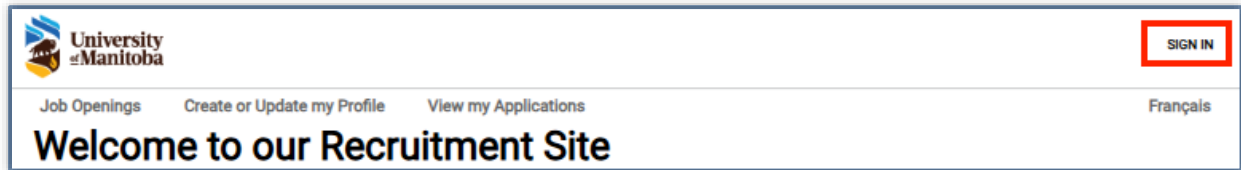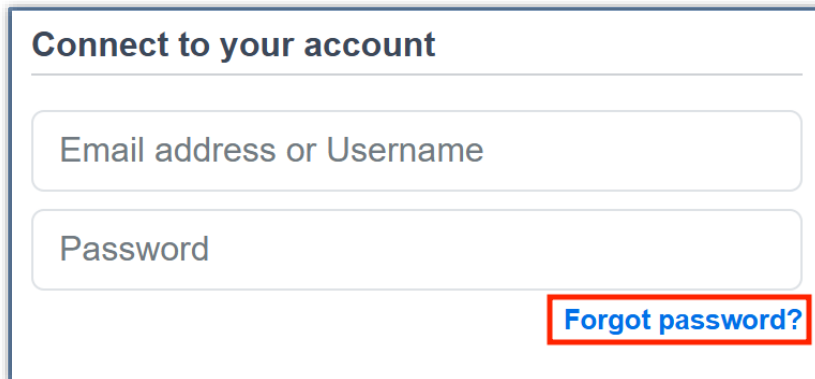# Resetting your UM Careers password

If you do not remember your password for your UM Careers account, follow the instructions outlined below.

Accounts for UM Careers are external and should be created using a personal email address that you regularly access. Avoid using a work or student email that you might lose access to in the future.
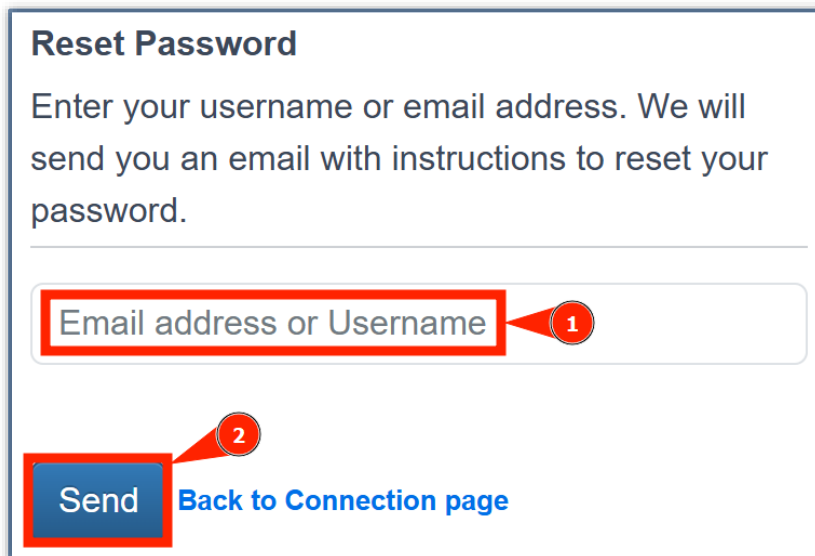
1. Navigate to the **UM Careers website** (https://viprecprod.ad.umanitoba.ca/).

2. From the UM Careers home page, click "**SIGN IN**" in the top right corner.

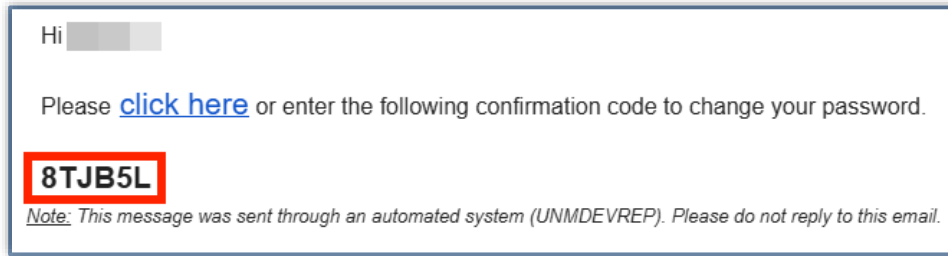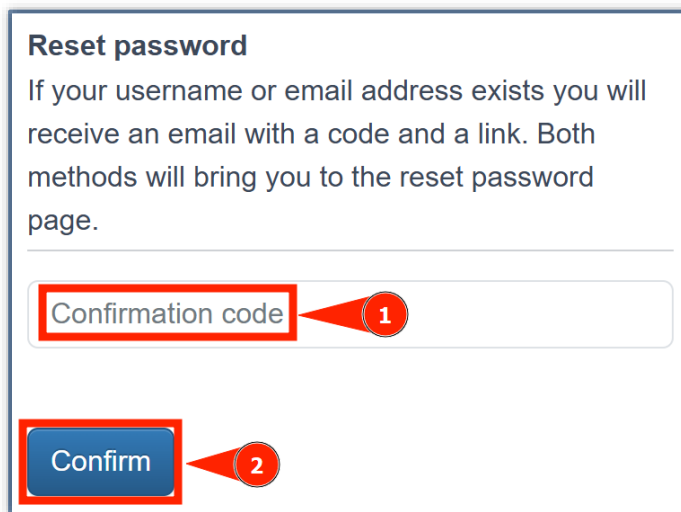3. Click "**Forgot password?**" located under the *password* field.

4. Follow the on-screen instructions and enter your email address you used to create your UM Careers account and click the "Send" button.
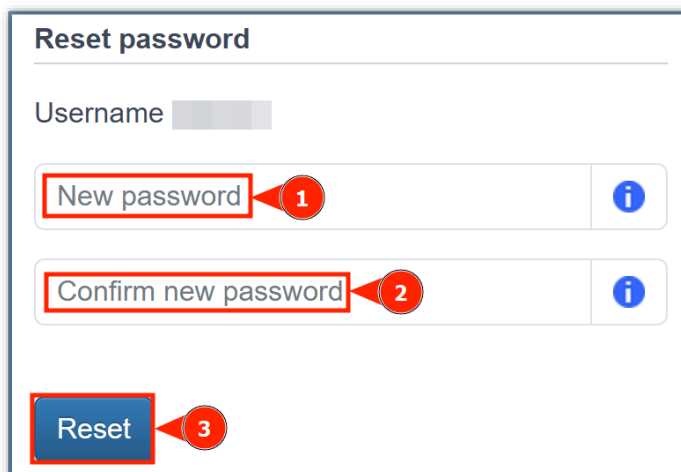
5. If an account with that email exists, a verification email will be sent to the email address provided. Copy the **confirmation code** or click the link titled "**click here**" to complete the password reset process.
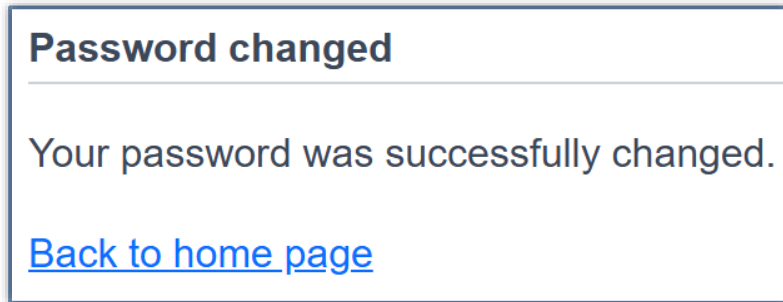

- If you do not see an email, ensure that it wasn't sent to your junk/spam folder and that you entered the correct email the account was created with. If the former is correct and you still do not see an email, contact hris@umanitoba.ca for assistance.

6. Enter the confirmation code from the email you received into the *Confirmation code* field and click the "**Confirm**" button.

7. Enter a new, a secure password that is at least 10-characters in length, starts with a letter, and contains at least 1 of each of the following: uppercase letter, lowercase letter, number, and special character (! @ # $ % ^ & *) into the *New password* and *Confirm new password* fields and click the "**Reset**" button.

8. If the password change is successful, you will be redirected to a page reading "**Your password was successfully changed**". Click the "**Back to home page**" link to return to the UM Careers home page and sign in with your email address or username and new password.

Password changed

Your password was successfully changed.

Back to home page

If you have any questions or encounter any issues with the UM Careers password reset process, contact hris@umanitoba.ca for assistance.