

Accessing Internal Job Postings

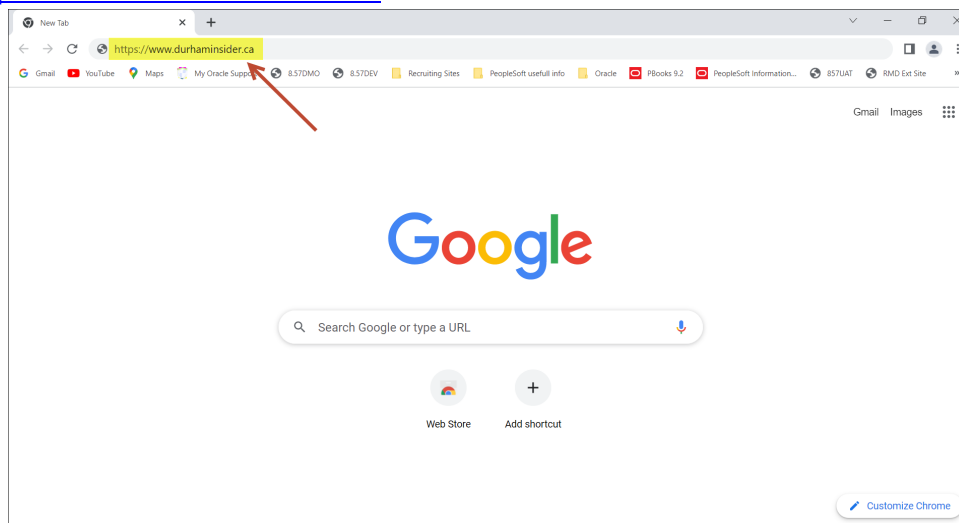
You can now access internal job postings via the PeopleSoft Employee Portal from your own personal computer, laptop, or tablet. Simply, follow the instructions below.



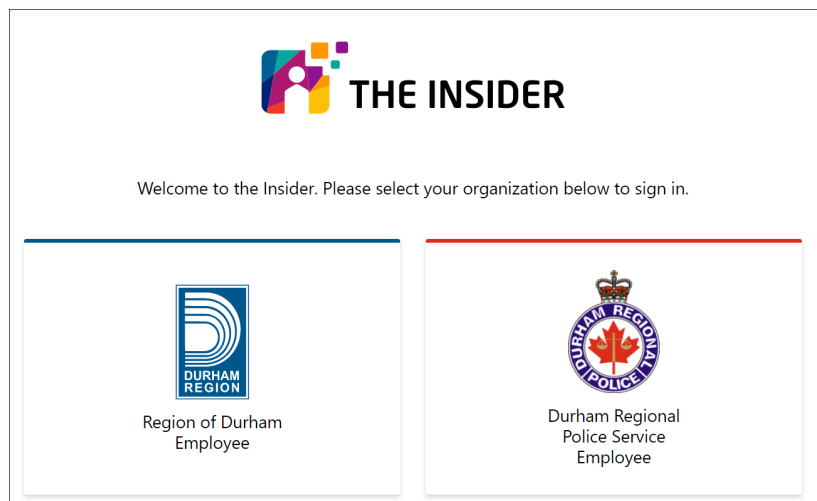
Note: The recommendation is to use Chrome, Edge or Firefox as your web browser.

1. Open your web browser and type the insider URL as shown below.

<https://www.durhaminsider.ca>



2. Select your organization.



3. You will be asked to enter your regional email account and then click NEXT.

The Regional Municipality of Durham

Sign in

[Can't access your account?](#)

The service you are accessing is provided by the Region of Durham. Any information transmitted via this service is the property of the Region of Durham. By accessing this service, you consent to allow the Region of Durham to monitor your activity.

[Sign-in options](#)

4. Enter your network password and click SIGN IN.

The Regional Municipality of Durham

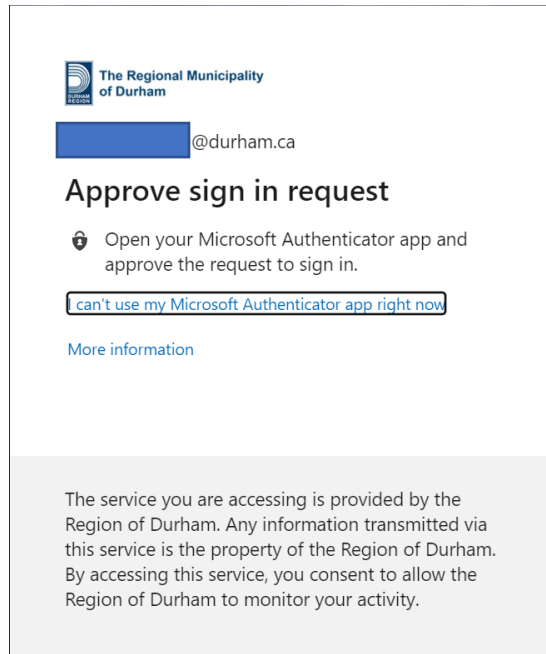
←

Enter password

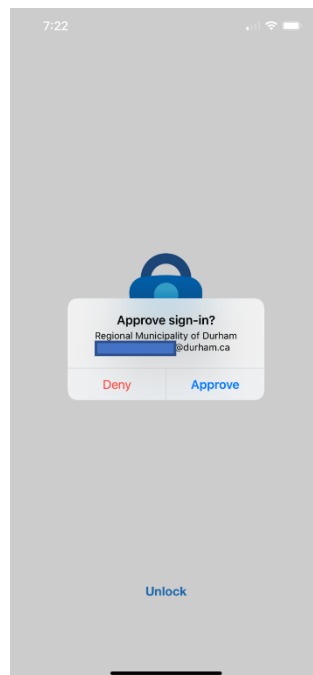
[Forgot my password](#)

The service you are accessing is provided by the Region of Durham. Any information transmitted via this service is the property of the Region of Durham. By accessing this service, you consent to allow the Region of Durham to monitor your activity.

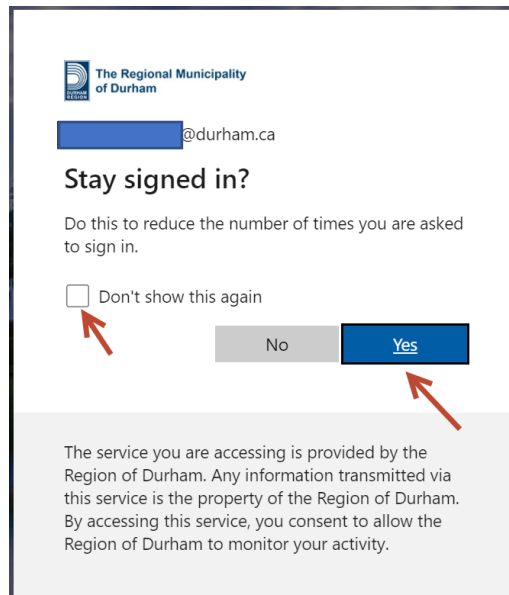
5. You will need to approve the sign in request. The browser will show you the following message:



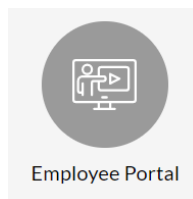
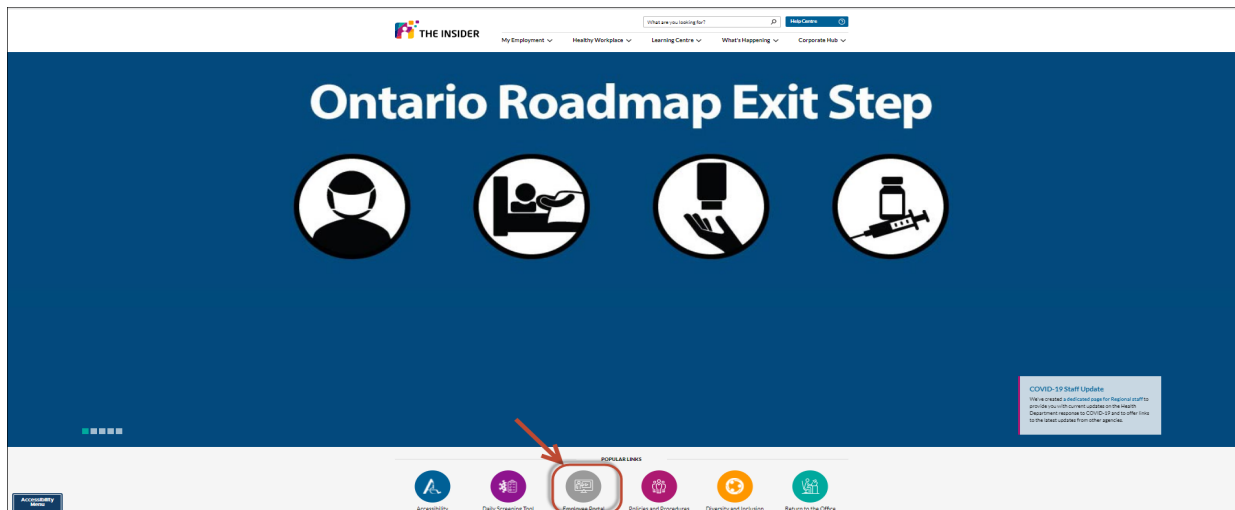
6. Go to your Authenticator app and approve the sign in request.



7. Once you approved the sign in request, the browser will ask you if you want to stay signed in. **Answer NO if you are on a device that is shared with other family members or friends.**



8. Once you are connected you will see the Insider Homepage. At the bottom of the page, under the POPULAR LINKS section, you will find the icon to connect to the Employee Portal. Select this link to get access to the Employee Portal login page.



9. Enter your Portal UserID and Password. If you do not know your Portal UserID please contact FIMSHelp at FIMSHHELP@durham.ca.

Welcome To The Region Of Durham Employee Portal



Signon

User ID

Password

1. How to sign on to the Portal
2. I forgot my Password

Accessibility Statement

If you use assistive technology and the format of any content on this website interferes with your ability to access the information, please contact the Accessibility Coordinator (accessibility@durham.ca), and we will make every effort to provide you with a format that is accessible to you.

Helpful Links

- Frequently Asked Questions
- Insider
- Employee Portal Guide

Access Forms













- Financials Operator Setup Form
- Financials Operator Setup Form (Finance Department Only)
- HCM Access Form

[Privacy Statement](#)

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10. Upon successful sign in, navigate to the RMD Quick Links menu on the left hand side and select the Job Postings menu item.

RMD Quick Links







-  **Regional Phone Directory**
View the Regional Employee Phone Directory
-  **United Way**
Make a donation to the United Way
-  **Sign Into WorkForce Software**
Access the WorkForce Scheduling application
-  **Sign Into HCM**
Access the Human Capital Management application
-  **Sign Into Financials**
Access the Financials application
-  **Sign Into ELM**
Access the Enterprise Learning Management application
-  **Corporate Learning Calendar**
View the Corporate Learning Calendar for upcoming classes.
-  **My HCM Reports**
View your HCM reports
-  **My Financials Reports**
View your Financials reports
-  **Job Postings**
View internal job postings and manage your applications
-  **Sign Up For ePay**
Enroll in ePay to receive online pay advices
-  **Sign Up For eT4**
Enroll in eT4 to receive online T4's

11. This will take you to the Internal Job Postings site where employees can view and apply to current internal job postings.

Employment Opportunities

Search Jobs

Welcome

	View All Jobs	>
	My Job Notifications	>
	My Job Applications	8 >
	My Favorite Jobs	>
	My Saved Searches	>
	My Contact Information	>