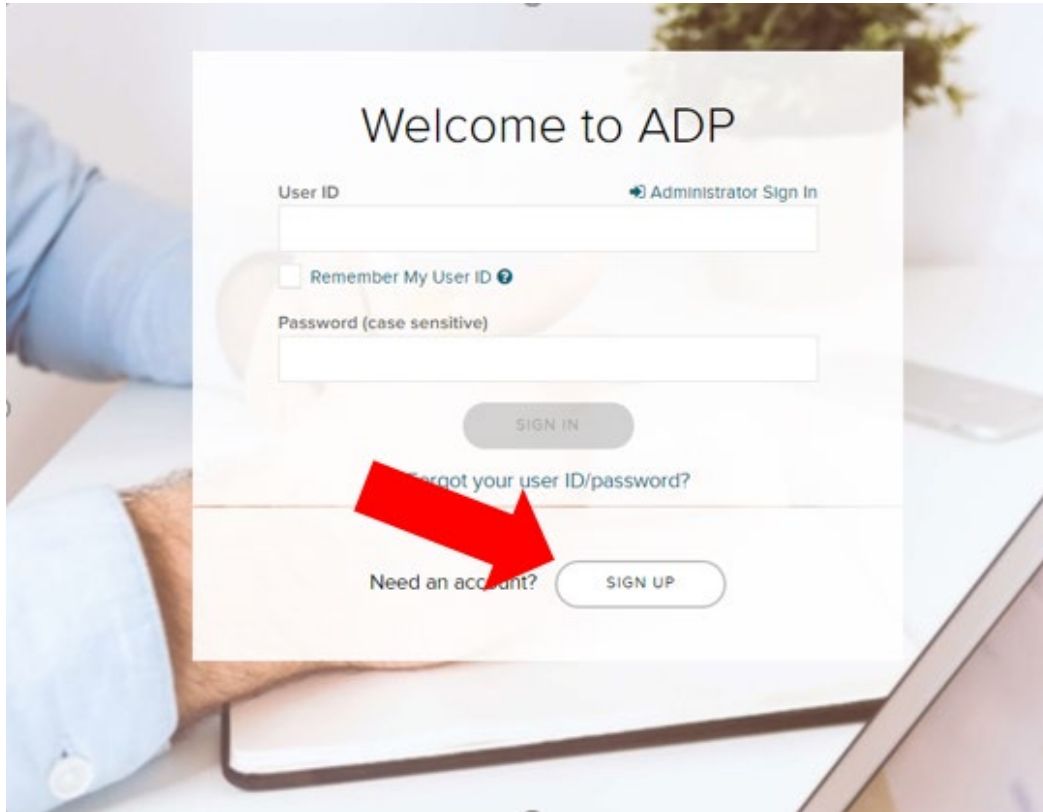


REGISTERING FOR SALT LAKE COUNTY INTERNAL EMPLOYEE JOB APPLICATIONS

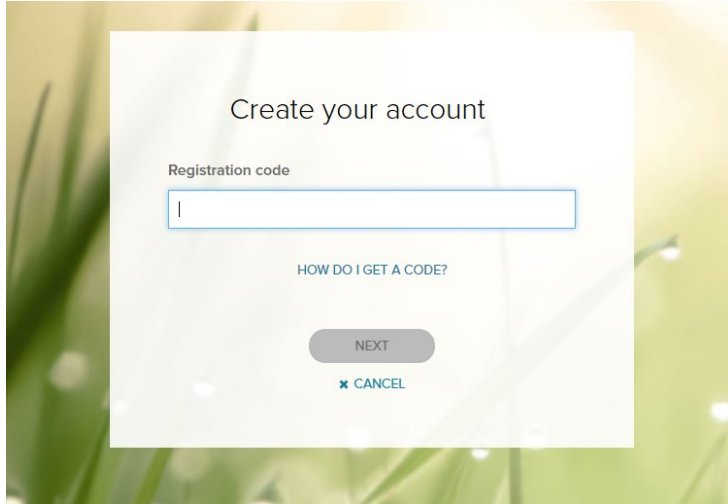
Go to jobs.slco.org, click on the button for Current Merit Employees, and then click on “Register Here”



Then you will be prompted to add in a Registration code. Enter in the code below and click next.

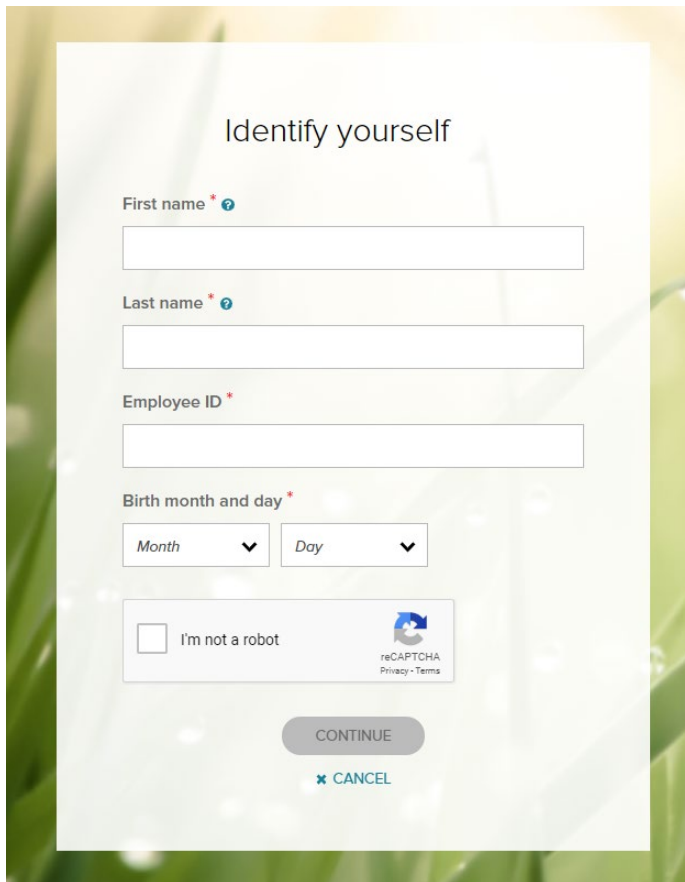
Registration Code: **NETSECURE REGISTRATION CODE** for Salt Lake County site:

SALTLAKECO-123



The screenshot shows a registration form titled "Create your account". It features a text input field for a "Registration code" with a vertical cursor. Below the field is a link that says "HOW DO I GET A CODE?". At the bottom of the form are two buttons: a grey "NEXT" button and a blue "X CANCEL" link.

Then you will enter your **first name, last name, Employee ID, and Partial DOB (Month, Day)** and hit confirm.



The screenshot shows a registration form titled "Identify yourself". It contains several input fields: "First name" with a red asterisk and a help icon, "Last name" with a red asterisk and a help icon, and "Employee ID" with a red asterisk. Below these is a "Birth month and day" section with two dropdown menus labeled "Month" and "Day", each with a downward arrow. At the bottom of the form is a reCAPTCHA section with an "I'm not a robot" checkbox and a reCAPTCHA logo. Below the reCAPTCHA are two buttons: a grey "CONTINUE" button and a blue "X CANCEL" link.

Then the system will provide you with your User ID in the grey box. You will then be asked to enter a password and 3 security questions. You will then hit the register now button at the bottom.

NOTE: When you register, you will receive a different username than the email address that you have entered. (For example, if your slco.org username is usually absmith@slco.org, your username for the career site might be ABSmith1@SALTLAKECO). Please store the username where you can find it later.

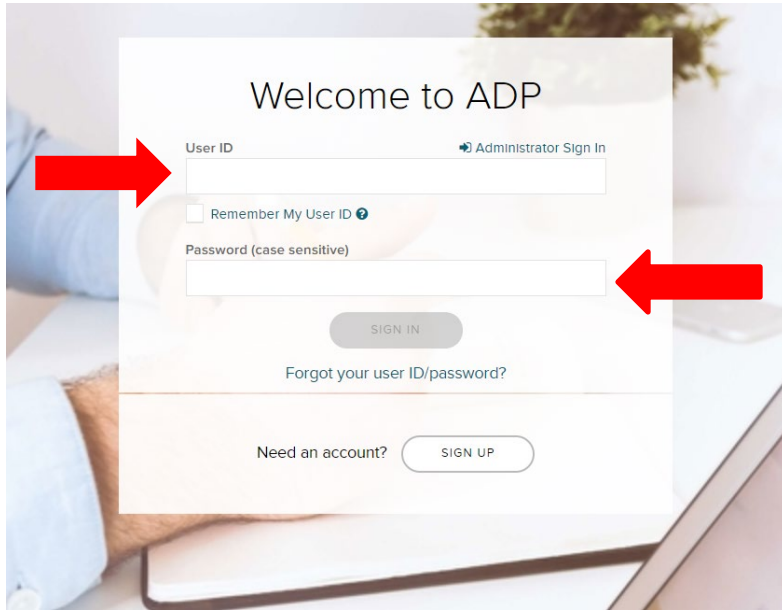
The image shows a registration form with several sections. Red arrows point to the following elements:

- User ID:** A grey box containing the generated user ID.
- Password:** The password input field.
- Confirm password:** The field for re-entering the password.
- Question 1:** The first dropdown menu for a security question.
- Question 2:** The second dropdown menu for a security question.
- Question 3:** The third dropdown menu for a security question.

The form includes sections for contact information, user ID creation, and security questions. It also features radio buttons for 'Work' or 'Personal' usage and a checkbox for text messaging authorization.

You will see a success message, and that **ADP Recruiting** is one of your available products.

Return to jobs.slco.org, click on Current Merit Employees, and log in.



If you have problems registering, please contact Human Resources at 385-468-0570.