MASSHIRE JobQuest for Employers

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 <u>one-time</u> account update process you must complete:

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

EMPLOYER	
lisername	
IANESMITH1	
JARESMITTI	
Password	
LOGIN	
Forgot your password?	

- 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

CONFIRM EMAIL	
bQuest is changing the way you will log in as an employer. You will now log in with your email address as your user name. Here is the email address we curr	ently have on file for you
lease review and update the email address if necessary. Click "Submit" and you will receive a confirmation email with a link to update your password and fin	ish logging in.
his link will only be valid for 7 days.	
Email	
janesmith@mycompany.com	
	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





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!

