

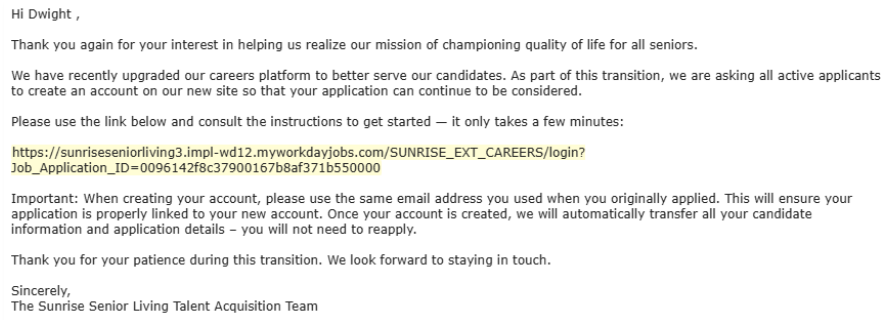
Recruiting

CANDIDATE HOME ACCOUNT CREATION GUIDE

Accountable Owner: Candidate

This job aid explains how candidates can create a Candidate Home Account in Workday. Creating a home account links all applications submitted with the same email address, allowing candidates to view application statuses and manage their information from a single location.

1. The candidate receives an email with instructions to create a Candidate Home Account.
2. The candidate copies and pastes the link from the email into a web browser to access the Workday Careers site.



3. The candidate clicks **Create Account**.

Sign In

Email Address *

Password *

Sign In

Don't have an account yet? **Create Account**

[Forgot your password?](#)

4. The candidate enters the same email address used when applying for the position, creates a password, selects **I agree**, and then clicks **Create Account**.

Create Account

Welcome to your candidate profile. Here you can track your applications and complete next steps.

Password Requirements:

- A minimum of 8 characters
- An alphabetic character
- A lowercase character
- A numeric character
- An uppercase character
- A special character

Email Address *

dwightschrutetest@gmail.com

Password *

Verify New Password *

By proceeding with this application, you acknowledge that you consent to Sunrise's collection of your personal information and have reviewed the [Privacy Policy](#), as necessary, for details including on your right to withdraw content.

[Read More](#)

☒ I agree to creating this account to allow me to apply for positions with this Organization.

Create Account

Already have an account? [Sign In](#)

[Forgot your password?](#)

5. The candidate's applications are linked to their Candidate Home Account and can now be access from a single profile.

Welcome, Dwight Schrute

My Tasks



You have no tasks.

My Applications

Here you can view the status of your current and past applications. If additional information is needed, you will receive a notification with next steps.

Active (1)

Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
Care Manager	JR111809	Under Consideration	June 3, 2026	***