

E-Recruiting: Candidates

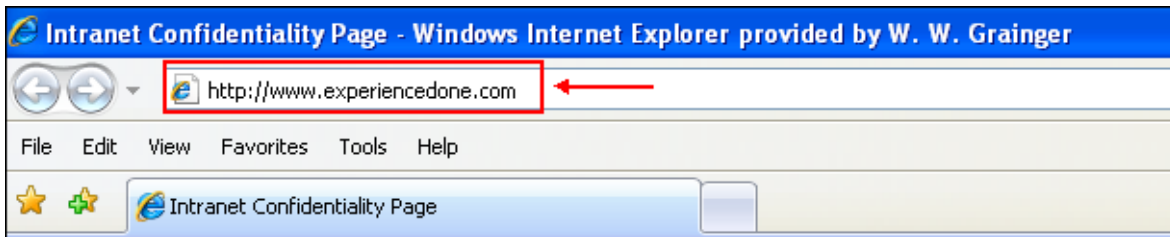
Log On and Forgotten Password

The user name and password that you create during the registration process is used each time you visit to the Experiencedone Web Site. Should you forget your password, you may request your forgotten password from this site, which will be sent to you through an e-mail message.

You can access the Employment Opportunities through the Experiencedone Web Site.

Use the following instructions to log on to the Experiencedone Web Site or to obtain a forgotten password.

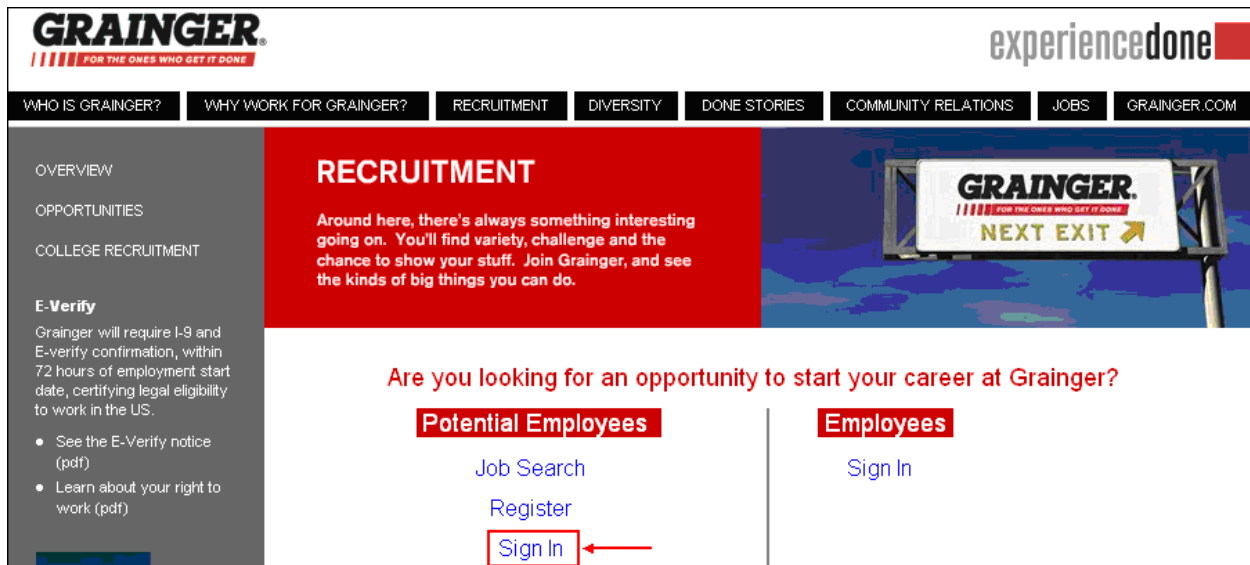
Step 1: Type <http://www.experiencedone.com> in the **Address** bar of your browser and press the **Enter** key.



Result: The **Grainger experiencedone Home Page** is displayed.

Note: For future reference, you can create a bookmark to this site by clicking **Favorites** from your **toolbar** and selecting **Add to Favorites** from the list.

Step 2: Click the **Sign In** link.



Result: The **Log On** screen is displayed.

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Step 3: Use the following table to determine your **next step**.

If you	Then
Want to log on.	Go to Step 4 .
Forgot your password.	Go to Step 5 .

Step 4: Type your **user name** in the **User** field, type your **password** in the **Password** field, and click the **Log On** button.

Logon

[Register here](#)

User *

Password *

Accessibility

[Change Password](#) [Password Forgotten](#)

Result: The **My Profile** screen within the **Candidate Profile** tab is displayed and you are ready to use the functionality of the system. The procedure to log on to the system is complete.

Candidate Profile | Employment Opportunities

My Profile | Change User Name | Delete Registration

GRAINGER
FOR THE ONES WHO GET IT DONE

experiencedone

My Profile

1 Candidate Profile Creation 2 Personal Data 3 Education/Training 4 Work Experience 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Previous step **Personal Data**

Would you like us to create a candidate profile from your resume?
We can automatically create your candidate profile from your resume. You will be able to review and confirm the information prior to it being used. Accepted resume formats include Word, Adobe (.pdf), Works, Microsoft Word for Mac, HTML and more.

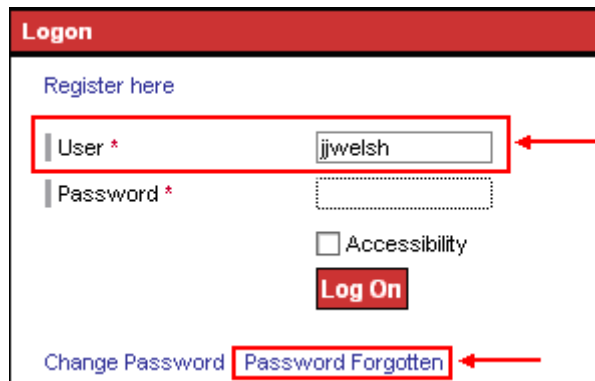
File:

Previous step **Personal Data**

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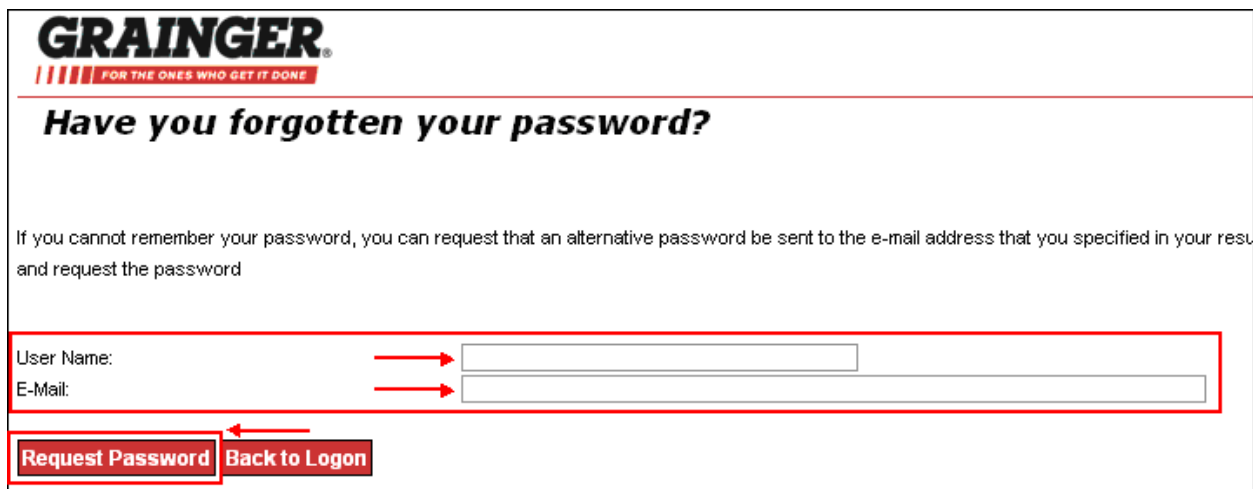
Step 5: Type your **user name** in the **User** field and click the **Password Forgotten** link.



The screenshot shows a 'Logon' form with a red header. It includes a 'Register here' link, a 'User *' field containing 'jjwelsh', a 'Password *' field, an 'Accessibility' checkbox, and a 'Log On' button. At the bottom, there are links for 'Change Password' and 'Password Forgotten'. Red boxes and arrows highlight the 'User' field and the 'Password Forgotten' link.

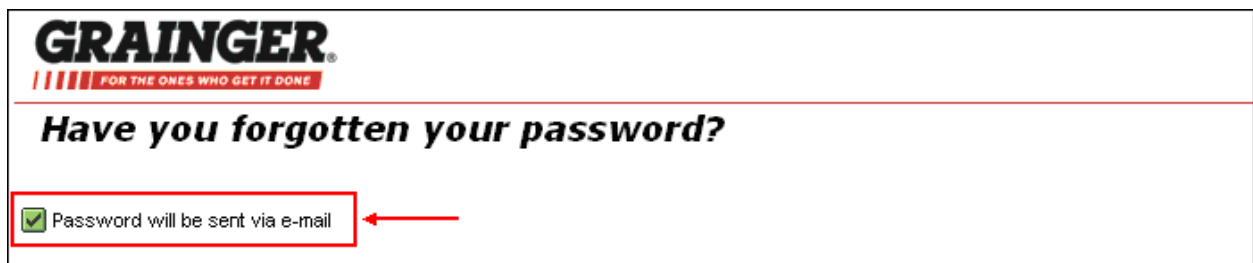
Result: The **Have you forgotten your password?** screen is displayed.

Step 5: Type your **user name** in the **User Name** field or type your **e-mail address** in the **E-Mail** field. Click the **Request Password** button.



The screenshot shows the 'Have you forgotten your password?' page. It features the Grainger logo and a heading. Below the heading is a paragraph of text. There are two input fields: 'User Name:' and 'E-Mail:'. Below these fields are two buttons: 'Request Password' and 'Back to Logon'. Red boxes and arrows highlight the input fields and the 'Request Password' button.

Result: A message indicating that your password has been sent to the e-mail address provided is displayed. The procedure for requesting a forgotten password is complete.



The screenshot shows the 'Have you forgotten your password?' page. It features the Grainger logo and a heading. Below the heading is a message: 'Password will be sent via e-mail'. A red box and arrow highlight this message.