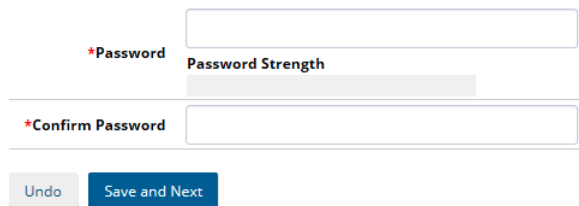


Activating your Account

Activating your account

To activate your account, please follow these steps:

1. You will receive an email that has a subject of **'Welcome to Salt Lake City School District New Applicant Tracking System'**
2. Click on the link in the email
3. You will be prompted to set a minimum 8 character password.
Change Account Password



The screenshot shows a web form for creating a password. It features two input fields: the top one is labeled '*Password' and the bottom one is labeled '*Confirm Password'. To the right of the first field is a 'Password Strength' indicator, which is a horizontal bar with a gradient from grey to blue, indicating the strength of the password. Below the input fields are two buttons: a grey 'Undo' button and a blue 'Save and Next' button.

4. Click 'Save and Next'
5. Your username will be displayed (usually your district email address), **click Continue.**
Success!

Please take note of your username:

[Continue](#)

6. You will then be logged into the system.
7. To log out, click on the circle with the arrow in the upper right corner

