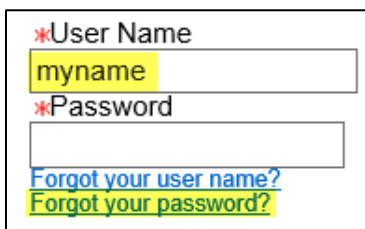


Taleo Login FAQ for Atrius Employees

How do I log into the Taleo job site as an Atrius employee?

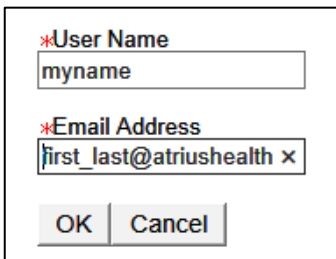
As a first-time user:

1. Enter the same username that you use to log on to your computer. Then, click [Forgot Your Password?](#)



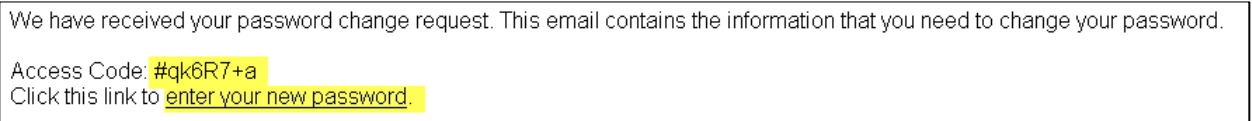
A screenshot of the Taleo login form. It features two input fields: the first is labeled '*User Name' and contains the text 'myname'; the second is labeled '*Password' and is empty. Below the password field are two links: 'Forgot your user name?' and 'Forgot your password?'. The 'Forgot your password?' link is highlighted in yellow.

2. Enter your **Atrius email address** and click **OK**.



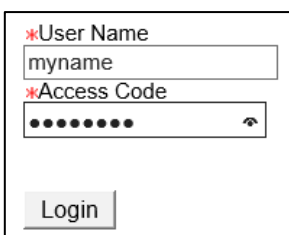
A screenshot of the Taleo login form. It features two input fields: the first is labeled '*User Name' and contains the text 'myname'; the second is labeled '*Email Address' and contains the text 'first_last@atriushealth'. Below the email field are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted in yellow.

3. You will then receive a message to your Atrius email containing a link and an access code.



We have received your password change request. This email contains the information that you need to change your password.
Access Code: #qk6R7+a
Click this link to [enter your new password](#).

4. Enter your username and the access code from the email and click **Login**.



A screenshot of the Taleo login form. It features two input fields: the first is labeled '*User Name' and contains the text 'myname'; the second is labeled '*Access Code' and contains a series of dots. Below the access code field is a 'Login' button. The 'Login' button is highlighted in yellow.

- Next, enter your access code again and choose a new password for your account. Click **OK**.

Change Password

This page allows you to change your password.

Mandatory fields are marked with an asterisk.

User Name

*Access Code

*New Password

*Confirm New Password

OK Sign Out

What if I am unable to scroll through the job site?

To navigate in Taleo, make sure that your Compatibility View is turned off. To navigate to your compatibility view, go to your internet browser → Page → Compatibility View and make sure this option is not selected.

