

REGISTRATION PROCESS FOR TOMPKINS COUNTY APPLICATION/EXAM ACCESS

The first step in our process is to create your own account, or register. Go to the Tompkins County Personnel website: Tompkins-co.org/personnel. In the blue rectangle on the left side select Login/Register.



Next:

The screenshot shows the 'Login or Register' page. On the left, there is a blue navigation menu with the following items: 'Home', 'Login/Register', 'Vacancy List', 'Examinations', 'Job Descriptions', 'Email Notices', 'Employment Application', 'Study Guides', 'Civil Service Forms', 'Diversity Initiative', 'General Information', 'FAQ'S', 'Civil Service Rules', 'Contracts', 'Salary Scales', 'Complaint Procedure', and 'Get Adobe Reader'. The main content area is titled 'Login or Register' and contains the following text: 'Use of this online civil service application requires an account linked to a valid email address. You r account or register a new account using the forms below. To register a new account, you must hav confirmation email will be sent to you via email with instructions on how to complete setting up yo'. Below this text are two columns of form fields. The left column is titled 'Register' and contains the following fields: 'Your Email: *', 'First Name: *', 'Last Name: *', 'Desired Username: *', 'Password: *', 'Confirm Password: *', and 'Last 4 Digits Of Your SSN: *'. The right column is titled 'Login' and contains the following fields: 'Username: *', 'Password: *', and 'Lost Password?'. A yellow arrow points to the 'Your Email' field. At the bottom of the page, there is a 'Create Account' button.

Fill in the requested information under Register. (You may want to write down your Desired Username and Password to use each time you login.)

The last question asks if you have applied with Tompkins County before.

Since you have not filed an electronic application previously, please select the No circle. Select the Create Account button.

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The screenshot shows the Tompkins County website header with the logo and tagline "Your Online Resource for Tompkins County Government". Below the header is a navigation menu with links: Home, Login/Register, Vacancy List, Examinations, Job Descriptions, Email Notices, Employment Application, Study Guides, Civil Service Forms, Diversity Initiative, and General Information. The main content area is titled "Account Activation" and contains the following text: "An activation key has been sent to your email address. Either enter the email to activate and login to your new account." Below this is a form with a label "Activation Key:" and a text input field. A "Submit" button is located below the input field. Further down, there is a section titled "What if I did not receive the activation email?" with the text: "The email may take a few minutes to send. If after several minutes you options below." and two links: "Click here to resend activation email" and "Click here to try a different email address".

This is the screen that will display once you have selected Create Account. You may want to leave it open so that you can cut and paste the activation key that will be sent to your email. It is not a problem if this is not open because there will be a url that you may choose in your email that will return you to our website.

Now you will need to open your email.

The email notification should read: **Tompkins County Personnel <noreply@tompkins-co.org>: Account Activation.** If you do not see the email from Tompkins County, please check your spam or junk files. The email will read as follows:

Thank you for registering with Tompkins County Personnel's online application service. Your activation code is:

245610720

You may also activate your account by visiting this url:

<https://www.tompkinscivilservice.org/account/activate/245610720>

Tompkins County Personnel

You may copy and paste the set of numbers into the above Activation Key field or click on the <https://www.tompkins....> url.

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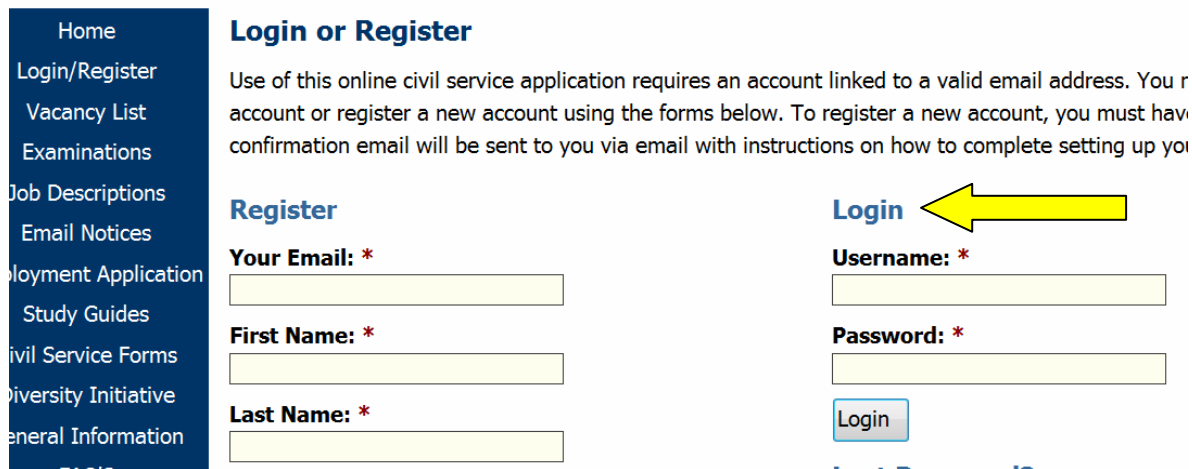
You have successfully registered if you see this screen.



The screenshot shows the Tompkins County Personnel website. At the top, there is a banner with the text "Tompkins County Personnel" and "Inclusion through..." below it. A green notification bar at the top of the main content area states: "Your account has been activated and you have been automatically logged in." Below this, the "Your Account" section includes a link: "Click here to edit your account / change your password." The "Online Applications" section states: "Below are all online applications you have created. Click the job title to view or finish an application. You have not started any online applications yet. Click here to see current opportunities." A dark blue sidebar on the left contains navigation links: Home, My Applications, Logout, Vacancy List, Examinations, Job Descriptions, and Email Notices.

You only need to do this one time.

Whenever you need to access our website after the initial registration you will use the Login section with your Username and Password.



The screenshot shows the "Login or Register" section of the Tompkins County Personnel website. The sidebar on the left includes links: Home, Login/Register, Vacancy List, Examinations, Job Descriptions, Email Notices, Employment Application, Study Guides, Civil Service Forms, Diversity Initiative, and General Information. The main content area has the heading "Login or Register" and a paragraph: "Use of this online civil service application requires an account linked to a valid email address. You must have an account or register a new account using the forms below. To register a new account, you must have a confirmation email will be sent to you via email with instructions on how to complete setting up your account." Below this, there are two columns of forms. The "Register" column has three input fields labeled "Your Email: *", "First Name: *", and "Last Name: *". The "Login" column has two input fields labeled "Username: *" and "Password: *", and a "Login" button. A yellow arrow points to the "Login" button.