If you have an established Jobs@ user account and need assistance with your username and/or password, you will first need to contact Human Resources:

Olga Kipnis  okipnis@unmc.edu  95600
Alice Weyant  aweyant@unmc.edu  95913

Your username will be provided and the “reset password” function activated in order for you to proceed with resetting your user account

1. Go to the site - jobs.unmc.edu/hr

2. Log in as follows:
   Username – type your username
   Password – type your username
   Select “LOGIN”
3. Complete the Password Information:
   Current Password – type your username
   New Password – type in new password
   Confirm Password – retype new password
   Select “SUBMIT PASSWORD CHANGE”

4. To Confirm Change Password
   Select “SUBMIT PASSWORD CHANGE”

This will then prompt access to the Jobs@ System and you are ready to begin your HR activities.