

Registration Page Setup

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Customizing the Registration Page

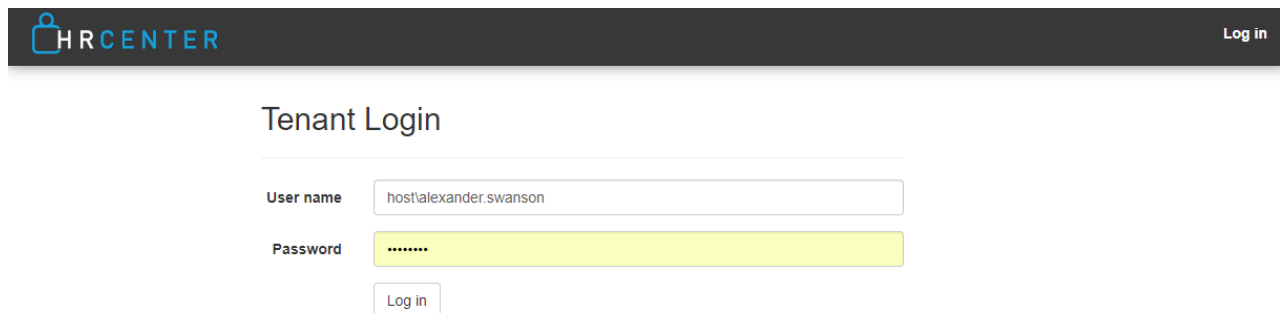
HRCenter™ has a myriad of options when it comes to setting up a registration screen that is inviting to future applicants. Within the administration section, you may select configurations such as validation options (SSN/email validation) that will impact how applicants register as well as decide the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



The screenshot shows the HRCenter Tenant Login interface. At the top, there is a dark navigation bar with the HRCENTER logo on the left and a 'Log in' link on the right. Below this, the page title 'Tenant Login' is centered. The login form consists of two input fields: 'User name' containing the text 'hostvalexander.swanson' and 'Password' containing masked characters '*****'. A 'Log in' button is positioned below the password field.

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.	<input type="text"/>
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	<input type="checkbox"/> Off
How Heard Of Details on Registration Adds a field for how heard of details to the registration page.	<input type="text" value="Insert How Heard Of Details"/>
How Heard Of on Registration Adds a drop down for how heard of to the registration page.	<input type="checkbox"/> Off
Middle Name on Registration Adds a required middle name input to the registration page.	<input type="checkbox"/> Off
Phone Number on Registration Adds a required phone number input to the registration page.	<input type="checkbox"/> Off
Require Email Adds email address to the registration page and makes it required field	<input type="checkbox"/> Off
Require How Heard Of Register will require the person registering to fill in How Heard of (Must also have show set to true.)	<input type="checkbox"/> Off
Resume Upload Show resume upload on the registration page	On <input checked="" type="checkbox"/>
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:

Custom Text ✕

Edit Custom Text Localization

[New Translation](#)

Text

Complete Registration

Language


English ▼

[Remove](#)

[Save](#)

Upload a resume

If you already have a resume, uploading it now can save you time.



Drop file here or [click to select a file.](#)

Recommended .pdf, .docx, .doc
(Max 1 MB)

COMPLETE REGISTRATION

[ALREADY HAVE AN ACCOUNT? SIGN IN NOW](#)

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 Localization

[New Translation](#)

Text

Welcome to registration! We just need a few things to get you started!

Language

English ▼

[Remove](#)

[Save](#)

Create an account ENGLISH ▾

Welcome to registration! We just need a few things to get you started!

First Name * Middle Name * Last Name *

Username *

Password * Re-Enter Password *

Note You can utilize HTML to create hyperlinks in the custom text (as seen above in green). This does require a basic knowledge of HTML. Check Out [W3 schools](#) for more information. We recommend having a good understanding of HTML before trying to insert links into the custom text.

Example: `Knowledge Base`

How Heard Of on Registration

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

How did you hear about us? *

Middle Name on Registration

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

Create an account ENGLISH ▾

Welcome to registration! We just need a few things to get you started!

First Name * Middle Name * Last Name *

Phone Number on Registration

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

Country Code * Primary Phone Number *

U.S./CA +1 ▾

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.	<input type="checkbox"/> Off
SSN validation on registration Adds a required SSN input to the registration page, and checks for duplicates when trying to create account.	<input type="checkbox"/> 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.

Related Articles