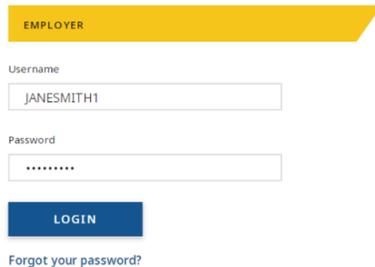


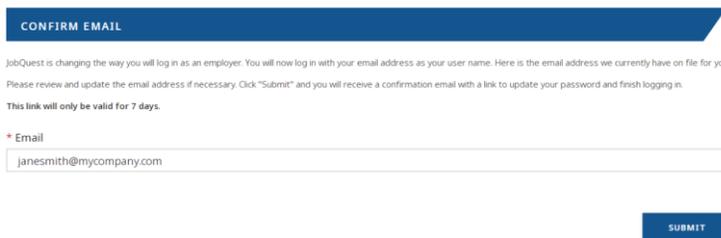
How to Update Your MassHire JobQuest for Employers Account

As of September 23, 2023, MassHire JobQuest for Employers has been upgraded. The first time you log in to the upgraded site, there is a quick one-time account update process you must complete:

1. Visit MassHire JobQuest for Employers here:
<https://jobquest.dcs.eol.mass.gov/jobquest/LandingPage.aspx>



2. Log in with your current username (e.g. JANESMITH1) and password
3. Enter your email address (this will be your new username) and click **Submit**



4. Once your account is ready, you will receive an email at the address you provided - click the link in the email that you receive to set your new account password
5. This link will open a new webpage asking you to Set Password for your account
Your new account password must fit our new password guidelines:
 1. Must be at least 12 characters long
 2. Must have 3 of the following 4 categories:
 - Capital letter(s) (A-Z)
 - Lowercase letter(s) (a-z)
 - Numbers (0-9)
 - Special Characters (@, #, &, %, etc.)
 3. Your new password may not contain repeating (e.g., 11), ascending (e.g., 123, abc), or descending character sequences (e.g., 321, cba)
6. Once you have entered and confirmed your new password, click **Set Password**

MASSHIRE JobQuest for Employers

7. Your account is now updated to the new system - log in with your email address and your new password any time you wish to use MassHire JobQuest for Employers!