Overview of the Position Description Questionnaire

Getting Started

1. Go to the browser on your computer type:
   http://oberlin.jobblox.com

2. The system will open the login screen:

3. Click the hyperlink that says **Recover Password?**

4. The system will ask you for your email *(You might need to try both of your email addresses)* then select Ask Me the Security Questions

5. The Answer: **Oberlin College and Conservatory**

6. The system will send you an email. Follow the instructions in the email

7. We can help you if you forget your password, but we won’t know your password. You can always recover a new password by following the instructions above

8. Note: 3 unsuccessful login attempts will lock your account; if so, email: support@econsultingnetwork.com

9. The JobBlox support team will unlock your account and send you a new password via email

10. The password does not expire, it is okay to the same password for the entire process