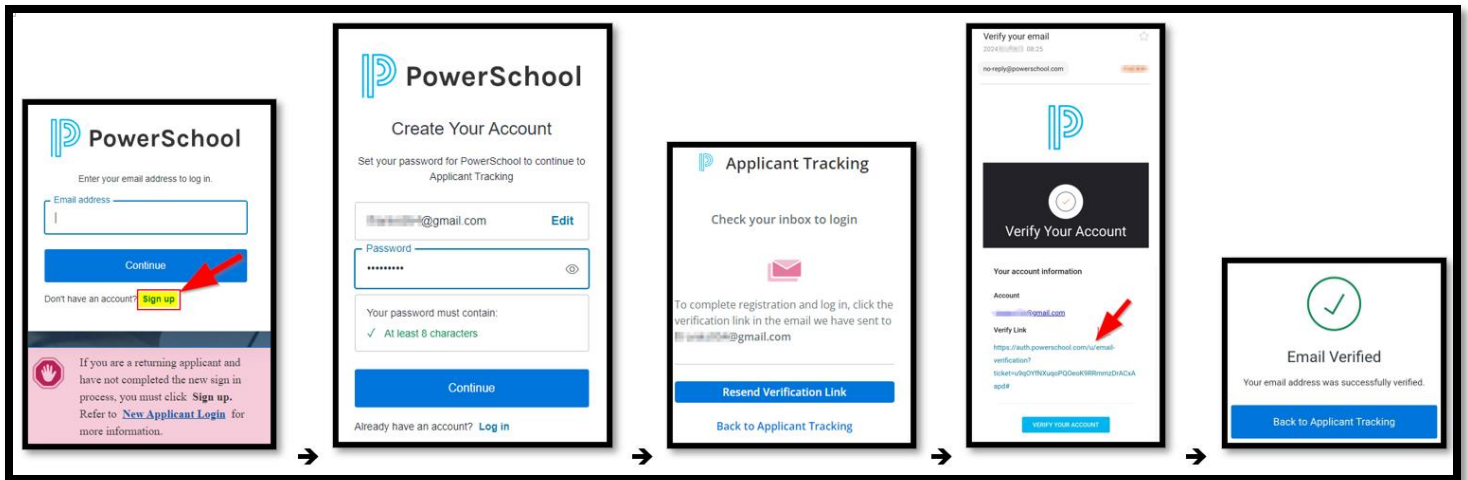# I had an account before

If you are an old user who has returned to Applicant Tracking and wish to access your old data, you can follow these steps to **Sign up** and **Access old data**.

## Sign Up

1. Visit the CPSB Job Application Portal and click the "Sign In/Sign Up" button at the top of the page. You will be redirected to the login page.
2. Click on the "**Sign-Up**" button.
3. Provide the **email address** you wish to use for login, then click **Continue**. You can use the same email address as that of your old ATS account. Please **DO NOT** use work email.
4. Enter a **password** of your choice.
5. Click **Continue**. A verification link will be sent to the email address.
6. Go to your **email inbox** and click on the link to **verify** your account.
7. Back to the login page, and complete the flowing step, **Access Old Data**.



## Access Old Data

After logging in (using the email and password), you will be directed to the **Access Data** window.

Please note this is a one-time setup and an irreversible action. If you choose to use a different email address and opt not to link your previous account, you will not have access to prior applications you have submitted in the new account you have created.
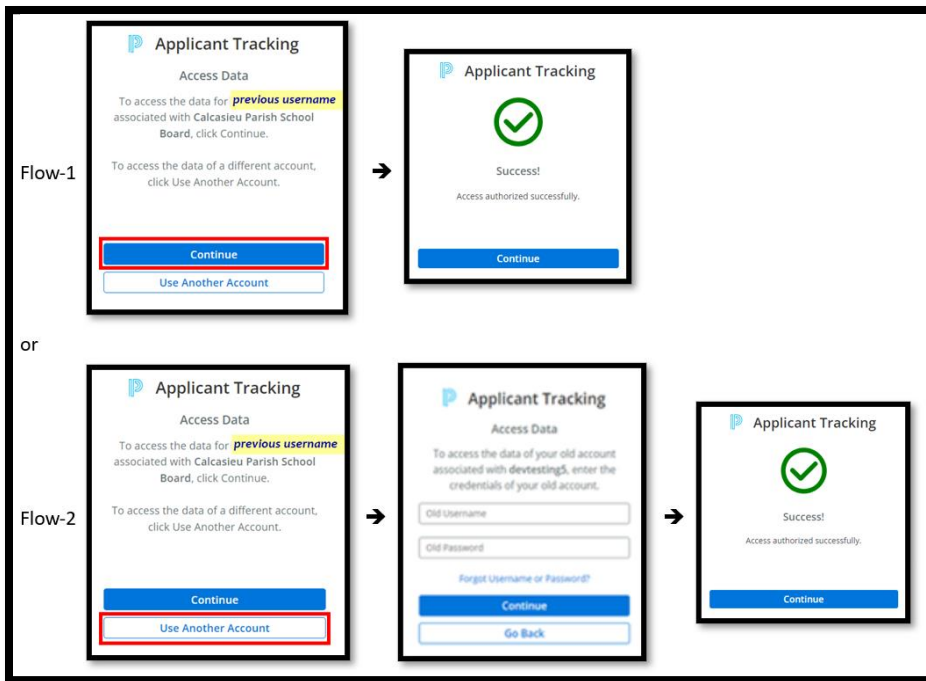
### Scenario A: If you had an ATS account with the *same* logged-in email address.

**Flow-1**:

Click **Continue** to access the application and profile data. *Check the username to ensure you are accessing the right account.*

**Flow-2**:

Click **Use Another Account** to enter the credentials of the account for which you want to access the data.

## Scenario B: If you had an ATS account with a *different* email address.

**Flow-3**:

Enter the **old username** and **old password** of the ATS account and click **Continue** to access the application and profile data. The logged-in email address will be saved as the default for this credentials/account.

**Flow-4**:

If you do not wish to access the data of your old account, click **Skip** and then click **Continue**. If you choose to skip, this is an irreversible action. You will not be able to access your old data with previous username from the account you are currently logged into. You will need to authorize access every time you sign into an Applicant Tracking district for the first time.