



Xerox Job Ticket User First-Time Access

Customer Login

User Name:

Password:

Remember me on this computer.

[Forgot Password?](#)

Step One:

To log into the XJT application use the following link:

<https://jobticket.services.xerox.com/xeroxjobticket/Home.aspx>

You will be prompted for a username and password. First time users should select the “*Forgot Password*” button.

Forgot Password -- Webpage Dialog

Forgot Password [Help](#)

Please enter your User Name and your login credentials will be emailed to you. You will be assigned a new password, which will need to be changed when you login.

User Name:

Step Two:

Type your email address into the User Name box, then select, “*Send*”.

Customer Login

The password was sent to the e-mail address for the specified account.

User Name:

Password:

Remember me on this computer.

[Forgot Password?](#)

Step Three:

The login screen will update to show that a password has been sent.

Message

From: XJM Application Email - Do Not Reply - cxeroxservicesmanager@services.xerox.com

To:

Subject: Xerox Services Manager - Forgot my password information

User Name: [redacted]

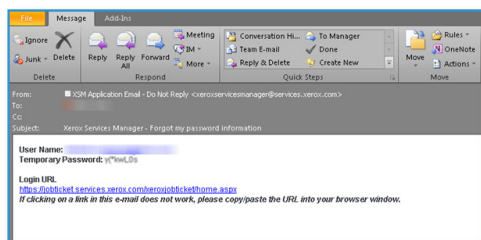
Temporary Password: y**mL5s

Login URL
<https://jobticket.services.xerox.com/xeroxjobticket/home.aspx>
If clicking on a link in this e-mail does not work, please copy/paste the URL into your browser window.

Step Four:

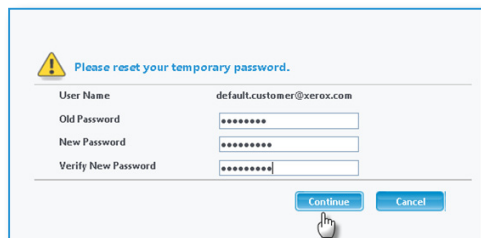
You will receive an email which provides you with your user name and a temporary password, as well as a login link.

XJT Catalog: User First-Time Access ... *continued*



Step Five:

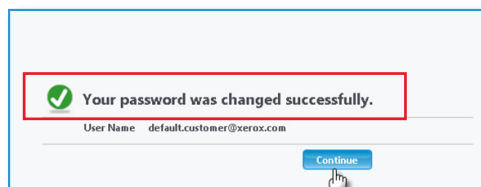
Select the Login URL in the email. Type your user name and temporary password, then select “Login”.



Step Six:

Type your temporary password into the Old Password field. Type a new password into the New Password and Verify New Password fields respectively, then select “Continue”.

(Please note strong passwords should be at least 7 characters long, contain an upper and lower case letter, as well as a special character)



Step Seven:

Your screen will refresh to show the password change was successful, select “Continue”.



Step Eight:

Once you're logged in and viewing the homepage, you'll want to take time to review the material available in the training section. Simply click the appropriate banner below to access training .pdf files and videos.