

Welcome

Congratulations on deciding to continue your career path with Southern California Edison. We are working hard for our communities and our environment in bringing more clean and renewable sources to our service region and are excited that you want to be part of this effort. You will be part of a diverse team of compassionate, solutions oriented, adaptable, and safety minded problem solvers, who are committed to providing simple and satisfying customer experiences. We believe that people and values matter, and we want the assessment and interview process to bring out the best in you. Our overall application, testing, interview and hire process will span a period of approximately 10 weeks from start to finish.

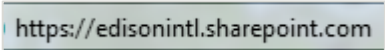
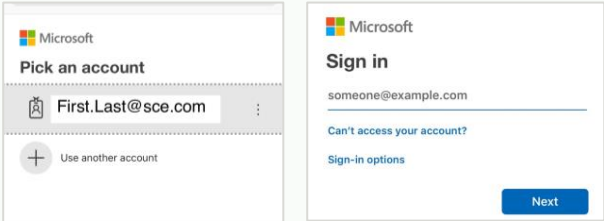


To make your experience a great one, please consider referencing the below topics. For your convenience, you can click on any topic to be taken immediately to more information.

Topics

- **Accessing Portal via a Mobile Device**
(p2)
- **Accessing Webmail via Mobile Device**
(p4)
- **Test Self-Scheduling** (p6)

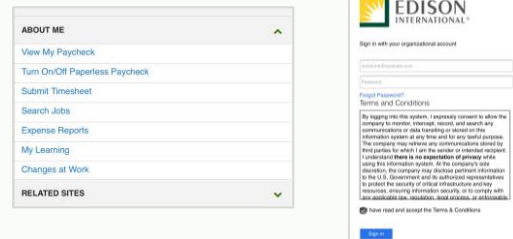
Step by Step

Accessing Portal via Mobile Device]

| Portal Access | |
|--|--|
| Steps | Image or Screenshot |
| <p>Step 1</p> <p>To access the SCE Portal Page from a mobile device, type the following into the address bar:</p> <p>https://edisonintl.sharepoint.com</p> |  |
| <p>Step 2</p> <p>You will be prompted to pick an account. Choose your SCE email account.</p> <p>*For first time users enter your email address and click NEXT</p> |  |
| <p>Step 3</p> <p>Type in your username and password, click SIGN-IN</p> |  |
| <p>Step 4</p> <p>You may then be prompted with an SMS Authentication message. Click on SEND CODE. An SCE verification code will be texted to the phone number you have on file. Enter the code where required. Click on VERIFY. You will then be routed to Portal on your device.</p> |  |

Step 5

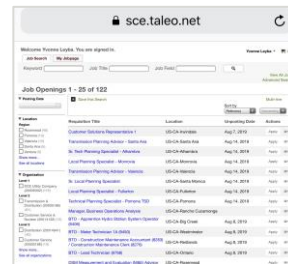
Scroll down to the **ABOUT ME** section and click **SEARCH JOBS**. It will take you to a log-in page. Type your **USERNAME** and **PASSWORD**, click in box next to **Accept the Terms & Conditions**.



Step 6

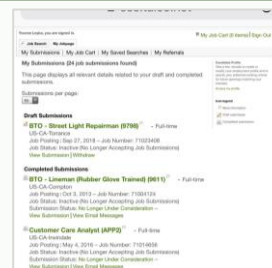
At this point, the **Taleo Job Board** will load with all available jobs. There are two tabs: **JOB SEARCH & MY JOBPAGE**

You can also use the search boxes at the top or the filters on the left to narrow options. Conversely, you can simply scroll through the list of all available jobs.



Step 7

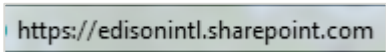
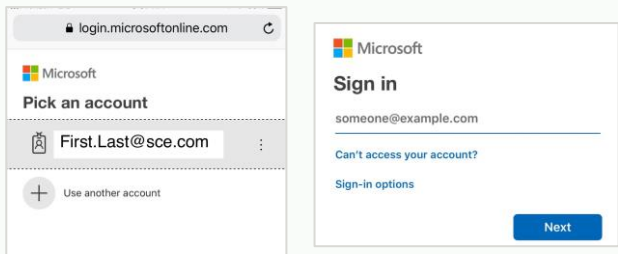
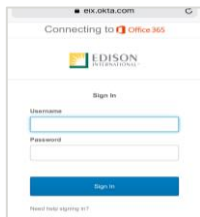

To **VIEW** your status on a job, click **MY JOBPAGE** tab




Step by Step

Accessing Webmail via Mobile Device]

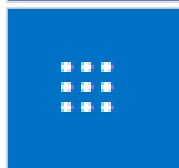
webmail Access

| Steps | Image or Screenshot |
|--|--|
| <p>Step 1</p> <p>To access the SCE Portal Page from a mobile device, type the following into the address bar:</p> <p>https://edisonintl.sharepoint.com</p> |  |
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Step 5

Tap the ellipses (...) at the top of the screen and click on the icon of squares. 

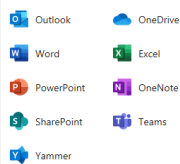
SharePoint



Step 6

Upon clicking the icon of squares, a list of Office 365 applications will emerge. Tap the Outlook icon and you will then see your inbox.

Apps



Step 7

To prevent missing important communications, it is recommended that you check your email at least once daily while serving as an applicant or bidder.

INBOX



Please note, if you receive an email for testing, you will need to respond within three days. Also, it is your responsibility to seek approval from your immediate supervisor prior to scheduling your test date.

Step by Step

Test Self-Scheduling]

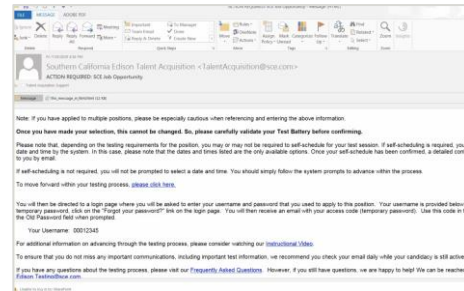
Self-scheduling

Steps

Image or Screenshot

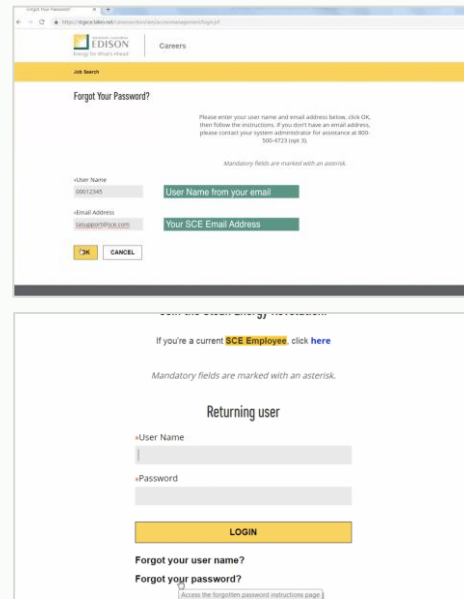
Step 1

Click the link within your test invitation email.



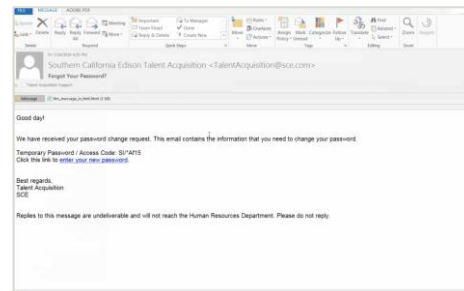
Step 2

If you do not know your password, click the **FORGOT YOUR PASSWORD** link. Otherwise, login and skip to Step 4.

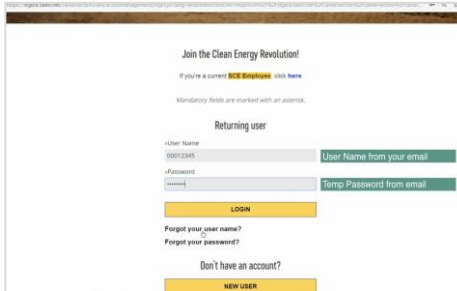


Step 3a

Login using your **USER NAME** and the **TEMPORARY PASSWORD** that was just emailed to you.

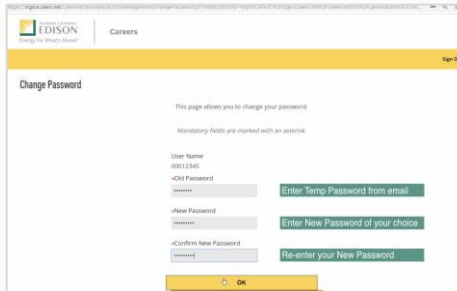


Step 3a continued



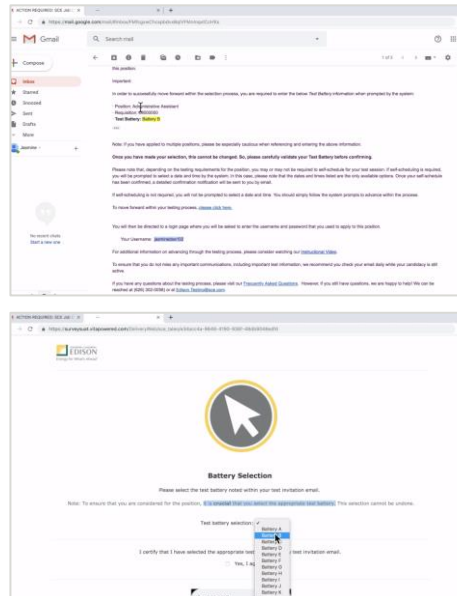
Step 3b

You will be prompted to change your password. Within the **OLD PASSWORD** field, enter your **TEMPORARY PASSWORD**. Then enter a **NEW PASSWORD** of your choice.



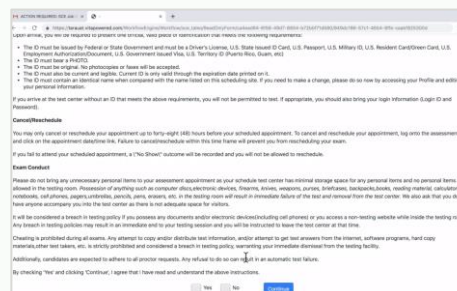
Step 4

Carefully select the **TEST BATTERY** as referenced in your original test invitation email.



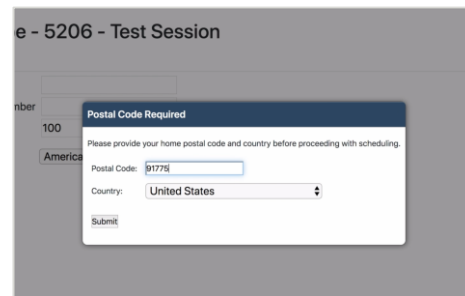
Step 5

Review and acknowledge the **CONFIRMATION LETTER**.



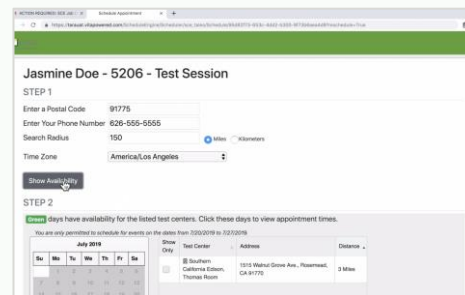
Step 6

Enter a **ZIP CODE** of interest to identify the closest SCE test center.



Step 7

Select a preferred **TEST CENTER**, **TEST DATE**, and **TEST TIME** after acquiring supervisory approval.




Please note, if you receive an email for testing, you will need to respond within three days. Also, it is your responsibility to seek approval from your immediate supervisor prior to scheduling your test date.



To prevent missing important communications, it is recommended that you check your email at least once daily while serving as an applicant or bidder. For a video-based tutorial on self-scheduling, [please see here](#).