Registration Page Setup

Last Modified on 03/26/2020 3:40 pm CDT

Customizing the Registration Page
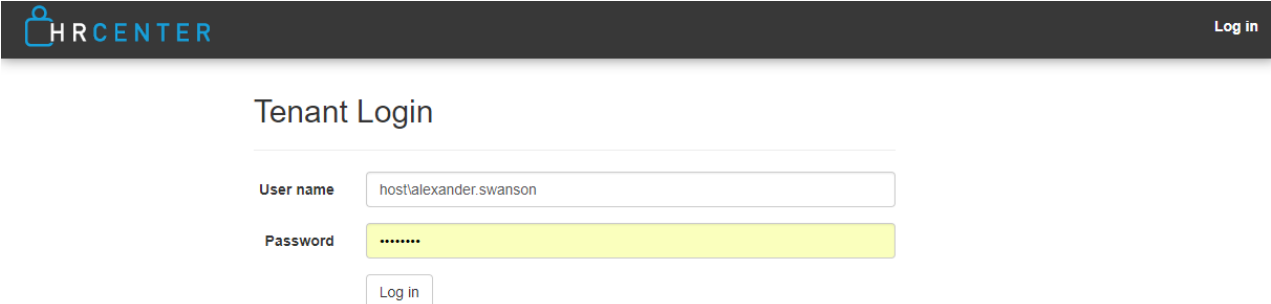
HRCenter^{TM} has a myriad of options when it comes to setting up a registration screen that is inviting to future applicants. Within the administration section, you may select configurations such as validation options (SSN/email validation) that will impact how applicants register as well as decide the information that is requested when accessing HRCenter.

This article covers:

1. Finding Registration Options
2. Common Configurations
3. Validation Options

Finding the Registration Options:

The first step to setting your preferences will be navigating to your HRCenter administration URL. Once here, use your credentials for Enterprise to log in.

Note If you do not have the link or permission to access HRCenter Admin, please

talk to your administrator or contact TempWorks support.

Once logged in, navigate to the 'Tenants' area and locate your tenant information connected to your database.

To begin the customization process navigate to the 'Registration' section of the configurations:

Custom Email Text
Text that will appear above the email address on the registration page. Requires email address to be enabled on the registration page.

Update

Custom Procedure
Custom Procedure that runs after registration if any query string parameters exists.

Custom Registration Button Text
Text that will override the default registration button text on the registration page.

Update

Custom Registration Page Message
A message to show on the registration page

Update

Get Branch by Location
When enabled, turns on the option to search for branch by entering zip-code or allowing the browser to use the current location

Off

How Heard Of Details on Registration
Adds a field for how heard of details to the registration page.

Insert How Heard Of Details

How Heard Of on Registration
Adds a drop down for how heard of to the registration page.

Off

Middle Name on Registration
Adds a required middle name input to the registration page.

Off

Phone Number on Registration
Adds a required phone number input to the registration page.

Off

Require Email
Adds email address to the registration page and makes it required field

Off

Require How Heard Of
Register will require the person registering to fill in How Heard of (Must also have show set to true.)

Off

Resume Upload
Show resume upload on the registration page

On

Text of Select Workflow
Text that will appear above the workflow selection on the registration page

Update

Common Configurations

Below are a list of the common configurations for the registration section and how they are used:

Custom Registration Button Text

This text shows on the button to submit their registration information:

Create an account
Creating an account allows you to come back and update your information later.

Username*

Password*   Confirm new password*

GET STARTED

Custom Registration Page Message

This text is visible on the registration page and can be used to communicate instructions to users or provide clarity on the information being collected and what it will be used for.

Custom Text   ✕

Edit Custom Text Localizations

New Translation

Text   **Language**

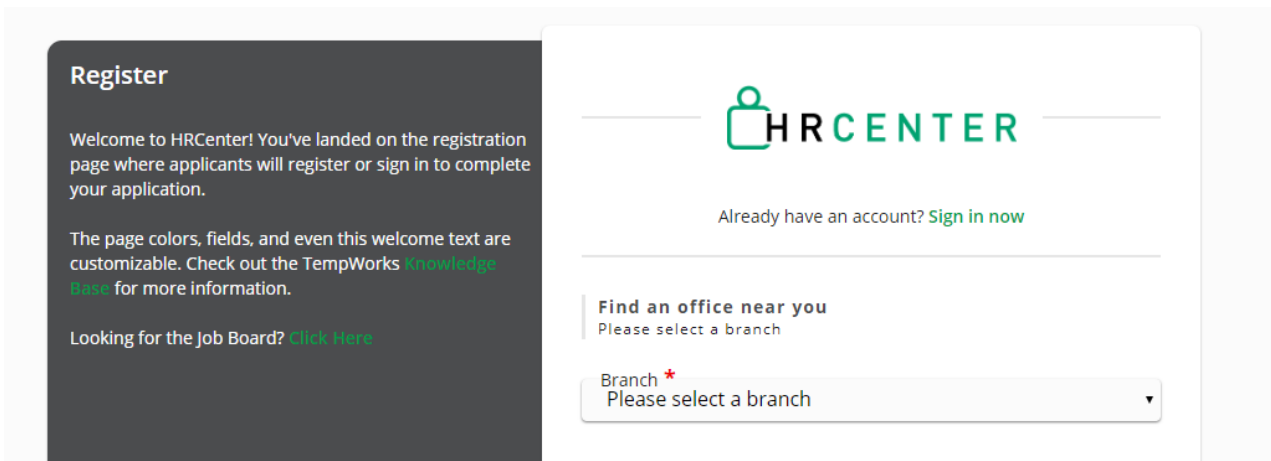Welcome to registration we are excited to be working with you!   English   ▾   Remove

Save

That text displays in the offset color on the registration page:

How Heard Of on Registration

Adds a drop down for applicants to select how heard of on the registration page:

Middle Name on Registration

Allows the ability to make the middle name a required field upon registration:

Phone Number on Registration

Adds a required phone number input to the registration page under Basic Information:

Text of Select Workflow

This section adds text instructions for your applicants to select a workflow when their are multiple public options.

Example: If you have job specific workflows use "Type of Work Interested In" for them to select:

Validation Options

When an applicant registers themselves in HRCenter, an employee record is created for them in Enterprise & Beyond for you to track their application progress. Enterprise uses the email address to check against duplicates entering the database, however, additional options for validation can be found in this section.

Below are a list of configurations designed to assist in duplicate detection.

Validation Options

SSN and LastName Combo Validation on Registration
Adds a required last four digits of SSN to the registration page, and checks for duplicates with that and last name when trying to create an account.
Off

SSN validation on registration
Adds a required SSN input to the registration page, and checks for duplicates when trying to create account.
Off

Validation error for duplicate Emails
The error message that will be displayed to the user when a duplicate Email is entered.
Update

Validation error for duplicate SSN and Last Name
The error message that will be displayed to the user when a duplicate SSN and Last Name combo is entered.
Update

Validation error for duplicate SSNs
The error message that will be displayed to the user when a duplicate SSN is entered.
Update

SSN and Last Name Combo Validation

With this configuration turned on, the applicant will be prompted for the last four digits of their "Social Security Number". HRCenter and Enterprise will use this information combined with the applicants last name to check for a duplicate record. (This config is mutually exclusive with "SSN Validation on Registration")

SSN Validation on Registration

With this configuration turned on, a required SSN input will be added to the registration page. (This config is mutually exclusive with "SSN and Last Name Combo Validation")
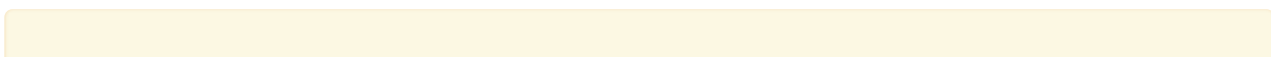
Note Both SSN configurations can be disabled, however, if this is true, HRCenter will only use email to validate and check for duplicates.

Validation Error for Duplicate Email or SSN

Customizable error message displayed in red if there is a duplicate record detected upon registration by the applicant.

If you are using validation of SSN or Email, you can use this section to customize the text an applicant sees when they match a record already in your system:

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