

# How to reset your Candidate Space password

Click on Employment Opportunities List.

DEPARTMENT OF  
*Administrative Services*

NEW HAMPSHIRE  
**Human Resources**

nh.gov  
Administrative Services  
Human Resources Home  
Employee Benefits  
Employment Opportunities  
Employee Policies & Procedures  
Human Resources Contact Information  
Human Resources Forms  
Job Classification & Compensation  
Labor Relations  
Personnel Appeals Board  
Retired Employee Benefits  
Training & Development Services  
Workforce Development

## Employment Opportunities

**Welcome!**

Career opportunities, information, tools, and contacts to start an exciting career in state government.

[Employment Opportunities List](#)

Having difficulty viewing the Employment Opportunities list?  
[Click here for assistance](#)

- [NH Judicial Branch - Employment Opportunities](#)
- [Examinations for Employment](#)
- [Agency Job Application E-mail Addresses](#)
- [Job Application Form](#) 
- [Job Application Form](#) 
- [Employee Benefits](#)

Click All Open Positions.

**WorkNH**

*Why New Hampshire?*  
THERE'S SOMETHING HERE FOR YOU!

## Career Opportunities

Public-Service Career Opportunities

- That are rewarding, meaningful and personally satisfying
- That provide career growth and advancement
- That allow opportunity to transfer between state agencies
- That match your education, training, personal strengths and skills

Find a job  
[All Open Positions](#)  
Login/Register  
Login  
Register

## Click Login.

The screenshot shows the WorkNH Career Space website. At the top, there is a navigation bar with links for Home, Feeds, Read Mail, Print, Page, Safety, Tools, Help, and Research. A welcome message is displayed with links for [Login] and [Register]. The main header features the WorkNH logo and the text "Career Space". Below this is a secondary navigation bar with Home, Search For Jobs, and Help. The "Openings Search" section is highlighted, containing a search form with fields for Keyword, Job ID, Location, Category, and Work Type, along with Search and Reset buttons. To the right, the "Recent Jobs" section displays a table of job listings with columns for Date, Title, and Location. An "Options..." button is visible next to the table.

Date	Title	Location
04/02/2014	ACCOUNT CLERK II SNL2655 - EXTERNAL	US:NH:CONCORD
03/28/2014	ATTORNEY IV - 8T2867	US:NH:CONCORD
04/01/2014	AUDIT TECHNICIAN #TMPPT3450	US:NH:CONCORD
03/28/2014	CERTIFYING OFFICER I #TMPPT4532	US:NH:CONWAY
03/31/2014	CHILD PROTECTIVE SERVICE WORKER I-IV #11834 DHHS	US:NH:CONWAY
03/28/2014	CHILD PROTECTIVE SERVICE WORKER I-IV - DHHS - #30831	US:NH:MANCHESTER

From the Login screen, click on password reset.

The screenshot shows the WorkNH login screen. It features the WorkNH logo at the top. Below the logo is a login form with fields for Username and Password, and a Login button. A red arrow points from the Login button to the password reset link in the text below. The text reads: "If you don't have an account, [click here](#) to register. If you forgot your password, [click here](#) to reset."

**Enter User Name (email address).**

**The system will verify if you have a Security Question(s) on file.**



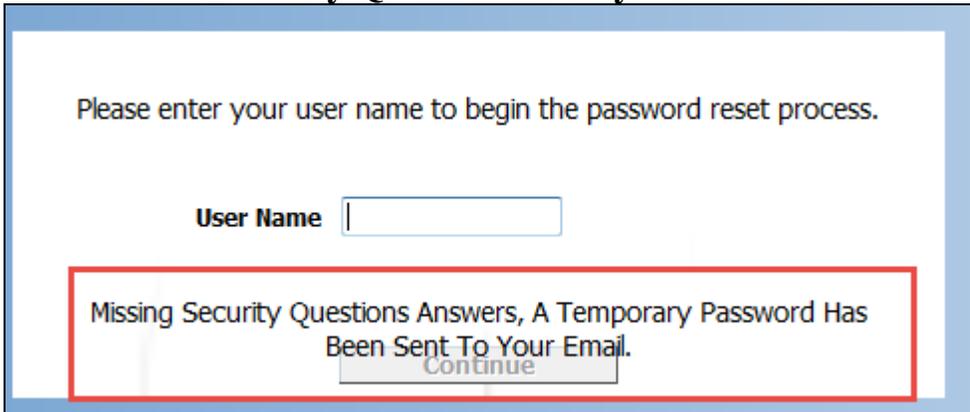
Please enter your user name to begin the password reset process.

User Name

= email address

Continue

**If there is no Security Question on file you will receive the following message:**



Please enter your user name to begin the password reset process.

User Name

Missing Security Questions Answers, A Temporary Password Has Been Sent To Your Email.

Continue

**Close the page and retrieve the temporary password emailed to you.**

**Navigate back to All Open Positions as described above.**

# Click Login.

The screenshot shows the WorkNH Career Space website. At the top, there is a navigation bar with links for Home, Feeds, Read Mail, Print, Page, Safety, Tools, Help, and Research. A user is logged in, as indicated by the 'Welcome [Login] [Register]' text. The main content area is titled 'Openings Search' and features a search form with fields for Keyword, Job ID, Location, Category, and Work Type. Below the search form is a table of 'Available Jobs' and a table of 'Recent Jobs'. The 'Available Jobs' table shows a listing for 'ADMINISTRATOR II' with a job ID of '#14792' and a location of 'US:NH:CONCORD'. The 'Recent Jobs' table lists several positions, including 'ACCOUNT CLERK II', 'ATTORNEY IV', 'AUDIT TECHNICIAN', 'CERTIFYING OFFICER I', 'CHILD PROTECTIVE SERVICE WORKER I-IV', and 'CHILD PROTECTIVE SERVICE WORKER I-IV - DHHS'.

**Enter the Username (email address) and the new Password.**



**Username**

**Password**

**Login**

If you don't have an account, [click here](#) to register.  
If you forgot your password, [click here](#) to reset.

You will be prompted to answer a minimum of one of two Security Questions and save.

Once you answer the Security Question(s) and click Save Questions you are brought to the Openings Search page. Select Change My Password at this time.

**Available Jobs**

Search

Keyword  Job ID

Location  Category

Work Type

Post Date	Title	Location	Category	Job Requisition	Agency Name
10/24/2013	ADMINISTRATOR II #14709	US:NH:CONCORD		144	HHS: OFFICE HEALTH MGT

**Recent Jobs**

Date	Title	Location
04/02/2014	ACCOUNT CLERK II SNL2655 - EXTERNAL	US:NH:CONCORD
04/08/2014	ADMINISTRATIVE ASSISTANT II #41170	US:NH:CONCORD
04/03/2014	CLERK INTERVIEWER - DHHS - #12661	US:NH:ROCHESTER
04/08/2014	CORREC COUNSELOR/CASE MANGER #42257	US:NH:GOFFSTOWN
04/07/2014	ENVIRONMENTALIST III (PT) NHDES DWGW Position # TMPPT4579	US: NH:CONCORD
04/03/2014	FUND ACCOUNTANT (Progam Specialist IV) #TMPPT3211	US:NH:CONCORD
04/08/2014	INFORMATION TECHNOLOGY MANGER IV	US:NH:CONCORD

After entering the Current (temporary) Password that was sent to you in the email, enter your New Password twice and click continue. Note, the New Password should be at least 10 characters, contain a mix of upper and lower case letters, and at least one number.

Change My Password - Enter New Password - Windows Internet Explorer provided by Yahoo!

https://jobs.nhfirst.nh.gov:444/lawtaprd/CandidateSelfService/controller.servlet?service=\_gen&webappName=CandidateSelfService&skip=tr

WorkNH Career Space

Change My Password - Enter New Password

Please verify your current password:  
Current Password

Enter new password and confirm:  
New Password  
Confirm New Password

Back Continue Cancel

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Click Done.

Change My Password - Change Password - Windows Internet Explorer provided by Yahoo!

https://jobs.nhfirst.nh.gov:444/lawtaprd/CandidateSelfService/lm?panel=EnterNewPassword&service=\_gen&action=ChangePassword&dataar

WorkNH Career Space

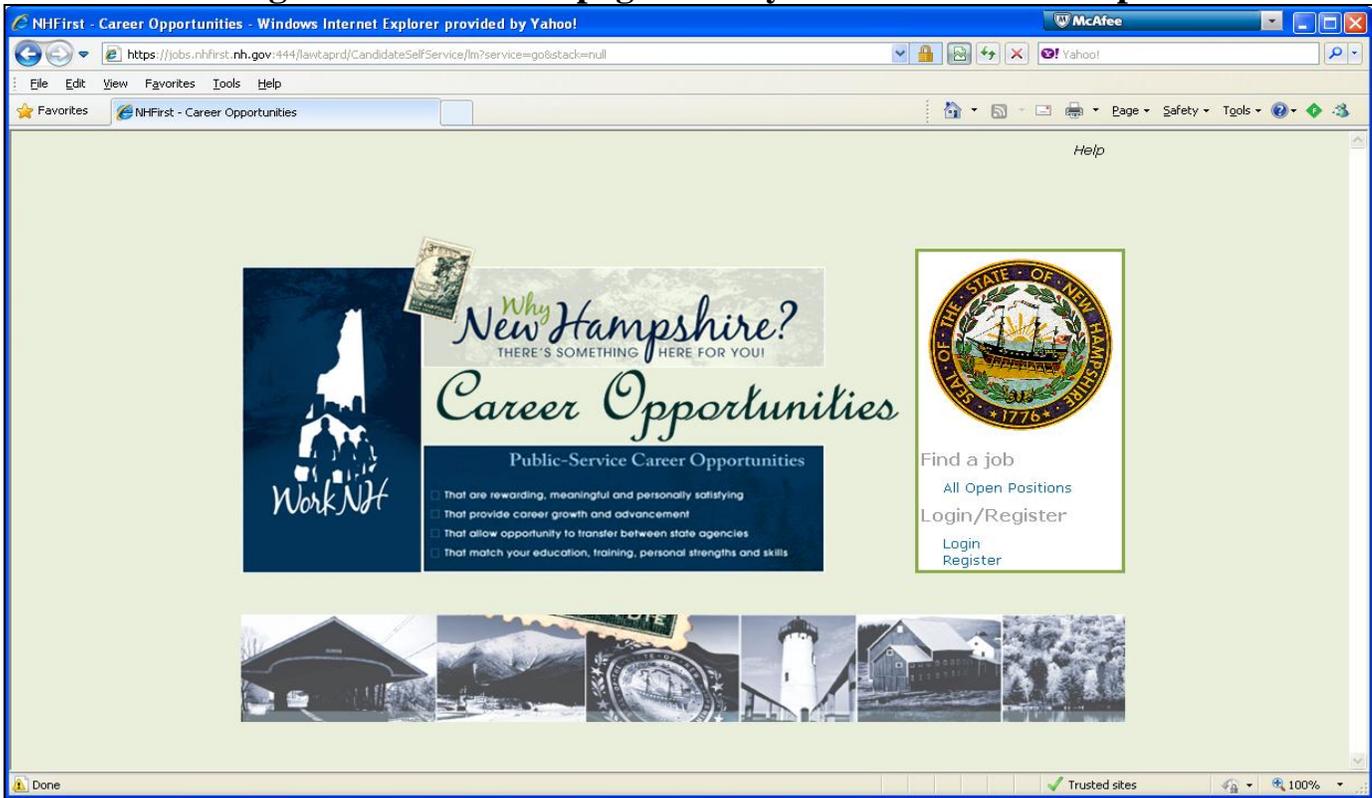
Change My Password - Change Password

You have successfully changed your password.

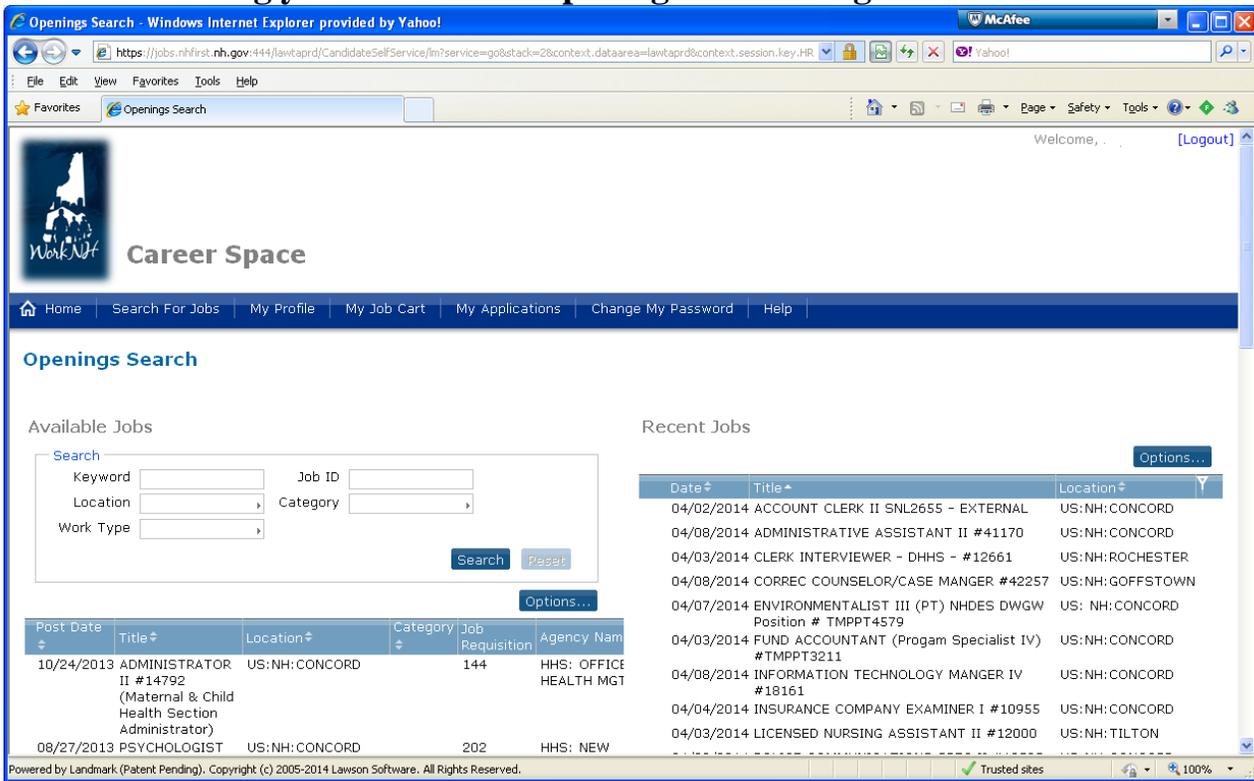
Done

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You will be brought out to the homepage where you should click All Open Positions.



Which will bring you back to the Openings Search Page.



**Note:** If you have forgotten your password, after you have answered the security question(s) you will go through the same steps, but instead of receiving an email you will be prompted to answer one of your security questions:

Please answer your security questions to enable password reset.

██████████████████████?

**Work NJ Career Space**

Home | Search For Jobs | **My Profile** | My Job Cart | My Applications | Change My Password | Help

### Reset Password

2

Please overwrite the password values below.

- \* Please enter new password and confirm
- \* Click save to complete password reset

New Password

Confirm New Password

1

3

Once you change and confirm your password and click save, you will be brought to the Home page. You will be logged in and can advance to All Open Positions. **Please be sure to complete your profile including all education and employment history prior to applying for State jobs.**