Applicant data management guide

PageUp ◆

This guide is for people who applied for a job with an employer that uses PageUp — a technology solution that helps organisations recruit employees.

It explains how you can manage your data.

Note:
We have made this guide as user-friendly as possible. If you have specific questions about your data, the employer you applied for a job with is best-placed to help you. For example, if:
- you are unable to access the careers website of the employer you applied for a job with, or
- a login link is unavailable, or
- the option to 'remove your data' is unavailable,

please contact the employer you applied for a job with directly.

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Reset your password

You can reset your password via the careers website of the employer you applied for a job with. Look for an 'Existing applicant login' link (or similar - this link can be named different things by different employers).

1   **Go to the existing applicant login page** (on the careers website of the employer where you applied for a job)
2   Click on the **Don't know your password** link below the Login button
3   **Enter the email address** you originally used in your application and click **ok**
4   A message will be displayed on screen confirming the email address that the reset password email has been sent to
5   **Check your email inbox** and open the email
6   **Click the URL in the email** and a new browser window or tab will open
7   **Enter the code found in the reset password email** into the first field
8   **Enter your new password** in the second field. Ensure the password strength meets the criteria – minimum eight characters including one alpha and one numeric value
9   **Re-enter your new password** in the third field
10 Click **Save**
11 You will then be redirected to the Login page. A message will display to confirm the password change and you will also receive an email confirming the password reset
12 Enter your email and re-enter the new password to login

View your information

You can view your applicant data (e.g. profile, applications) for the employer that you applied for a job with by logging into your applicant portal on the careers website of the employer you applied for.

Remove your information

Important: Removing information is permanent and irreversible. Any in-progress job application and previous applications may be removed from the system.

You can remove your applicant data related to the employer that you applied for a job with by logging into the applicant portal on the careers website of the employer.

1   Access the **login page** (on the careers website of the employer).
2   Login to your account. (If you do not know your password, please click **Don't know your password?** and follow the prompts.)
3   From your Applicant portal home page, click **Account** in the top right corner.
4   Click **Remove account**
5   You will be taken to a confirmation page and must provide a **reason** for removing your account
6   Click **Remove account**
7   A confirmation will display, click **Close window**

Need help?

This guide has been designed to be as user-friendly as possible, however because PageUp is customisable, each option may not be available to every applicant, or in some cases may be labelled differently. If you have specific questions about your data, the employer you applied for a job with is best-placed to help you. For example, if:
   - you are unable to access the careers website of the employer you applied for a job with, or
   - a login link is unavailable, or
   - the option to 'remove your data' is unavailable,
please contact the employer you applied for a job with directly.

PageUp
Where your entire talent lifecycle comes together