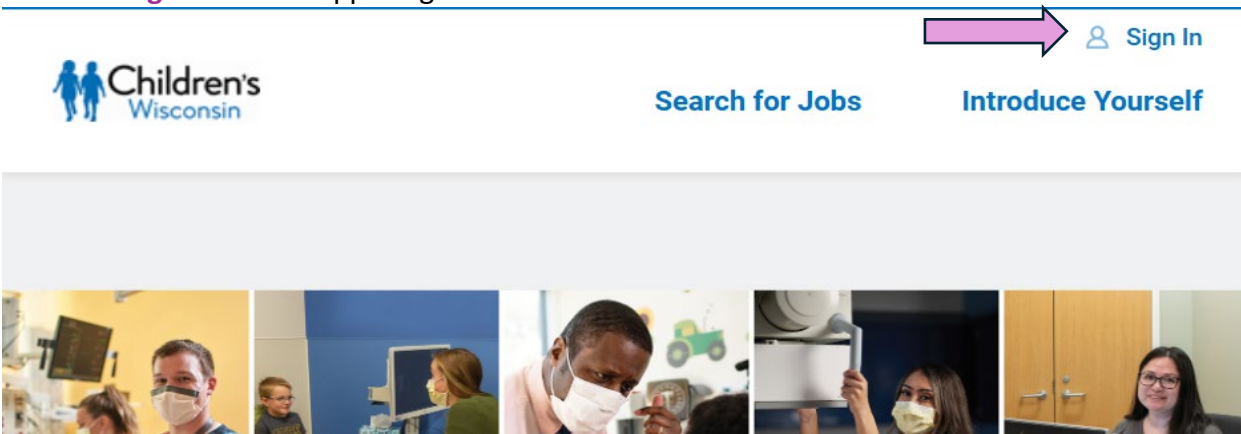


Current Employees

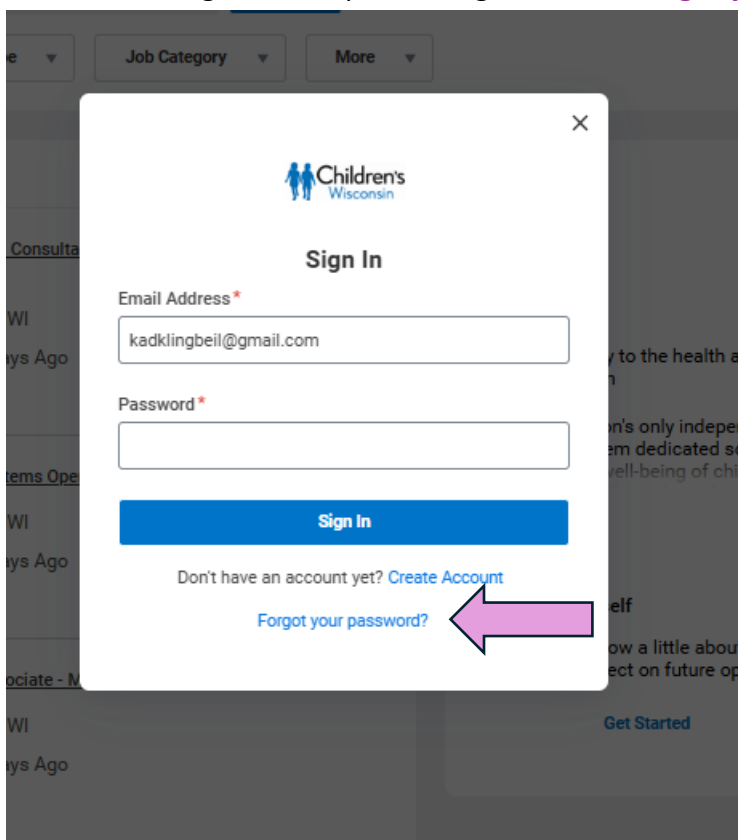
Our current employees, should apply for new positions via Employee Self Service within our intranet. You must be on Children's network to access the site.



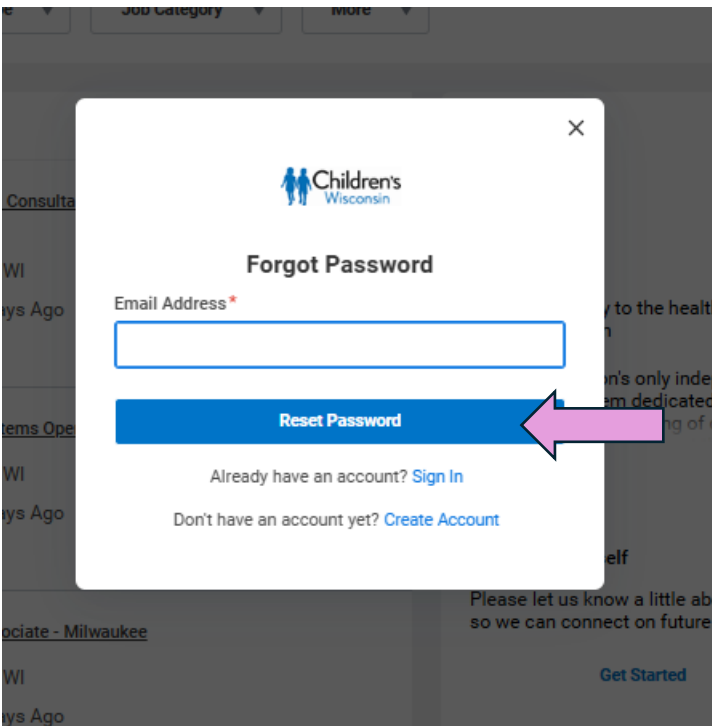
3. Click on **"Sign In"** in the upper right-hand corner of the screen



4. You will be given the option to sign-in. Click **"Forgot your Password"**



5. You will be brought to pop-up that asks for your email address. Be sure to use the email address that you originally applied with. Type in your email address and click **“Reset Password”**



The image shows a 'Forgot Password' pop-up window from Children's Wisconsin. The window has a white background and a blue border. At the top, there is a logo for 'Children's Wisconsin' and a close button (X). Below the logo, the title 'Forgot Password' is centered. Underneath, there is a label 'Email Address *' followed by a text input field. Below the input field is a large blue button with the text 'Reset Password'. A pink arrow points to this button. At the bottom of the pop-up, there are two links: 'Already have an account? Sign In' and 'Don't have an account yet? Create Account'. The background of the image is a blurred screenshot of a website with various text elements like 'Consultant', 'WI', 'ys Ago', 'ems Ope', 'Please let us know a little abo', 'so we can connect on future', 'elf', 'ociate - Milwaukee', 'WI', 'ys Ago', and 'Get Started'.

6. You should receive an email in your Inbox from Children's Wisconsin and this email will include a **link that you can click to reset your password**. Once you reset your password, be sure to write it down. You will be prompted to sign-in after you submit your new password. Once you sign-in, you'll be brought to your Candidate Home Account.