

**Job Aid: Contractor Talent Portal Registration**

The purpose of this job aid is to instruct Contractors on the process of registering for the Contractor Talent Portal.

**Tasks**

- a. [Navigating to the Registration page](#)
- b. [Entering Required Information](#)
- c. [Creating a Username and Password](#)
- d. [Signing in to Fieldglass for the first time](#)
- e. [Configuring Fieldglass basic information](#)
- f. [Finalizing Registration](#)

**Key Terms**

**User** - All buyers and suppliers who use the SAP Fieldglass application.

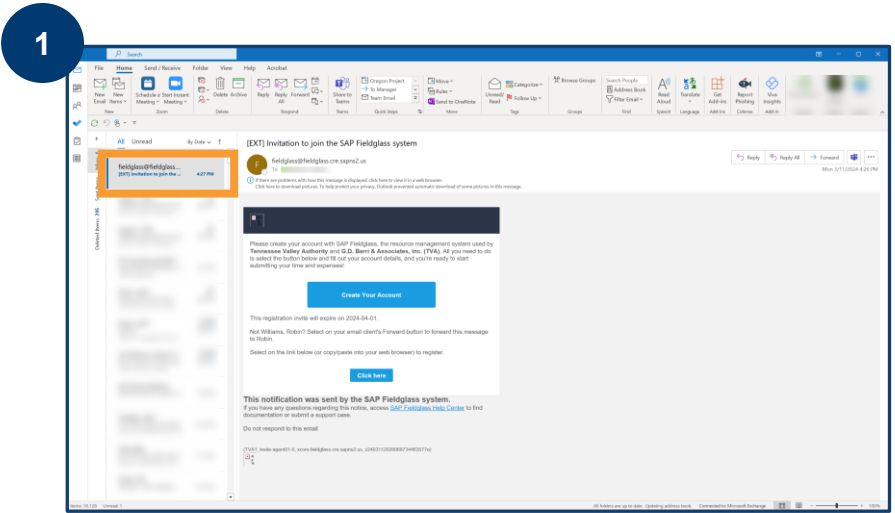
**User Role** - A designation that defines a user's access and permission within the SAP Fieldglass application.

# Contractor Talent Portal Contractors Fieldglass Profile Registration



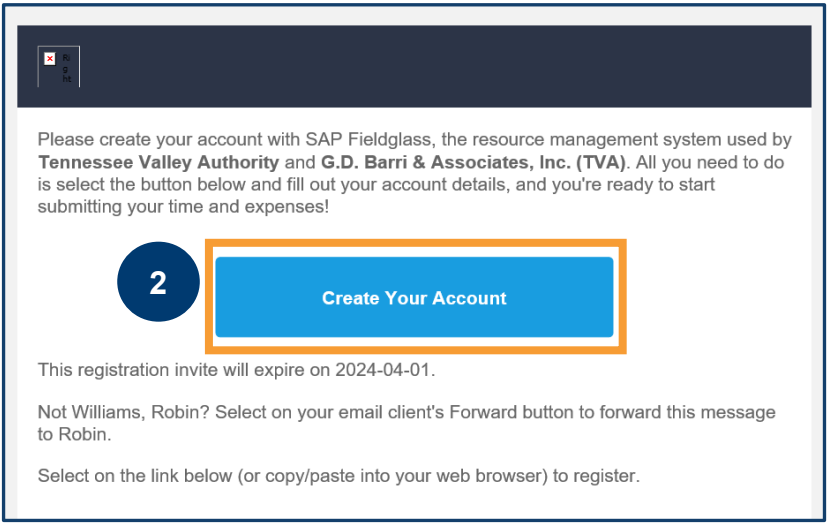
**1** Your Supplier at the TVA will initiate your registration.

**1** You will receive an email invitation for the SAP Fieldglass system.



**2** Click **Create Your Account**.

**2** You will be redirected to a web page to begin registration.



# Contractor Talent Portal Contractors Fieldglass Profile Registration



You will be redirected to the registration page.

**3** Enter your **Worker's Personal Email**.

**4** Enter your **Security ID**. See **notes section** below for more guidance.

**5** Re-enter Security ID.

**6** Create and enter your **Desired Username**.

**7** Create and enter your **Password**.

**8** Re-enter Password.

**9** Follow **Password requirements** and **Password restrictions**.

**6**

**7**

**8**

**9**

**Login Details**

Desired Username\*

robinwilliams

Password\*

.....

Re-enter Password\*

Password requirements:

- Contains at least 8 character(s).
- Contains one of each: Capital letter, Lower-case letter
- Contains one of each: Number

Password restrictions:

- Does not include Username or Email
- Does not include First Name or Last Name

## Notes:

Password requirements: It must contain at least 8 characters, at least one Capital letter, Lower-case letter and number.

Password restrictions: Password does not include Username, Email, First Name or Last Name.

Your Security ID will be in the format of **MMDDSSSSFFF**. **MM** is the 2 digit month of birth, **DD** is the 2 digit day of birth, **SSSS** is the last 4 digits of your Social Security number or your Country/National ID number, and **FFF** is the first 3 letters of your first name.

<p><b>10</b> Click <b>Sign In</b>.</p> <p>You will then be taken to the Home Page and a pop up will appear.</p>	<p>First Name or Last Name</p> <p>... we usually collect, use and disclose your personal information, and</p> <p><b>10</b> <b>Sign In</b></p>
<p><b>11</b> Enter <b>Your Preferred Email Address</b>.</p> <p><b>12</b> Confirm Preferred Email Address.</p> <p><b>13</b> Click <b>Save and Continue</b>.</p> <p>You have now completed registration for SAP Fieldglass.</p>	<p><b>Welcome!</b></p> <p>Please confirm the email address we have on file (displayed below) or replace it with your preferred email address</p> <p><b>11</b> Your Preferred Email Address*</p> <p>This was provided by G.D. Barri &amp; Associates, Inc. (TVA)</p> <p><b>12</b> Confirm Preferred Email Address*</p> <p><input checked="" type="checkbox"/> Don't show this window again</p> <p><b>13</b> <b>Save and Continue</b></p>