

Step 2: Receive a Salesforce License

When the Talent Acquisition team receives your request through MyPers, it will begin a review. Then, upon review, the recruiter will initiate a Job Requisition. When the Job Requisition has been approved and converted to an active job, the recruiter will send a request to a Recruiting Manager to assign you a license. This process can take some time. The Salesforce license that you are assigned from a Recruiting Manager will give you Salesforce access to review Candidates associated with your job. When the assigned recruiter identifies a Candidate as qualified, you will receive an automated email notification.

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Registering in Salesforce

Once you have been assigned a Salesforce license by a Recruiting Manager, you will receive an email from Salesforce with instructions on how to verify your account. This email will include the link to Salesforce and your username.

Click Verify Account.

Note: This link/email expires within 24 hours, so respond promptly.

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You will be taken to a page where you can set up your password and security questions.

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Upon completion, you will move to the Salesforce login (**See next step**).