



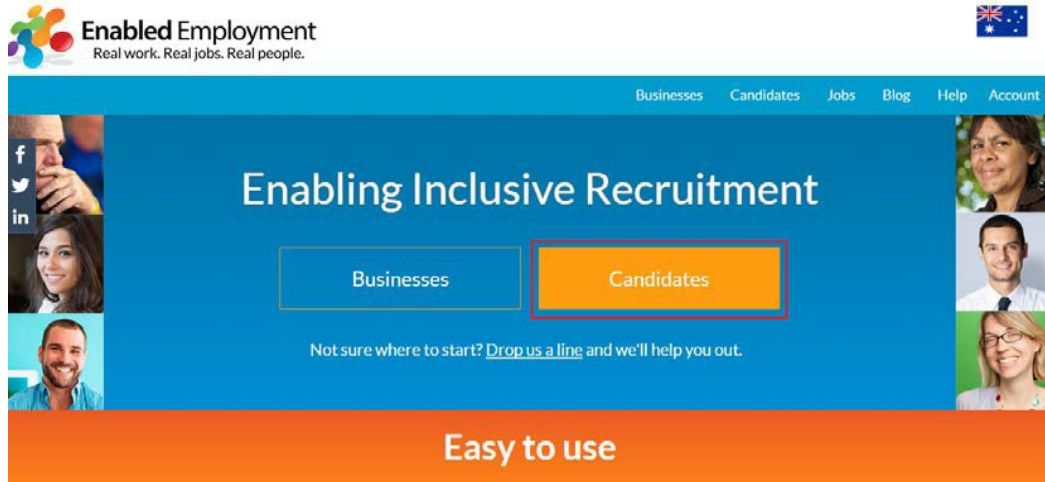
Enabled Employment

Real work. Real jobs. Real people.

Logging on and Signing up for a new account

Creating a new account

- 1) To sign up for a new account, first click on Candidates.

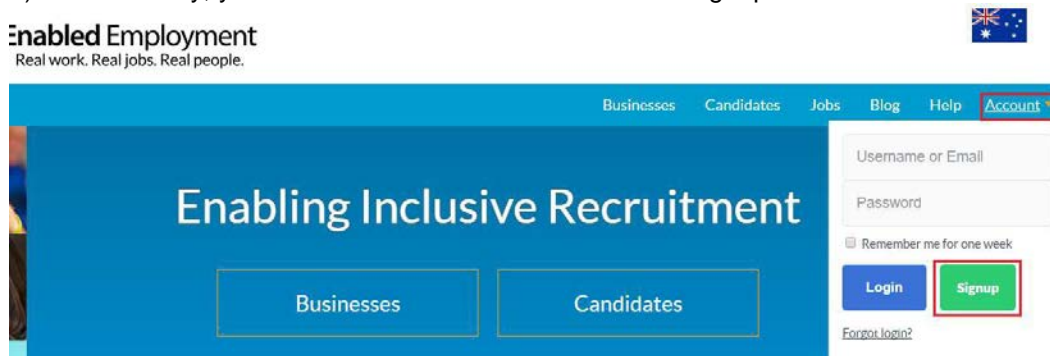


- 2) Scroll down to the Ready to start? Section and click on Sign up.

Ready to start?



- 3) Alternatively, you can hover on Account and click on 'Signup'



4) On the 'Sign Up' page, select 'Candidate' and select your eligibility type.

I am a:

CANDIDATE BUSINESS

Your eligibility type(s): *

Enabled Employment is a registered business in Australia and as such you must be an Australian citizen, permanent resident or hold a valid working visa to be eligible to sign up to our services.

- Person with a Disability**
We use the Australian definition of disability of having limitations, restrictions or impairments which have lasted, or are likely to last, for six months or more and which restrict your everyday activities.
- Carers**
Our services are open to carers of people with a disability as we know flexible work arrangements mean you can fit caring for your loved one in and around your work.
- Service Personnel**
Are you a serving or former member of the Australian Defence Force, DFAT, Customs, AFP or the Emergency Services.
- Service Personnel Families**
Our services are open to direct family members of service personnel as we know transferable and flexible work arrangements mean you can schedule the numerous disruptions the service requirements place on your career.
- Aboriginal and Torres Strait Islander**
Are you of Aboriginal or Torres Strait Islander descent.
- Older Australians**
Are you 55 or older

Note: To be eligible for assistance by Enabled Employment you must be an Australian Citizen, Resident or Permanent Visa Holder **and** identify as one of the following categories:

- Person with a Disability
- Carers
- Service Personnel
- Families of Service Personnel
- Aboriginal and Torres Strait Islander
- Older Australian (55+)

5) On the following screen, add and confirm your email details in the Email and Confirm Email fields.

Email: *

Confirm email: *

Title: * Mr.

First Name: *

6) Add your Title, First Name and Last Name into the corresponding fields.

Confirm email: *

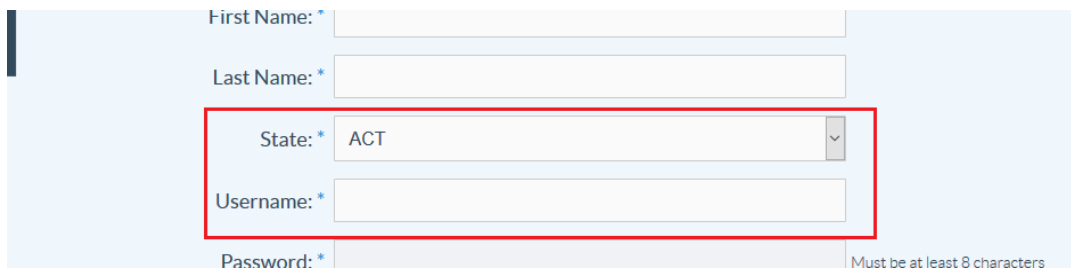
Title: * Mr.

First Name: *

Last Name: *

7) If your state has not automatically defaulted to the correct state, update your State using the drop-down menu.

8) Add your User Name in the User Name field.



First Name: *

Last Name: *

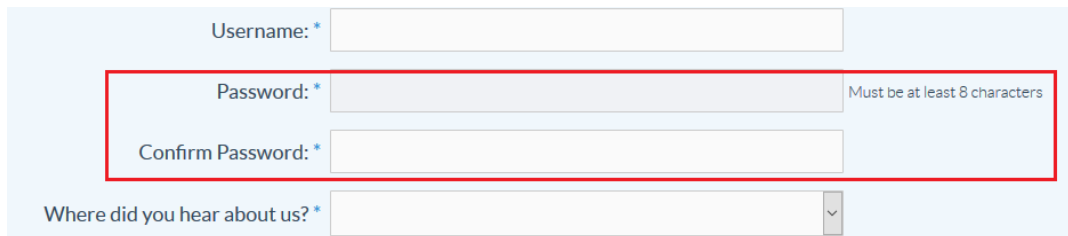
State: * ACT

Username: *

Password: * Must be at least 8 characters

Hint: This can be your email address.

9) To create a new password for your account, add it to the Password and Confirm Password field.



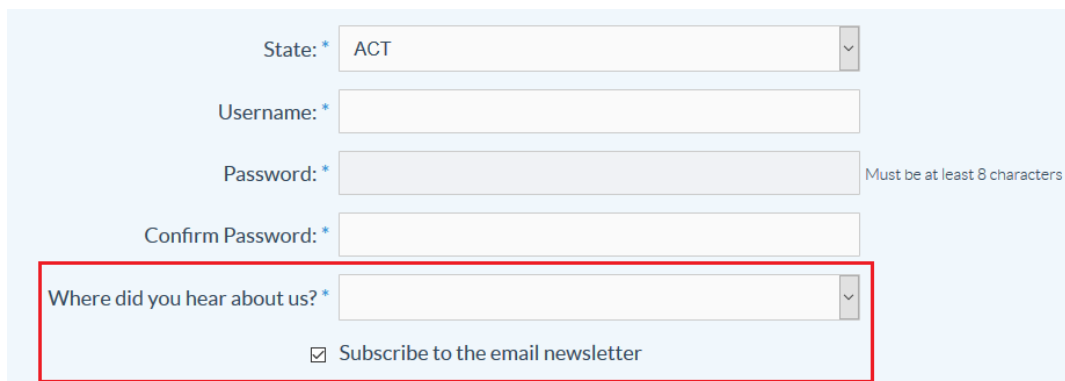
Username: *

Password: * Must be at least 8 characters

Confirm Password: *

Where did you hear about us? *

10) Using the drop-down menu, select where you heard about Enabled Employment and check whether you would like to Subscribe to our email newsletter.



State: * ACT

Username: *

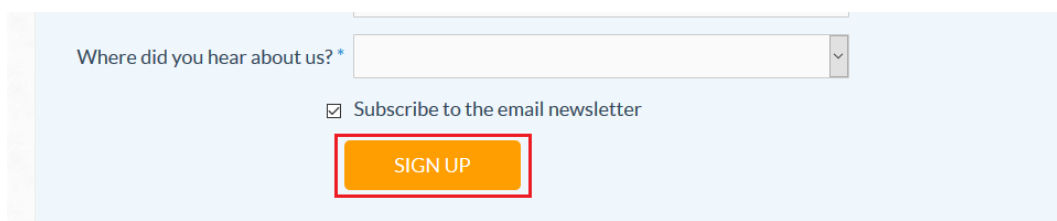
Password: * Must be at least 8 characters

Confirm Password: *

Where did you hear about us? *

Subscribe to the email newsletter

11) Finally, click on 'Sign Up' and your account will be created.

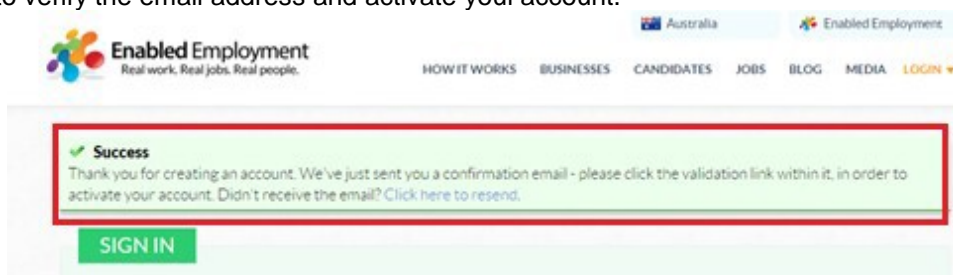


Where did you hear about us? *

Subscribe to the email newsletter

SIGN UP

12) You will receive a 'Success' message and an email will be sent to your nominated email address to verify the email address and activate your account.



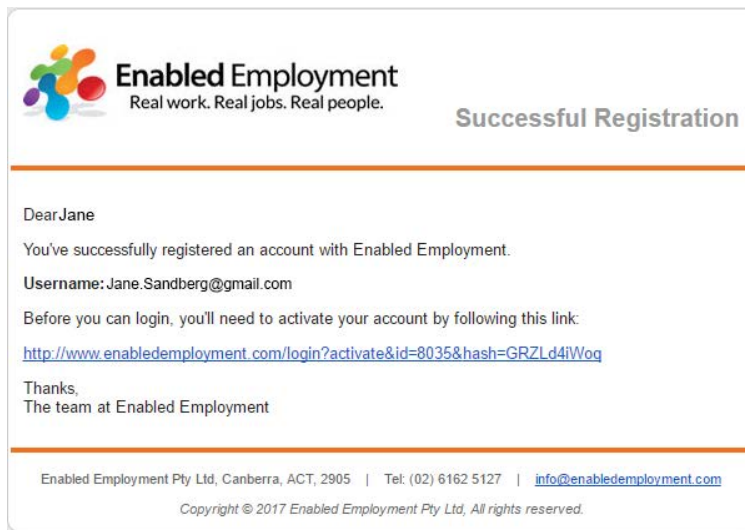
Australia Enabled Employment

HOW IT WORKS BUSINESSES CANDIDATES JOBS BLOG MEDIA LOGIN

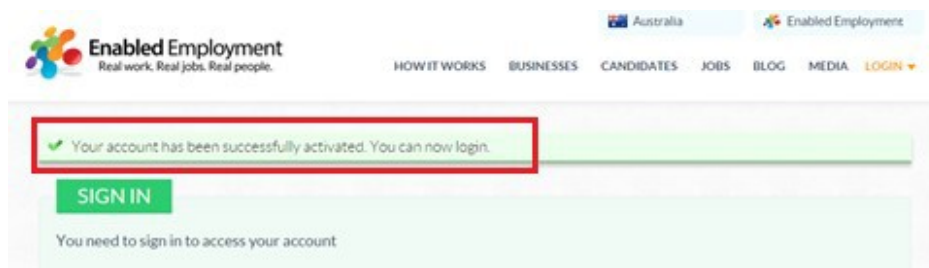
Success
Thank you for creating an account. We've just sent you a confirmation email - please click the validation link within it, in order to activate your account. Didn't receive the email? [Click here to resend.](#)

SIGN IN

- 13) To activate your account, within your email, locate the email from Enabled Employment and click on the hyperlink as directed.

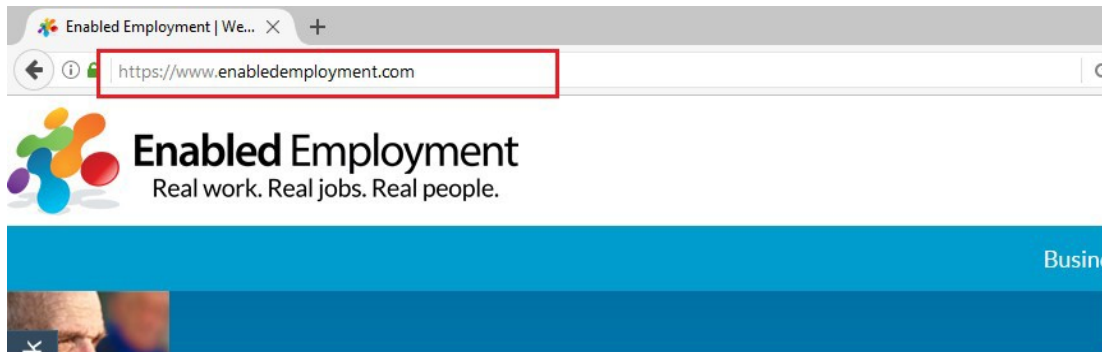


- 14) Once your activation is complete, you'll be taken back to the log on page and get an 'Account Activation' message. From here you can log into your account.

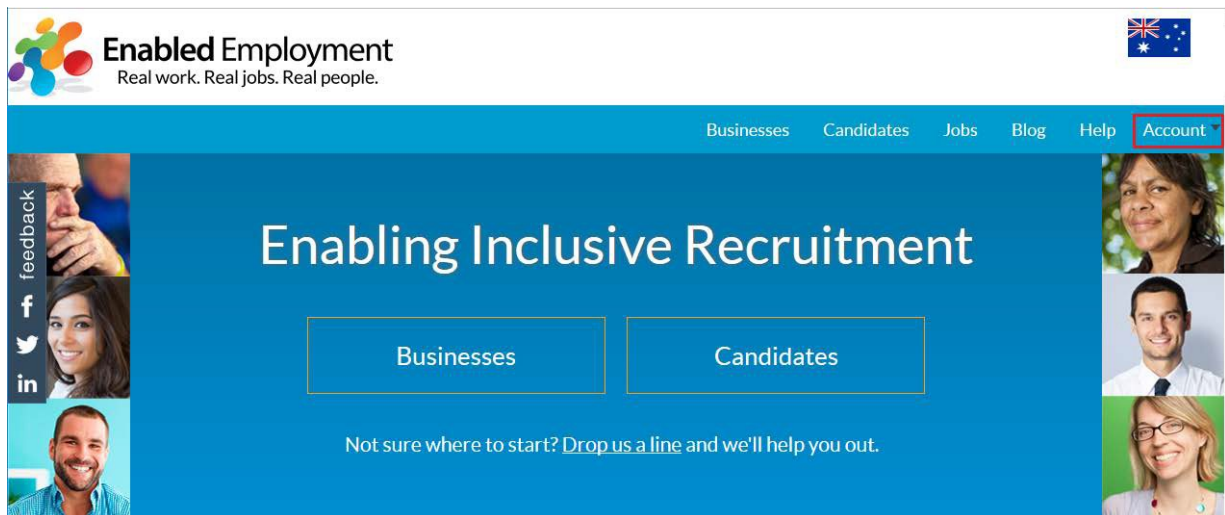


Logging on

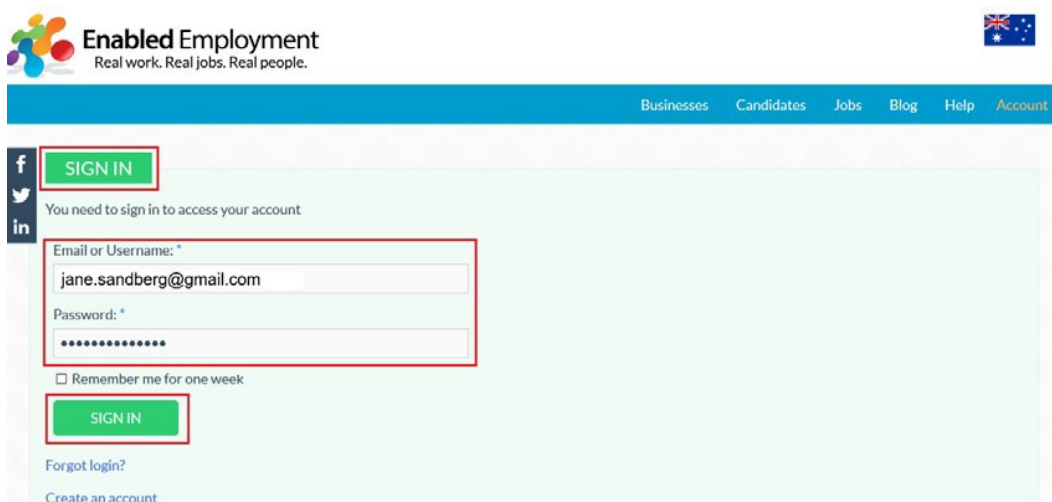
- 1) Go to the Enabled Employment's website www.enabledemployment.com



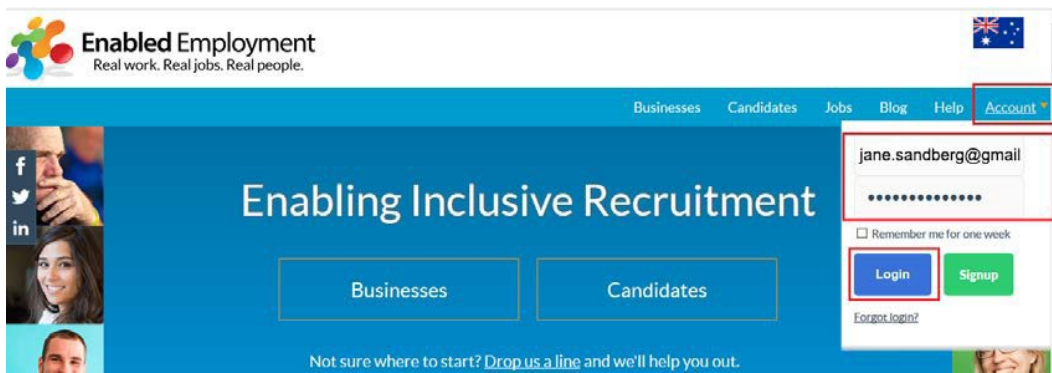
- 2) In the top left hand corner, click on Account.



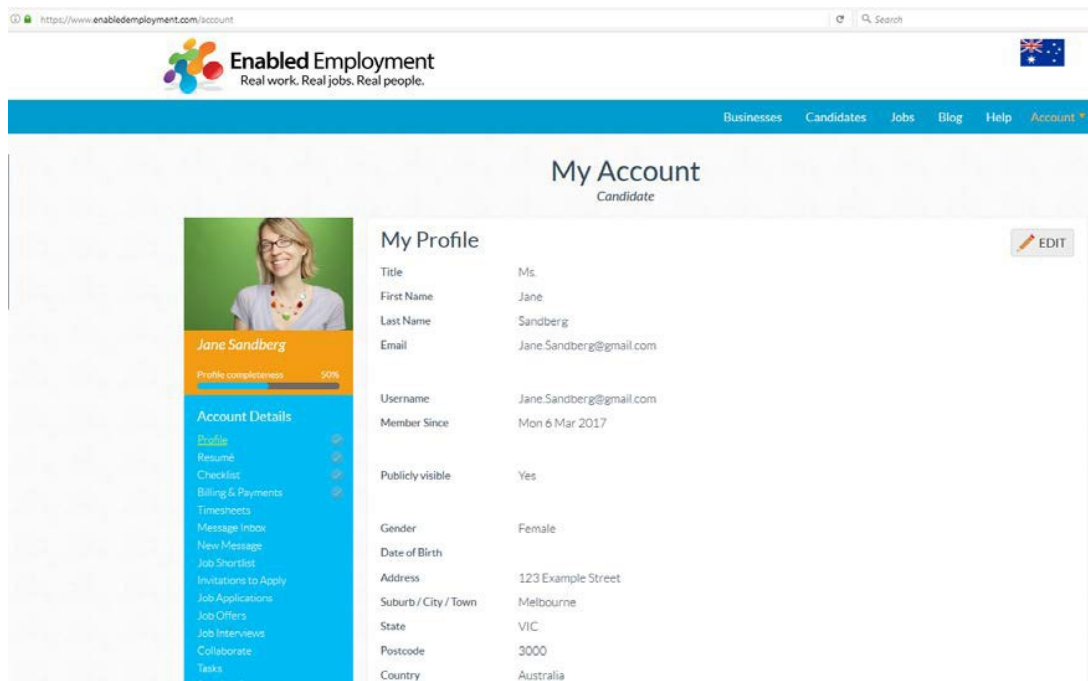
- 3) Enter your username and password and click on Sign In



- 4) Alternatively, when you hover over Account, you can enter your log on details in the box that appears and click Login.

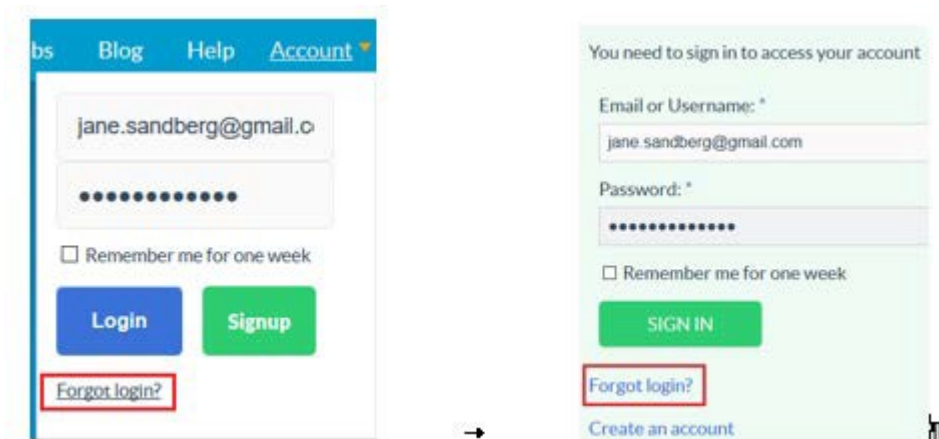


- 5) Once logged on you will be taken to the My Profile Page

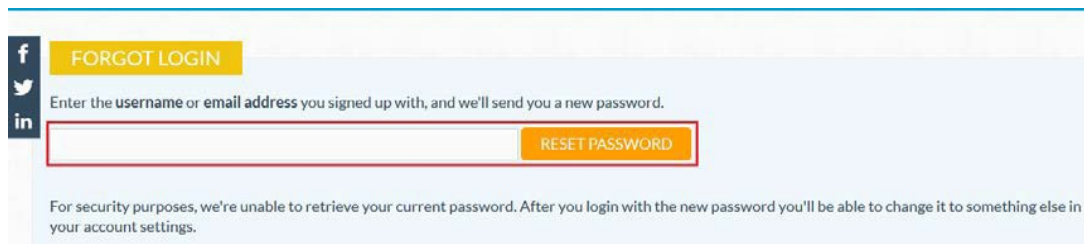


Forgotten your password?

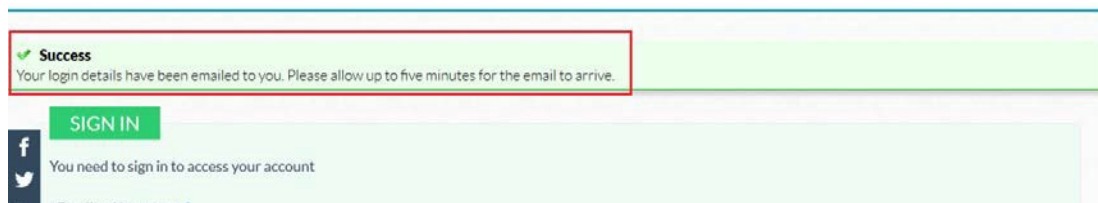
- 1) If you have forgotten your password details, click on 'Forgot Login?' on either of the Login screens



- 2) Enter your username or email address and click on Reset Password.



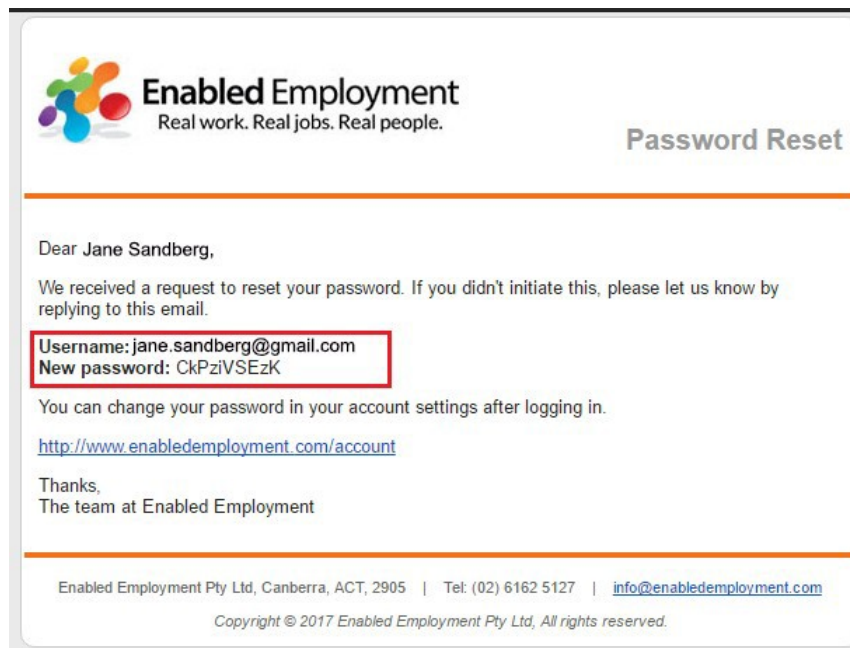
- 3) An email will be sent to your email account and the message "Your login details have been emailed to you. Please allow up to five minutes for the email to arrive."



- 4) Go to your email account, locate and open the email from Enabled Employment

<input type="checkbox"/>	<input type="star"/>	<input type="square"/>	Enabled Employment	Password Reset for your Enabled Employment account - Enabled Employment Password Reset	Mar 6
<input type="checkbox"/>	<input type="star"/>	<input type="square"/>	Enabled Employment	Enabled Employment List: Subscription Confirmed - Enabled Employment List Your subscription to our list has been confirmed. For	Mar 6
<input type="checkbox"/>	<input type="star"/>	<input type="square"/>	Enabled Employment	Account registered with Enabled Employment - Enabled Employment Successful Registration	Mar 6
<input type="checkbox"/>	<input type="star"/>	<input type="square"/>	Enabled Employment	Enabled Employment List: Please Confirm Subscription - Enabled Employment List Please Confirm S	<input type="button" value="Confirm Subscription"/> Mar 6

- 5) The email will contain a new temporary password. Return to the Enabled Employment login page and enter your user name and password.



Hint: You can copy and paste this password.

- 6) Once you log in with your temporary password, make sure you change it by following the resetting your password process.