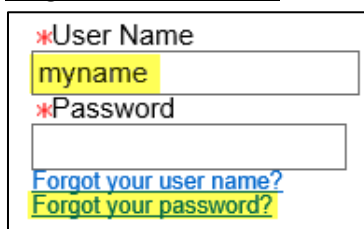


Taleo Login FAQ for Harvard Vanguard Employees

How do I log into the Taleo job site as a Harvard Vanguard employee?

As a first time user:

1. Enter your **User Name** as the same user name that you use to enter your computer. Then, click **Forgot Your Password?**




*User Name
myname
*Password
[Forgot your user name?](#)
[Forgot your password?](#)

2. You will then be asked to enter your email address.
Enter your email address click **OK**



*User Name
myname
*Email Address
first_last@vmed.org x
OK Cancel

You have several email addresses as an employee. If you are unsure of which email address is associated to your Taleo account, log into Oracle > Harvard Vanguard Employee Self-Service > Personal Information, and locate the Organizational Email address.



ORACLE Harvard Vanguard Employee Self-Service

Personal Information

Employee Name XXXXX XXXXX
Organization Email Address XXXX.XXXXXXXX@vmed.org

The following sections display your detailed personal information. If you need to make changes, select the Update button.
Please remember this is your confidential information. To ensure privacy, log out when you have finished.

- You will then receive an email to your Harvard Vanguard 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.](#)

Best regards,

The Recruitment Team
Harvard Vanguard Medical Associates, Inc.

- Enter your **User Name** and your access code specific to your email and click **Login**.

*User Name

*Access Code

Login

- Next, enter your access code and your new password. Click **OK**.

Change Password
This page allows you to change your password.
Mandatory fields are marked with an asterisk.

User Name

*Access Code

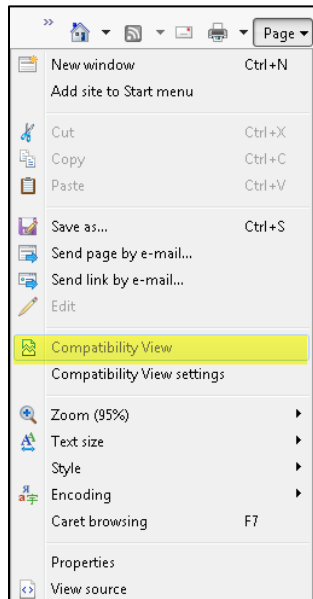
*New Password

*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.



What do I do if I have questions regarding my application?

This email address is not a Harvard Vanguard contact email for issues regarding your application or application status. Please use your Jobpage to find this information. If you cannot locate the information on your Jobpage, please use the Contact Us link located on the Harvard Vanguard web site.