

# Managing Your Account

## APPLICANT TRACKING SYSTEM

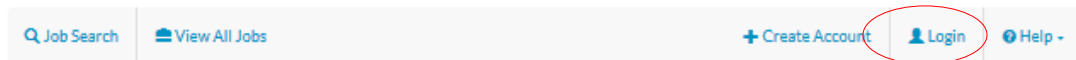
Annotated Guide for Job Seekers



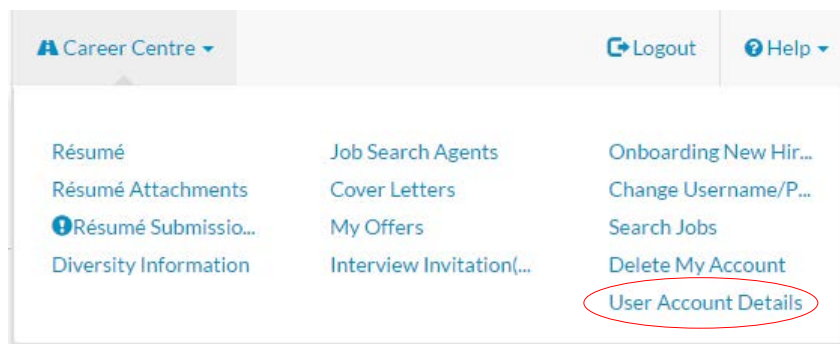
You've created your ATS account, but now you want to learn how to manage it. This quick guide shows you how to update your contact information, change your username and password, add diversity information and delete your account, should you choose. Be sure to check out our other quick guides that cover related information, such as *'Applying for Jobs'* and setting up *'Job Search Agents'*.

## Editing your Account

**Step 1** Go to the [Victoria Opportunities](#) page on the BC Transit Careers site and click **Login** to access your account.



**Step 2** Click on the **Career Centre** drop-down and select **User Account Details**



**Step 3** On the **Account Information** page, you can update or change the following:

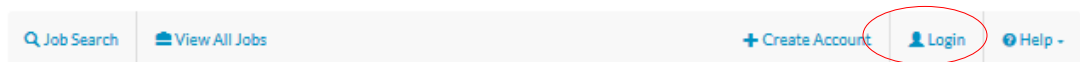
- Contact Details
- Username and/or Password
- Diversity Information

**NOTE:** You can also access your **Username/Password** and **Diversity** information directly by selecting one of these options in Step 2.

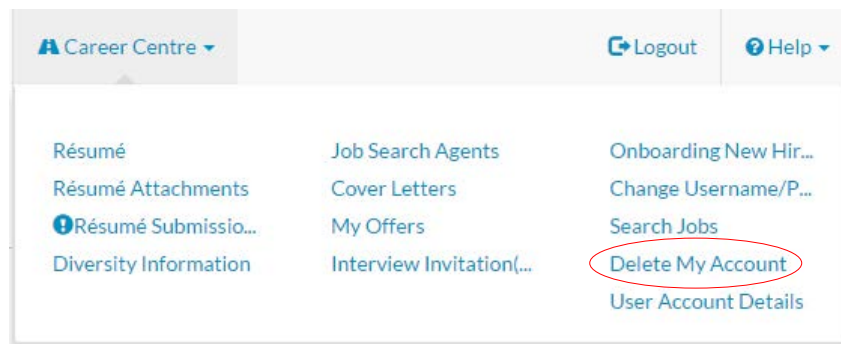
## Delete your Account

**IMPORTANT:** You can only delete your account if you haven't been hired as an employee with BC Transit through the ATS system. Once hired, this option will no longer be available due to audit purposes.

**Step 1** Go to the [Victoria Opportunities](#) page on the BC Transit Careers site and **Login** to your account.

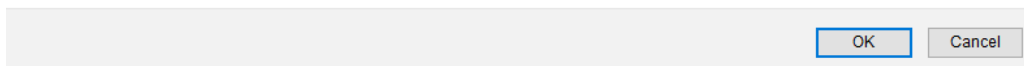


**Step 2** Click on the **Career Centre** drop-down and select **Delete My Account**



**Step 3** Account deletion is permanent, so you will be prompted with the following question before proceeding with account deletion:

Are you sure you want to delete your account? All of your information will be deleted. Once deleted, it is permanent and no information can be recovered.



- To delete your account, click **OK**
- To keep your account, click **Cancel**

## Still have questions?

Contact BC Transit Careers at [careers@bctransit.com](mailto:careers@bctransit.com) and we will be happy to answer any other questions you have.