

# How to Login to Apply Hiring System For Recommenders

FACULTY OF LIBERAL ARTS  
& PROFESSIONAL STUDIES



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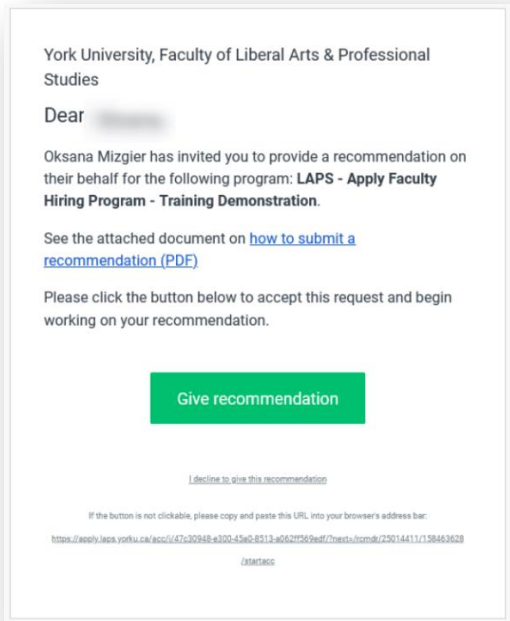
# How to Create an Account

## NEW TO APPLY HIRING SYSTEM

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If you have never used the system, you will receive the invitation to prove the recommendation:

1. Go to your Inbox to find the invitation.



2. Click on **“Give Recommendation”** button.
3. Create your account.

Register with

[f](#) [t](#) [G](#)

OR

First name


Last name

Email

Password

Confirm password


By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot 

**CREATE ACCOUNT**

4. Click on **“Create Account”** button.

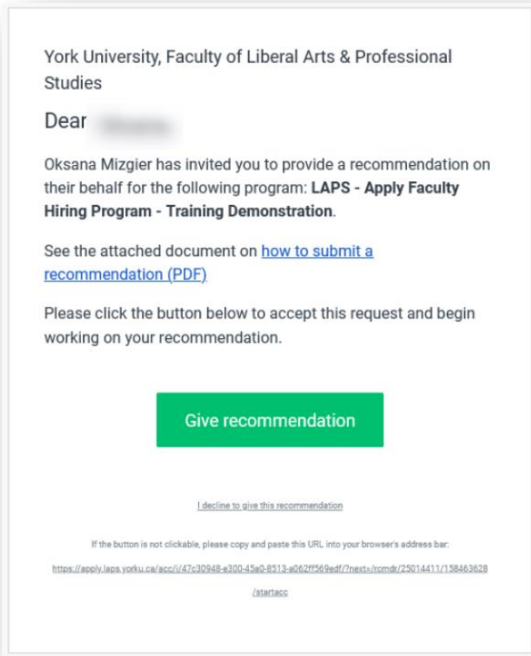
*Now you can access the recommendation!*

All Recommendations ▾			
Requestor	Program	Deadline	
 <b>OM</b>	LAPS - Apply Faculty Hiring Program - Training Demonstration	Deadline: 30 Oct 2021	<b>START</b>

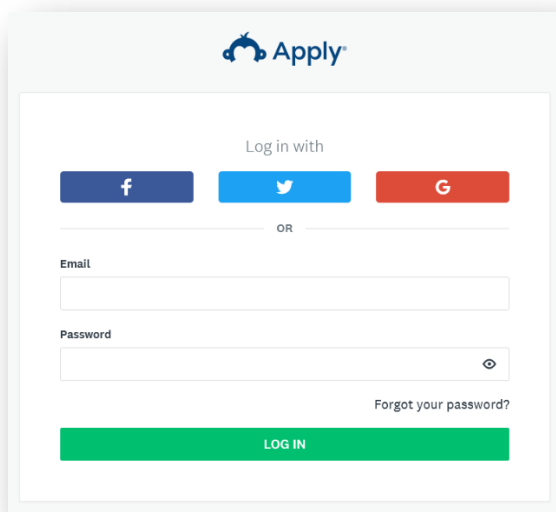
# PREVIOUSLY USED THIS HIRING SYSTEM

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1. Go to your Inbox to find the invitation.



2. Click on “Give Recommendation” button.




3. Enter your email address and password.

Note: If you forgot your password, click on “**Forgot your password?**” link and complete the password reset steps.

4. Click on “**Log In**” button.

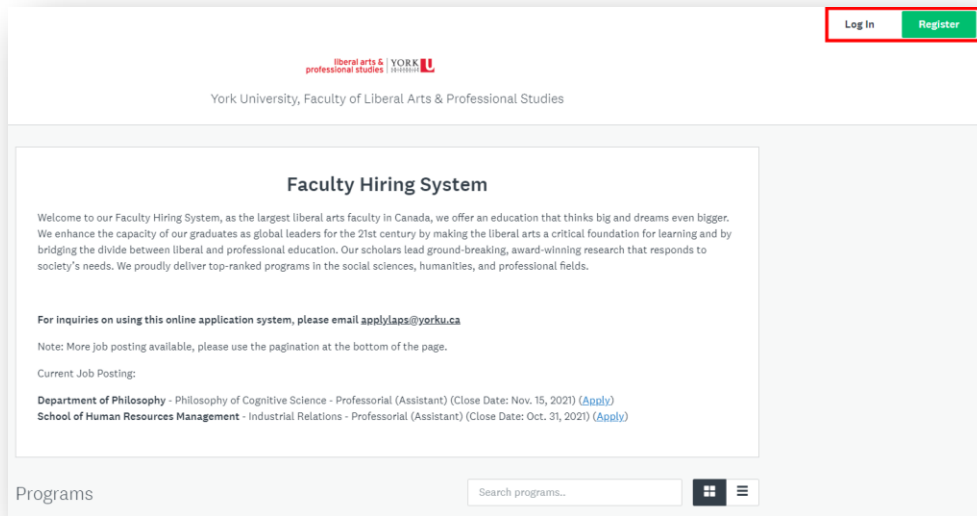
*Now you can access the recommendation!*

All Recommendations ▾			
Requestor	Program	Deadline	
 OM	LAPS - Apply Faculty Hiring Program - Training Demonstration	Deadline: 30 Oct 2021	<a href="#">START</a>

# NO INVITATION IN MY INBOX

If you cannot locate the invitation in your Inbox, you can check Junk or Other folders.

1. Go to Apply Hiring System: <https://apply.laps.yorku.ca/>.



2. Click on “**Log In**” button if you previously used the system or click on “**Register**” button if you are new to the system.
  - a. **Log in**: Enter your email address and password, and then click on “Log In” button.  
Note: You can reset your password by clicking on “**Forgot your password?**” link and complete the password reset steps.
  - b. **Register**: Create your account by filling out the form: i.e. Name, email address and password, and then click on “**Create Account**” button.

*Now you can access the recommendation!*

