

# Retrieving Your UserID and Password

## Delaware Employment Link



### Forgot your UserID or Password?

Follow these quick instructions to retrieve your sign-in credentials.

If you are applying for a new job, signing into “My Applications”, or scheduled for an online test, you will need to **know your UserID and your password** for the system.

#### USER ID RETRIEVAL:

If you have forgotten your UserID, there are a couple of ways to retrieve your ID.

If you are on the Home page <http://statejobs.delaware.gov/> Select the Update Info button



It will direct you to login:

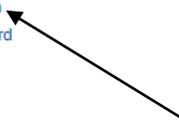
#### Update Contact Information (Login Required)

Enter your UserID and Password to logon.	
UserID	<input type="text"/>
Password	<input type="password"/>

Powered by JobAps.

Update Contact Information	Back	Clear Form
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I Forgot My UserID  
I Foroot My Password



Select the words [I Forgot My UserID](#)  
And you will see this screen:

### Retrieve UserID

Please provide the following information to retrieve your UserID.

#### Profile Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
First 3 letters of Last Name at Birth	<input type="text"/>
Last Zip Code Provided	<input type="text"/>
Month of Birth	<input type="text" value="Select One"/>
Day of Birth	<input type="text" value="Select One"/>

Your User ID will be displayed next. Record your UserID for completing or copying another application in the future.

[Retrieve ID](#)

[Back](#)

[Return to Career Opportunities](#)

Enter all of the information and select “Retrieve ID”  
You will then see this:

### Retrieve UserID

Your User ID is

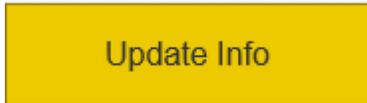
Record it in a safe place for future reference.

You can:

- [Log in now and retrieve your application](#)
- [Retrieve your password by e-mail](#)
- [Return to the Career Opportunities](#)
- [E-mail State of Delaware for further assistance](#)

## Password Retrieval:

If you forget your password, you can retrieve it also by selecting



It will direct you to login:

### Update Contact Information (Login Required)

Enter your UserID and Password to logon.

UserID	<input type="text"/>
Password	<input type="password"/>

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[Update Contact Information](#) [Back](#) [Clear Form](#)

[I Forgot My UserID](#)  
[I Forgot My Password](#) ←  
[Update My Contact Information](#)  
[New User/Application](#)

Select the words

[I Forgot My Password](#)

You will see this screen:

### Password Lost & Found

Please provide the following information. A link for resetting your password will be emailed to you.

**Profile Information**

UserID	<input type="text"/>	Forgot your UserID?
First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email Address (used in your applications)	<input type="text"/>	

An email will be sent containing instructions for resetting your Password.

[Send My Password Reset Link](#) [Back](#) [Return to Career Opportunities](#)

Enter all of the information and select the blue box “Send My Password Reset Link” and you will get an e-mail that will include a link to reset your own password.

Onscreen you will see this to confirm the email was sent:

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### Email Sent

An email has been sent with instructions for changing your Password. You must follow the instructions in the email within 24 hours. Depending on your mail server you should receive your password within minutes.

[Return to Career Opportunities](#)

When your e-mail arrives from [jobs@state.de.us](mailto:jobs@state.de.us) and it will include a link to reset. The email will look like this:

Dear Rainy Day,

To reset your password, please visit the following link(s):

<https://stage.jobaps.com/DE/NewRegPages/PasswordReset.asp?ResetGUID=F41DE5CD-8A16-4F25-9E02-3797D7D48073>

You must visit the above link and follow the instructions by 10/4/2016 8:10:36 AM.

Office of Management and Budget/Human Resource Management

Select the link and enter and confirm your new password and then select "Set my Password to change your password:

### Password Reset

To reset your password, please enter your new password in the form below.

Password

Confirm Password

[Set My Password](#)

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**Remember your password should contain a minimum of 8 characters and must include both letters and digits.**

The system will confirm that the password has changed:

### Password Reset

Your password has been changed.

[Return to Career Opportunities](#)

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If you need additional assistance, contact us at [jobs@state.de.us](mailto:jobs@state.de.us) or call 302-739-5458.