

MSEP Partner Registration Email #1 - MSEP Career Portal - Partner Registration Guidance

Dear MSEP Partner,

Below is the process for registering on the MSEP Career Portal.

(1) Complete and submit the User Account Registration Form only accessible via the following link:

<https://mseppjobs.militaryonesource.mil/msep/partner-user-register>

You will receive a unique Partner Authorization Code in a separate email which is also needed to complete this form.

(2) Your User Account request will be reviewed by the Department of Defense MSEP Program Team. This review is important to help ensure the security of the portal. PLEASE NOTE: You will not be able to access your account until it has been authenticated by the MSEP Program Team.

(3) You will receive an email notifying you that your account has been activated once it has been reviewed and approved.

(4) You are then able to log in from the homepage of the career portal (<https://mseppjobs.militaryonesource.mil/msep/>) using the username and password you created. After logging in you will automatically be taken to your Partner Dashboard where you can edit your company profile, manually post jobs, manually post hot jobs, search spouse resumes and provide monthly spouse hire data.

(5) Feel free to share the registration guidance email and authorization code email with other members of your team who will also need to access the career portal. Each partner point of contact will need to complete the registration process as stated above. PLEASE NOTE: A maximum of five points of contact may be registered on the portal for each partner company.

If you have any additional questions or need further assistance, please submit a Contact Us <<https://mseppjobs.militaryonesource.mil/msep/contact-us>> .

Best Regards,

The MSEP Team

MSEP Partner Registration Email #2 - MSEP User Authorization Code

Your User Authorization Code is [user auth code]. This authorization code will expire on [expiration date].

All MSEP Portal users within your company will need this code to register on the site. It will be used to verify that each of you are authorized to access your partner data on the MSEP Career Portal.

Best Regards,  
The MSEP Team

Forgot password notification  
Replacement login information for [name] at MSEP Career Portal

[name],

A request to reset the password for your account has been made on the MSEP Career Portal. You may now log in by clicking this link or copying and pasting it to your browser: [reset-link] This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.

-- MSEP Career Portal Team