

Quick-View Instructions for OMC Online Application Process

Creating a new User Account:

1. From the Quick Links on the home page, select the **Online Application** link in the first paragraph on the Careers page.
2. You will see to a screen that looks like this:

The screenshot shows a web page titled "Apply online" for "Olmsted Medical Center". The address is 1650 Fourth Street SE, Rochester, Minnesota 55904, with phone number 507.529.6600. On the right, there is an "Account Login" form with fields for "Email" and "Password", and a "Login" button. Below the form, there is a link to "Create a free account" and a link for "Forgot Password?". A text block below the form explains that online applications require an account and provides instructions for existing and new users. An arrow points from the "Create a free account" link in the text to the "Create a free account" link in the form.

3. Select **Create a free account**.
4. The next screen you see will look like the image below. Complete the information and select **Create Account**. NOTE: Only one account per e-mail is allowed.

Create a Free Account

Save application information

Print page | E-mail page | Text size: + -

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, creed, disability, status with regard to public assistance, sexual orientation, or any other legally protected status.

Note: Entries on this form marked with a * are required

Account Information	
*Email:	<input type="text"/> *Confirm: <input type="text"/>
*Password:	<input type="text"/> *Confirm: <input type="text"/>

Personal Information	
Name:	*Last <input type="text"/> *First <input type="text"/> Middle <input type="text"/>
Address:	*Street <input type="text"/> P.O. Box / Apt. # <input type="text"/>
	*City <input type="text"/> * <input type="text"/> *Zip Code <input type="text"/>
Phone Number:	*Daytime <input type="text"/> Evening <input type="text"/>

Create Account

Clear This Form

5. Next, you will be asked to confirm the information. If the information is correct, select **Create Account**. If information is not correct, select **Edit Information** and repeat the above steps.

Create a Free Account

Print page | E-mail page | Text size: + -

Confirm information

Account Information	
Email:	applicant@home.com

Personal Information	
Name:	Doe, John
Address:	123 First Avenue Anywhere, NC 11111
Phone Number:	Daytime 555-555-4444

[Create Account](#) [Edit Information](#)

6. You will get a message on the screen that your account was created successfully. **NOTE: This only tells you your account was created. You still need to apply for a position.** Proceed to the application process by selecting the **Apply Online** link on the screen (example shown below) or by selecting the link that will be in an e-mail message you will receive at the e-mail address listed on your account.

Account Created

Print page | E-mail page | Text size: + -

Congratulations!

You have successfully created an account with Olmsted Medical Center. Information entered during your next application can be saved for future reference. This feature will save you time during any future online applications.

You will shortly receive a confirmation email. To continue with the application process, return back to the [application page](#), and proceed with filling out missing information.

[Apply Online](#)

Applying for a Position

1. You will now see the online application. Please complete all the relevant fields.
2. Make sure you complete all the fields that are marked with a red asterisk. If you miss a required field, you will get the following message:



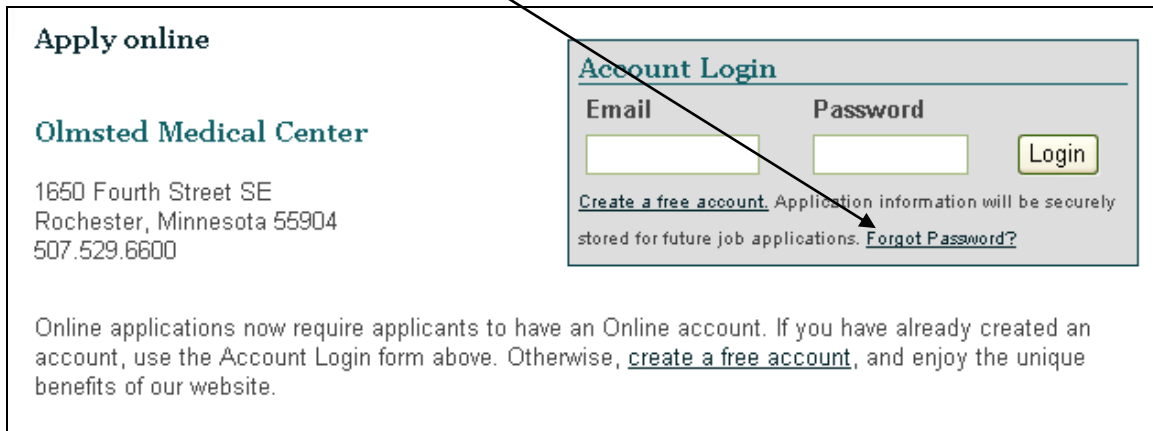
3. For Previous Employment Dates, you must use the format given in the example. It is 01/01/2008 type format. It will need the leading zeros.
4. If you wish to attach a resume, you can do this at the **Upload Resume** section. Select the **Browse** button and locate the resume you wish to attach.
5. When you have completed all the information, select the **Submit Employment Application** button at the bottom of the application.
6. You will receive a confirmation notification on your screen in your Internet Browser.
7. An e-mail will also be sent to the e-mail address listed on your account. The e-mail will include a copy of your application and will confirm your application was successfully submitted. It will be from OMC Job Application and look something like the image below. When you receive this e-mail, you will know your application was successfully received by Olmsted Medical Center.

A screenshot of an email confirmation message from Olmsted Medical Center. The email header shows "From: OMC Job Application (no-reply@olmmed.org)", "Sent: Wed 10/08/08 9:33 AM", and "To: [redacted]". The body of the email features the Olmsted Medical Center logo and the text "OLMSTED MEDICAL CENTER". Below this is a form with several sections: "Availability" with fields for "Position Applying For" (RN Supervisor - Spring Valley [JP1235]), "Date Available to Start" (March 13 2008), and "Desired Schedule" (full_time); "Personal Information" with fields for "Name" (Last, First, Middle), "Address" (Street, P.O. Box / Apt. #, City: Rochester, State: MN, Zip Code: 55902), and "Phone Number" (Daytime, Evening); "Employment History" with a note: "List employment starting with your current or most recent position. A minimum of five years employment history is required. Please explain any gaps in employment."; and "Previous Employer 1" with fields for "Employer" (Mayo), "Employment Dates", and "Address" (From, To).

NOTE: The e-mail address you see - no-reply@olmmed.org - simply means you cannot reply back to this e-mail.

What to do if you forget your password

1. From this screen, select the link **Forgot Password?**.



Apply online

Olmsted Medical Center

1650 Fourth Street SE
Rochester, Minnesota 55904
507.529.6600

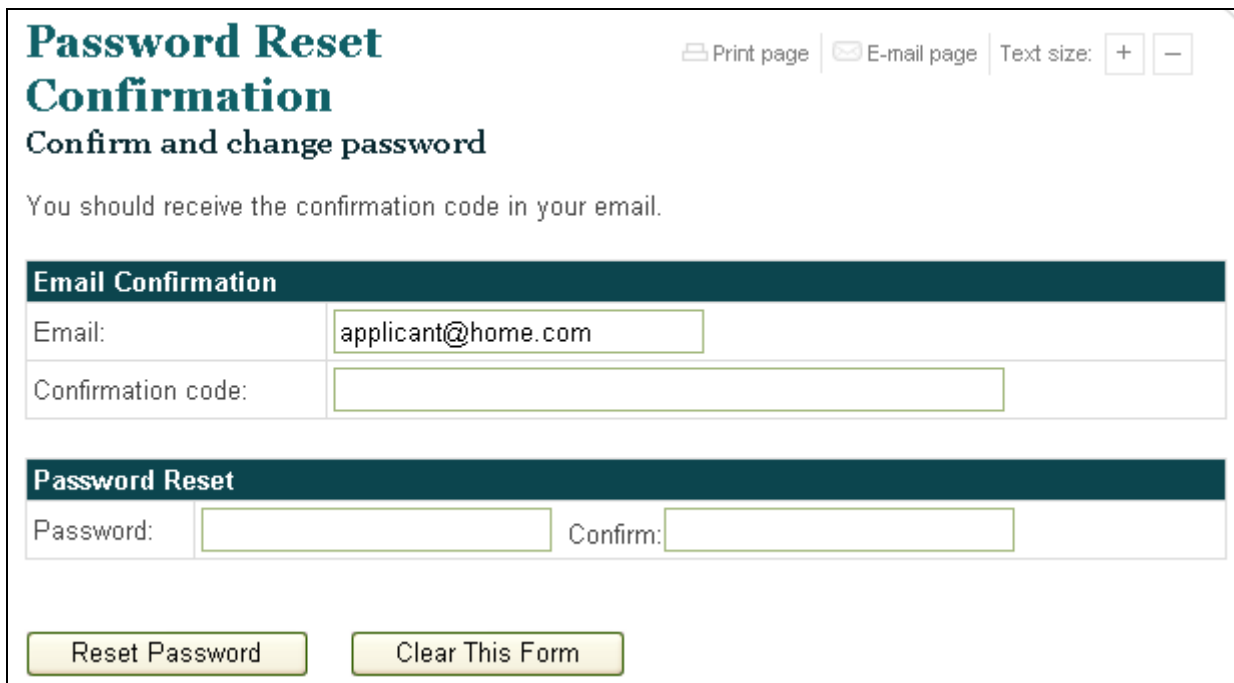
Online applications now require applicants to have an Online account. If you have already created an account, use the Account Login form above. Otherwise, [create a free account](#), and enjoy the unique benefits of our website.

Account Login

Email Password

[Create a free account](#). Application information will be securely stored for future job applications. [Forgot Password?](#)

2. Enter your e-mail that you listed when you created your account and select **Reset Password**. You will then see a screen that looks like below. **LEAVE THIS SCREEN OPEN.**



Password Reset Confirmation

Confirm and change password

You should receive the confirmation code in your email.

[Print page](#) | [E-mail page](#) | Text size:

Email Confirmation

Email:

Confirmation code:

Password Reset

Password: Confirm:

3. Now go to your e-mail account that you registered with Olmsted Medical Center and open the e-mail message from OMC with the subject "Olmsted Medical Center E-mail Reset".
4. You will see a long confirmation code in the e-mail.
5. Copy and paste this confirmation number into the confirmation code area as shown in the above example.
6. Choose a new password by typing it in the **Password:** field and re-enter it in the **Confirm:** field. Then select **Reset Password**.
7. Once you have done completed these steps, you will receive another e-mail confirming your password was successfully changed.