

HOUSTON ISD APPLICATION: ENTERING YOUR SSN

Click the link provided to access the SuccessFactors platform: [SuccessFactors](#)

1. From the login page, if you this is your first time, click **FORGOT PASSWORD.** (If you are returning, login using your HISD TRACS email address and password then click **SIGN IN**)

Career Opportunities: Sign In

Already have an account?
Enter your email address and password (both are case-sensitive).

*indicates a required field.

Email Address:*

Password:* Show

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

Career Opportunities: Password Help

Please identify your account, and we will email you a link to reset your password.

*indicates a required field.

Email Address:*

2. When you arrive at the *Career Opportunities: Password Help* page, enter the **E-MAIL ADDRESS** you used for your HISD TRACS application and click **SUBMIT**.

3. An e-mail from *Houston ISD Careers* will be sent to the e-mail address you provided asking you to **CLICK HERE** to access the platform to reset your password.

HoustonISD Careers 2:18 PM

Password Reset

HISD | Office of Talent
TALENT FOCUSED, TALENT DRIVEN.

[Redacted]

Please click on the URL below to change your password on the HISD careers website.

Sincerely,
HISD Recruiting

Houston, Texas

- Once the *Career Opportunities Password Reset* loads, enter in your **NEW PASSWORD**, and click **SUBMIT**. You will be redirect to a new webpage to **SIGN IN**.

- Once logged in, you will see multiple blue dropdown options. Click the dropdown titled: **JOBS APPLIED**. Your applied jobs will appear, each with its own box, click on one of the **JOB BOXES** for which you applied.

- The job box you clicked will appear; under Job-Specific Information you will see the title Social Security Number; Tap **CLICK TO EDIT**, follow the prompt by clicking **OK**, and fill in your SSN, then click **UPDATE**.

- Once back to the main page, repeat steps 5 and 6 as needed for each application and any future job vacancies you may add to your HISD application.