

## My Account Information Update Instructions

Follow the below instructions to access, review, verify and/or update the personal profile information we have on file for you in your Port Authority Police Officer Candidate Account.

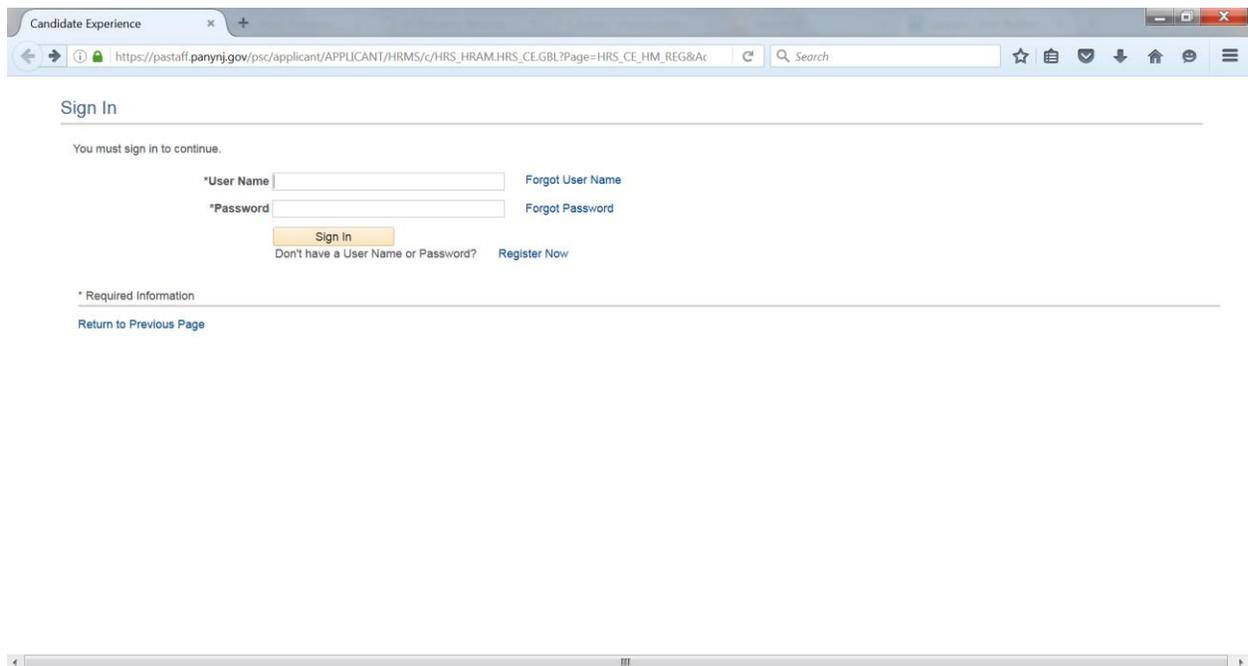
Please note that these instructions only apply to police candidates who qualified on the 2013 police exam.

Click [HERE](#) to access your account.

For your convenience, the complete URL is as follows:

[https://pastaff.panynj.gov/psc/applicant/APPLICANT/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_HM\\_REG&Action=A&TargetFrameName=None](https://pastaff.panynj.gov/psc/applicant/APPLICANT/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_REG&Action=A&TargetFrameName=None)

This is the “Sign In” page:

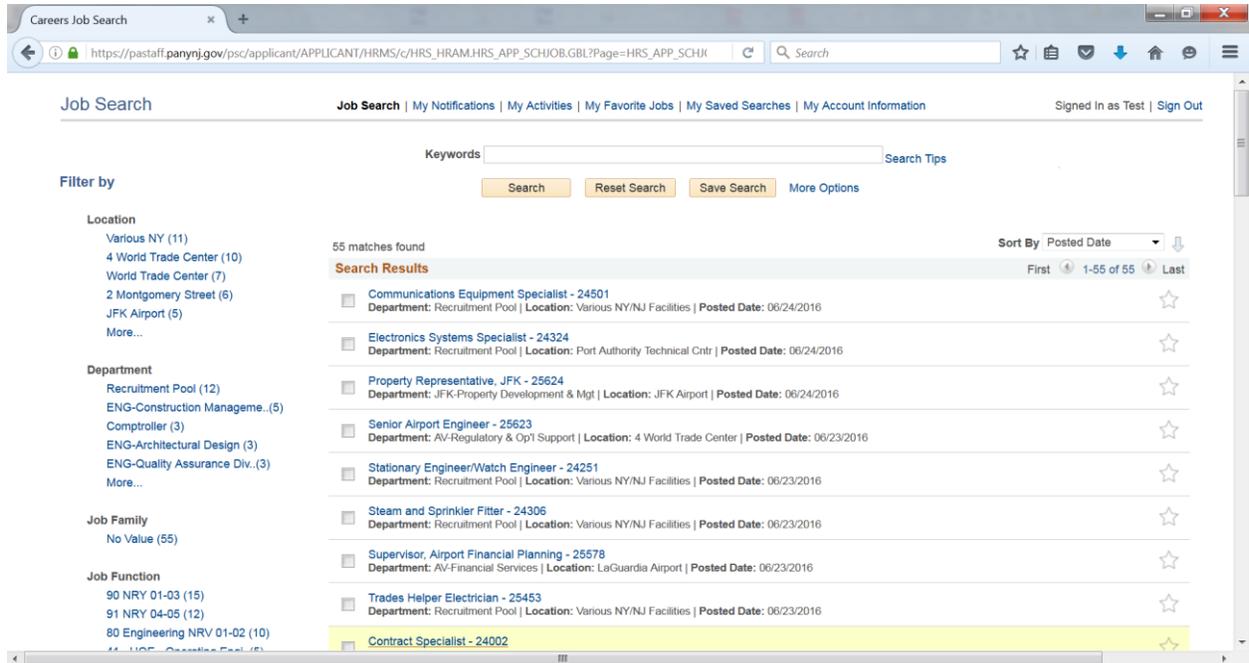


The screenshot shows a web browser window with the title "Candidate Experience". The address bar contains the URL: [https://pastaff.panynj.gov/psc/applicant/APPLICANT/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_HM\\_REG&Ac](https://pastaff.panynj.gov/psc/applicant/APPLICANT/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_REG&Ac). The page content includes a "Sign In" heading, a message "You must sign in to continue.", and two input fields: "\*User Name" and "\*Password". To the right of each field is a link: "Forgot User Name" and "Forgot Password". Below the fields is a "Sign In" button. Underneath the button are two links: "Don't have a User Name or Password?" and "Register Now". At the bottom of the form area, there is a note: "\* Required Information" and a link: "Return to Previous Page".

Note: Do not click the “Register now” link!

# My Account Information Update Instructions

To view and edit your Profile Information click on the blue link called “My Account Information”:



# My Account Information Update Instructions

After clicking the “My Account Information” link, you can update your contact information. We also strongly recommend that you periodically change your password by clicking the “Change Password” link. After you make any updates, click the “Save” button at the bottom of the page:

The screenshot shows a web browser window with the URL [https://pastaff.panynj.gov/psc/applicant/APPLICANT/HRMS/c/HRMS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_APP\\_PROFILEINFO&Ac](https://pastaff.panynj.gov/psc/applicant/APPLICANT/HRMS/c/HRMS_HRAM.HRS_CE.GBL?Page=HRS_APP_PROFILEINFO&Ac). The page title is "My Account Information" and the user is signed in as "Test".

**Account Settings**

User Name	test99	Preferred Contact Method	Not Specified
Password	<a href="#">Change Password</a>		

**Name**

Name Format	English	Name Prefix	
*First Name	Test	Middle Name	
*Last Name	Candidate	Name Suffix	

**Address**

*Country	United States	*State	New Jersey
*Address 1	123 Main St	County	
Address 2			
Address 3			
*City	Jersey City		
*Postal	07896		

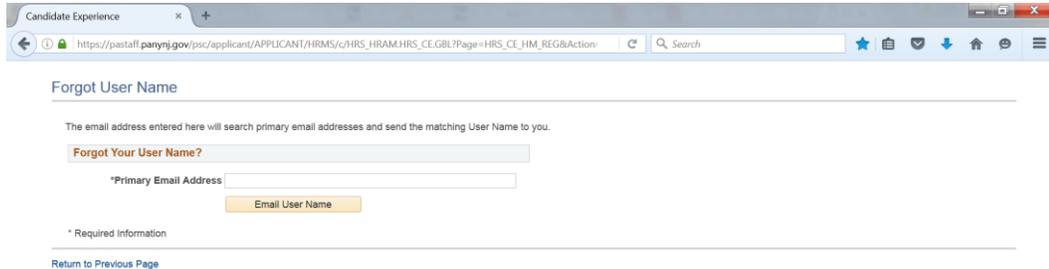
**Email Address**

*Email Address	Primary	*Email Type	Delete
test2@test.com	<input checked="" type="checkbox"/>	Home	

[Add Email Address](#)

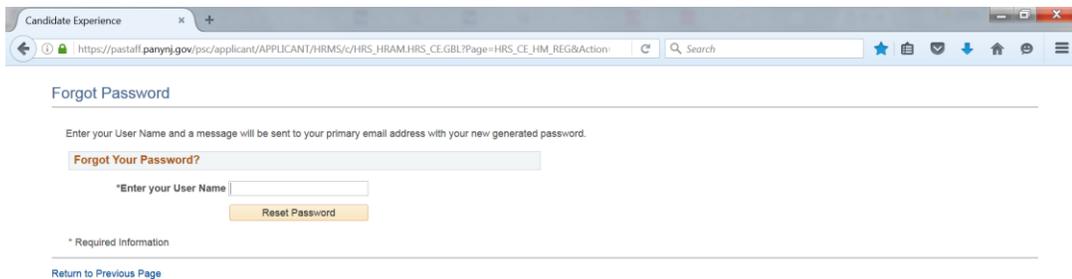
## My Account Information Update Instructions

If you forgot your user name or password, click the respective links on the “Sign In” screen (an image of this is on the first page above) and follow the instructions below and prompts that follow:



The screenshot shows a web browser window with the URL [https://pastaff.panynj.gov/psc/applicant/APPLICANT/HRMS/c/HRMS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_HM\\_REG&Action=](https://pastaff.panynj.gov/psc/applicant/APPLICANT/HRMS/c/HRMS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_REG&Action=). The page title is "Candidate Experience". The main heading is "Forgot User Name". Below the heading, there is a sub-heading "Forgot Your User Name?" and a text input field labeled "\*Primary Email Address". A yellow button labeled "Email User Name" is positioned below the input field. At the bottom of the form, there is a link "Return to Previous Page".

javascript:submitAction\_win0(document.win0,HRMS\_APPL\_WRK\_HRS\_FORGOT\_USR);



The screenshot shows a web browser window with the same URL as the previous form. The page title is "Candidate Experience". The main heading is "Forgot Password". Below the heading, there is a sub-heading "Forgot Your Password?" and a text input field labeled "\*Enter your User Name". A yellow button labeled "Reset Password" is positioned below the input field. At the bottom of the form, there is a link "Return to Previous Page".

javascript:submitAction\_win0(document.win0,HRMS\_APPL\_WRK\_HRS\_FORGOT\_PSW);

If you qualified on the 2013 police exam, and you forgot both your username and the email address associated with this account, you may call HR Service Delivery at **212-435-2870** for assistance.