Create your account

1. The first time you use the program, you will need to register. In an internet browser, go to www.humanesources.com and click LOG IN at the top right of the screen.

2. Under Register a new account, click Enter Access Key.

3. Enter the Access Key you were given and click Submit Access Key.

4. Enter the registration information, read the terms and conditions, and click Save & Continue.

Account tour

HOME
Home has shortcuts to areas you’ll want to explore – My Portfolio, My To Do List, Career Center and My Groups.

MY PORTFOLIO
My Portfolio is where you access programs, see your careers summary and access results after completion.

CAREER CENTER
Career Center is where you can research, save, rate, and add notes about careers or search for jobs.

MY GROUPS
My Groups is where you can join or leave a group and see the list of groups you belong to.

MY ACCOUNT
My Account is where you can update your profile details, photo and password.

HELP CENTER
Help Center has answers to your questions. If you need help, this is a good place to start.

LOG OUT
Log out every time you finish so other people can’t access your account.

Next time

Once you’ve created your account, it’s easy to log in for future visits – go to www.humanesources.com and click LOG IN at the top right of the screen.

In the Log In section, enter the email address and password you used in the registration steps above and click Log In.