Accepting a job offer in UM Careers

UM careers site can be found at the following link: https://viprecprod.ad.umanitoba.ca/default.aspx
Login in to the site by clicking on View my Applications at the top of the screen.

![Welcome to our Recruitment Site](image)

Enter your email address and the password you used to create the account under “Already a user?” tab.

![Sign In](image)

**Resetting password**

1. If you need to reset your password, click “Forgot your password?” tab. Enter the email you used to create the account and click on “Receive an E-mail” button

   ![Receive an E-mail](image)

2. Enter a new password and click on “Submit” button
3. You will receive a confirmation email (Please check you SPAM/JUNK folders as well). Click on the link and enter your new password.
My Applications
Once logged in you will see a list of your applications under “My applications”.

1. Click on the Job Offer link in the far right column to open the offer letter.

2. Review the offer details and either “Accept” or “Reject” by clicking on the buttons at the bottom of the screen.

3. If you are a new employee, you will be asked to enter your SIN and date of birth following your acceptance.

The information about your appointment will then feed to our HR information system. You may receive an email before your start date with onboarding information.

If you require assistance, please contact HR help desk by email at hris@umanitoba.ca