

Did you know...

When you become an **Employee** with NEXCOM (Navy Exchange & Navy Lodge), you are **automatically assigned a NEW User ID and password** that you need to use when you log into the NEXCOM career site. This change will happen between the time you're hired in our system and your actual start date.

About your NEW Employee User IDs and Passwords:

Why does my User ID change?

Your User Name changes to a unique Employee User ID so that the career site will recognize you as a NEXCOM Employee. This gives you access to jobs that are posted only internally and also allows Recruiters and Hiring Managers to see at a glance that you're a current Employee. These are important advantages for applying to other jobs within the organization.

How do I know when or if my User ID has changed?

When you try to log in using your old User ID, you may receive an error message that says your User ID is not recognized.

How do I find out what my new User ID is?

Your NEW Employee User ID is a 9-digit number, that is a combination of your NEXCOM Payroll/Employee ID and your Social Security Number (Last 4 Empl ID + Last 4 SSN + "0"). There is a very easy way to acquire your new Employee User ID! Go to www.navyexchange.jobs and select either the "Hourly" or "Management" job search option. Next, click "Sign in." Click "Forgot User Name" and enter your email. Finally, click "Validate." Your current User ID will be displayed on the screen!

How do I change my password for my new 9-digit Employee User ID?

Follow the instructions below without skipping any steps. Each step is important!

1. Log onto www.NavyExchange.jobs
2. Select either the "Hourly" or "Management" button and click "Sign in."
3. Click "Forgot User Name"
4. Enter the email address associated with your account and click "Validate."
5. Your User ID will appear on the screen. (If no User ID appears, you may be using the wrong email)
6. From that screen, click "Forgot Your Password."
7. Your User ID and home email will be pre-populated. Click Submit.
8. You should see a message that says "an email has been sent."
9. COMPLETELY CLOSE YOUR WEB BROWSER.
10. Re-open your browser and check your email.
11. You will have an email containing a link and an access code.
12. Click the link and then copy/paste the access code into the provided field. Do not try to manually type this access code. Please copy and paste only!
13. Enter your User Name and click Submit. (Make sure you click the link in the email. Do not return to the jobs site to the normal login area.)
14. You'll be prompted to re-copy the access code a final time, and enter a password of your choice twice. Please write down your password with a date next to it, and save it in a secure location for future reference.

WARNING: Three incorrect password entries will lock your account! Start over from #1 before that happens!