Account Management Script: Updating Institutional Information:

We know that changes sometimes happen within your organization, including adding or removing user accounts, which is why we have provided the ability for you to update any information within your employer account as needed.

Within your HERCjobs account, you have the ability to adjust items such as your institutional profile, update your personal information and password, and add new users.
To do this, simply click on the "Manage Account" button on your Overview Page. Here you can choose which fields you would like to update.

- o To make adjustments to your institution profile, click "Edit Institution Profile" – make any adjustments as needed and click "Save & Continue"
- o To update your personal information, click "Edit Your Personal Info." This will prompt you to enter your password and then will take you to make any adjustments. Once complete, click "Save & Continue."
- o To change your password, the system will prompt you to enter your email and will send you a password reset email to do so.
- o Lastly, you can add new users within your institution to the account. Click on "Create New User" > The site will then direct you to enter the new user's information. When you're finished, click "Save & Continue". An email confirmation will be sent to that user letting them know that you have added them.
- o From the "Overview" page you also have the ability to upload a logo or change your current logo. You can do this by clicking on the logo box. It will then prompt you to upload a new image which will update immediately.

If you need any assistance in making adjustments, feel free to reach out to us at 888.491.8833 x 2334.