Creating an Individual Account

1. Introduction

1.1 Introduction



Notes:

Welcome to the Learning Center. In this video, we will demonstrate how individuals perform system registration to create an account. Your actual system settings and options may differ from those shown in the video. **Click or tap "Get Started" to begin.**

1.2 Objectives



Notes:

By the end of this video, you will be able to:

Compare the different registration options.
Choose the registration type that best suits your needs.
Create an account in the system.

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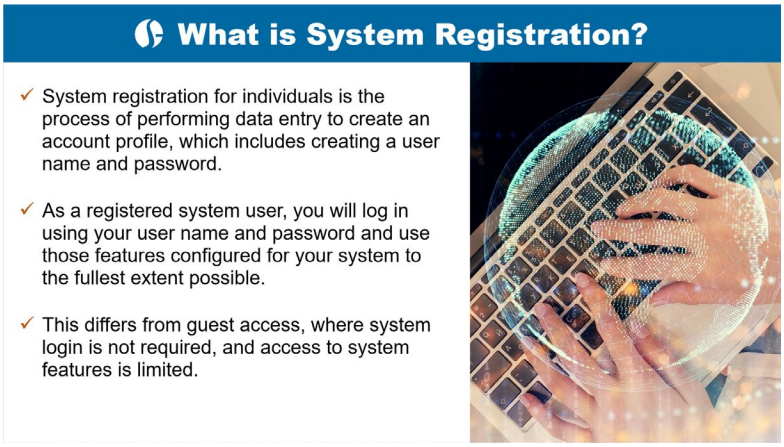
1.3 What is System Registration?



Notes:

System registration for individuals is the process of performing data entry to create an account profile, which includes creating a user name and password.
As a registered system user, you will log in using your user name and password and use those features configured for your system to the fullest extent possible.
This differs from guest access, where system login is not required, and access to system features is limited.

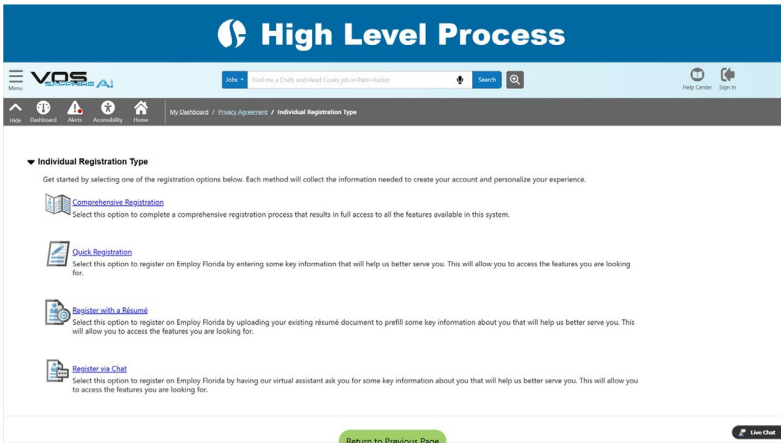
1.4 How Do I Access System Registration?



Notes:

To create an account, access your system's Home page and click Register.
Under the first option - Create a User Account, click Individual Registration. Here the system will display the approximate time needed to manage this process.

1.5 High Level Process



Notes:

Here are some basic guidelines to help you create an account:
Choose your desired method to perform system registration.
Follow the instructions displayed on screen to enter or select data for each step of the process. Items preceded by a red asterisk are required.
Click Next to proceed, or Back to return to a former screen/step. You can also save progress and exit by clicking the link below the buttons.
If you make a mistake, the system will inform you with red text instructions, often displaying a red exclamation point next to the problem item. Enter or re-enter data, or make a new selection according to the instructions and click Next to proceed.
If you get stuck or need help, refer to the new help center as needed by clicking the respective question mark icon.
Once you are done entering the required information, click Finish to complete system registration.

2. Creation Methods

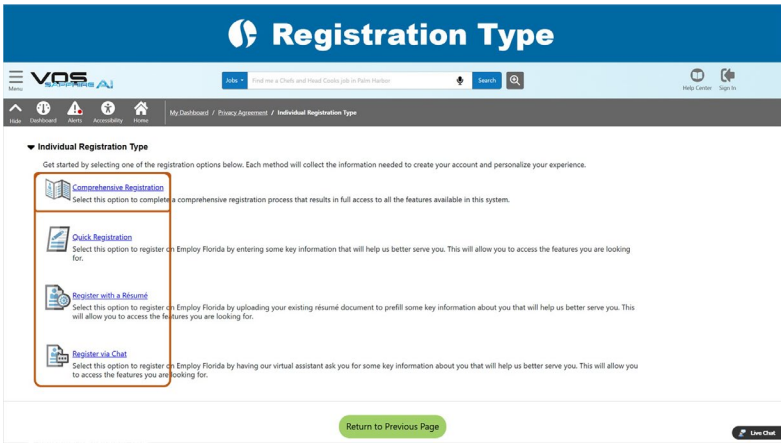
2.1 Walk-through



Notes:

Let’s review the system registration process for individuals in more detail.

2.2 Registration Type

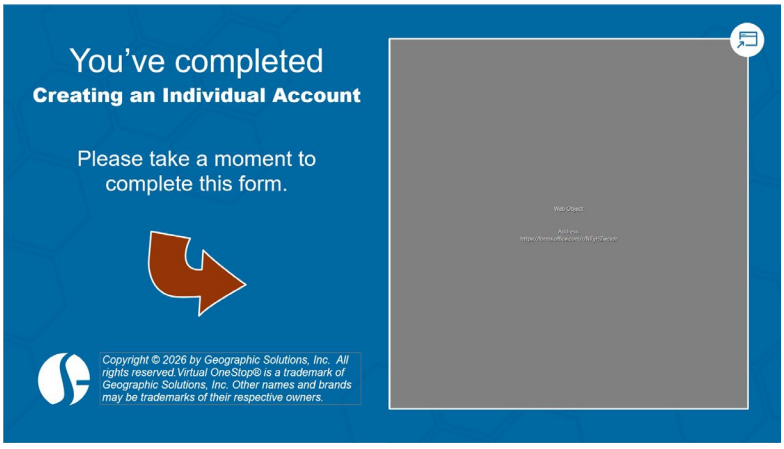


Notes:

Although system options will vary, your system might present multiple registration options. To learn more, click a desired registration type. Let's start with the comprehensive registration.

3. Conclusion

3.1 Survey

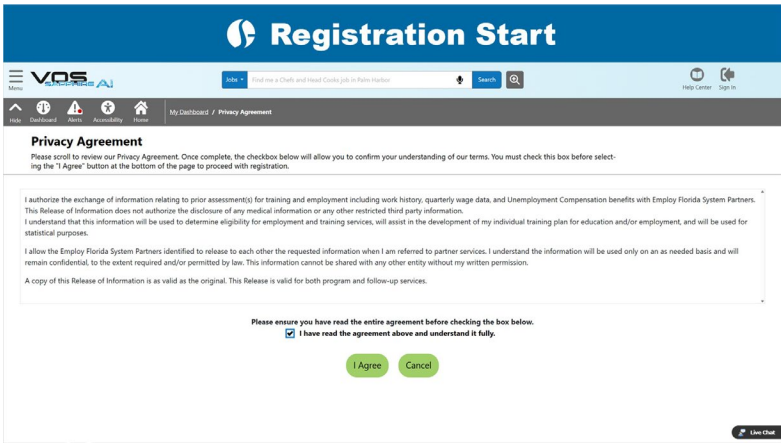


Notes:

You've completed: Creating an Individual Account. We'd Love to Hear Your Thoughts on this video. Please take a moment to **complete this form**. You can also select the button near the top right corner to complete the survey in a web browser. Thanks for watching!

4. Comprehensive

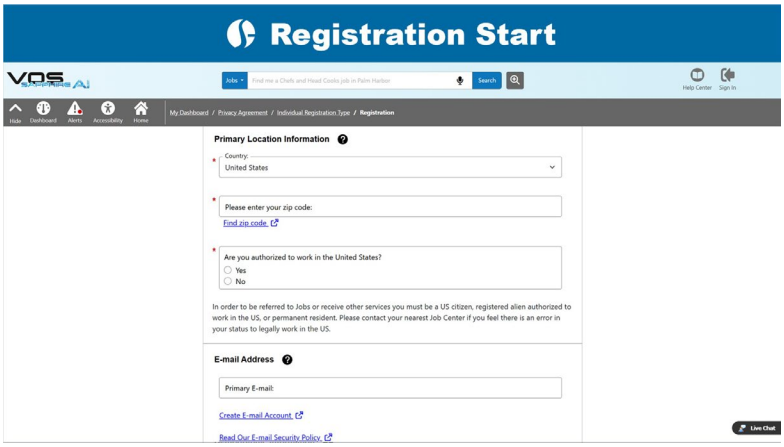
4.1 Registration Start (1 of 2)



Notes:

To begin, you must first agree to the privacy agreement.
Complete the Login Information section to create your login credentials. Pay attention to the support information displayed to help you meet data entry requirements. Be aware: you cannot enter a user name that already exists, and passwords are case sensitive. Don't forget that the Help Center is also available to guide you.
Enter and re-enter your 9-digit Social Security Number. The system uses this data to determine whether you already have an account. If the number you enter already exists, you may not continue with system registration.

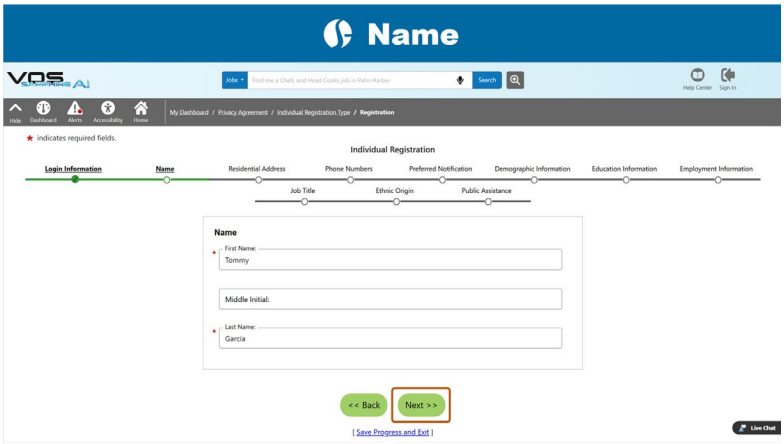
4.2 Registration Start (2 of 2)



Notes:

Enter your primary location information. This helps the system identify your workforce region and closest one-stop career center.
Enter your email address for correspondence purposes. If you don't have one, click Create E-mail Account and choose a free subscription.
Provide demographic information, including Selective Service registration if you're a male/female and 18 or older. You can check the status of registration by clicking the Selective Services Web Site link.
When you're ready, click Next to continue.

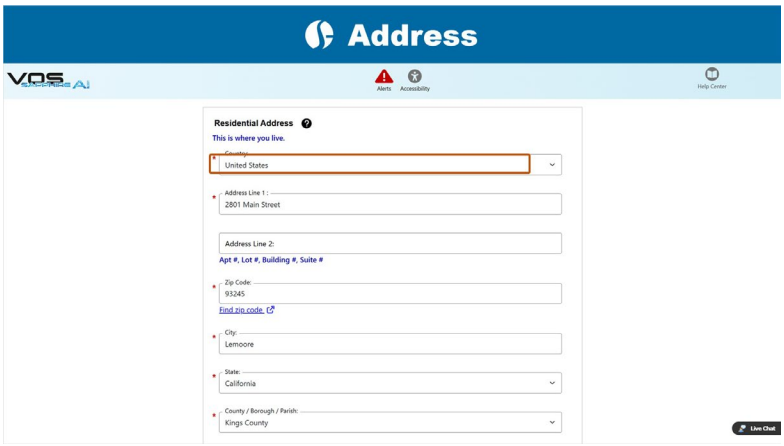
4.3 Name



Notes:

Enter your name and click Next.

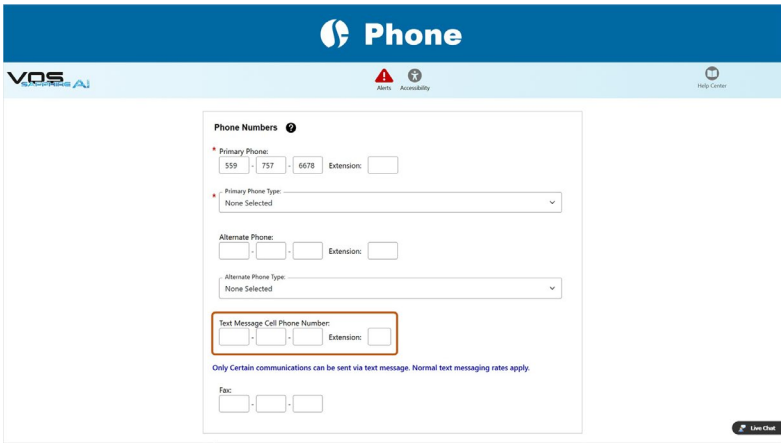
4.4 Address



Notes:

Here, on the address screen, your system might display additional information.
Enter your address information.
If the system does not recognize the mailing address, you will see a red confirmation message, but you may continue.

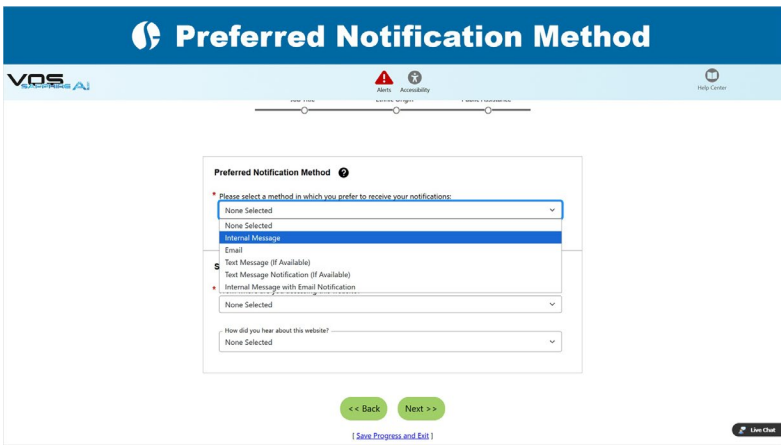
4.5 Phone



Notes:

Enter your phone number information. Your system settings might require you to select a phone type and/or phone mode.
Consider entering your cell phone number to receive important text messages, like a Virtual Recruiter text alert.
To learn more, see the “Virtual Recruiter for Job Seekers” video in the Learning Center.

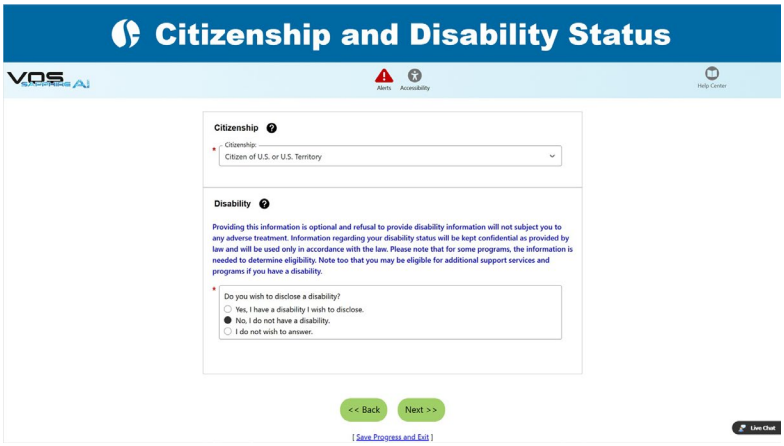
4.6 Preferred Notification Method



Notes:

Select a desired method to receive important information, such as system notifications and messages. If you select Email Notification, you must have entered your email address previously.
Your system might display additional information on this screen, such as site access details and other questions.

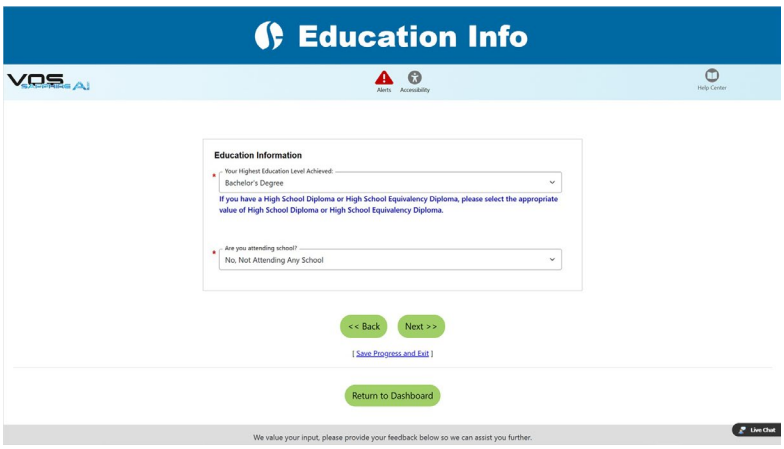
4.7 Citizenship and Disability Status



Notes:

Use this screen to indicate your citizenship and disability status.
This information can help determine program services you may be eligible to receive.
The number and nature of questions displayed in your system may differ from those shown in this example.

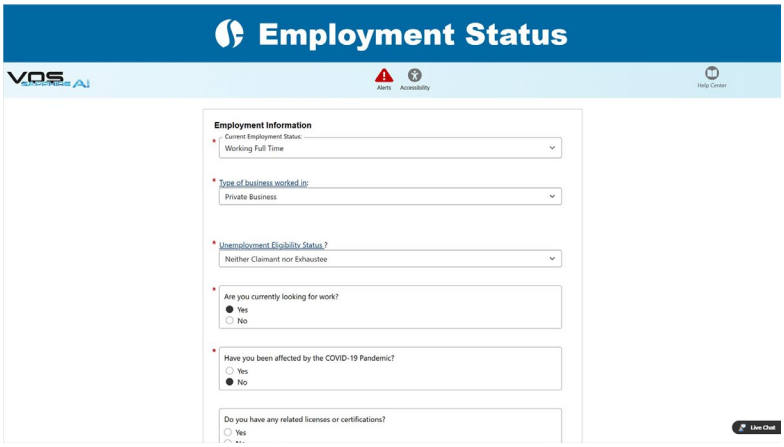
4.8 Education Info



Notes:

Select your highest educational achievement level from the list of options, as well as your current school status.

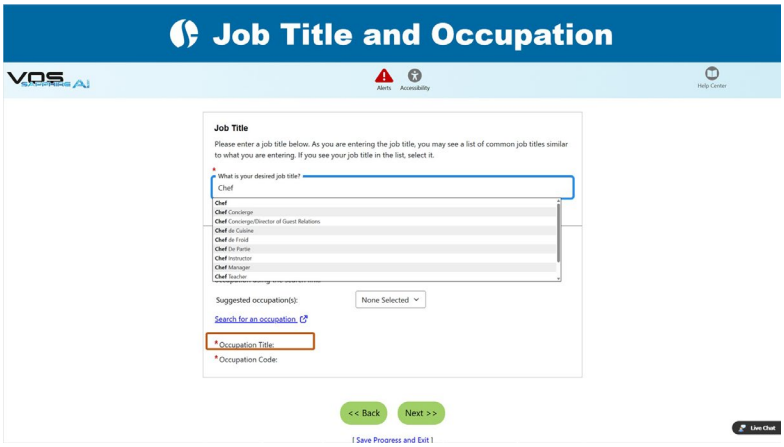
4.9 Employment Status



Notes:

On this screen, provide information about your current employment status.
Note that certain responses will trigger the display of additional information.

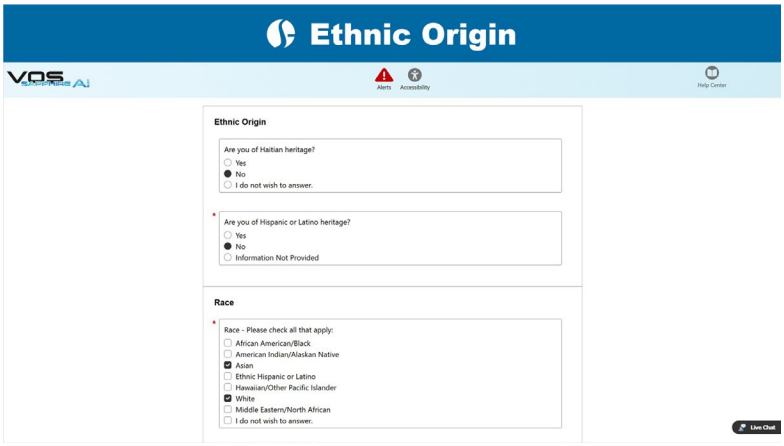
4.10 Job Title and Occupation



Notes:

Enter your desired job title and occupational title, if required.
As you type, select the title from the list that appears. This is crucial to perform the next step.
Based on the job title you selected, choose the related occupation title from the list. If your desired title does not display, click Search for an occupation to manually search for and select a title.
For more information, see the “How to Conduct an Occupational Search” video in the Learning Center.

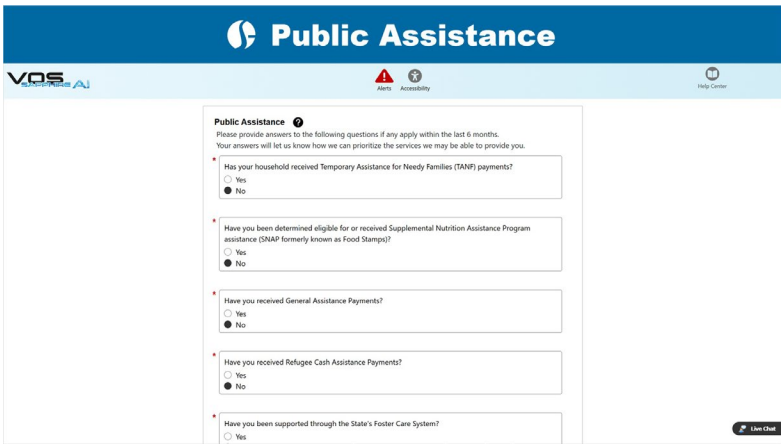
4.11 Ethnic Origin



Notes:

Select your ethnic origin information and click Next.

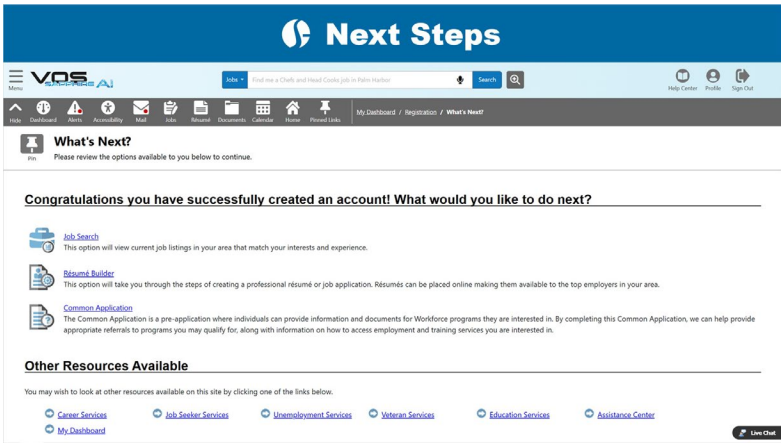
4.12 Public Assistance



Notes:

Here, indicate whether you received assistance from any of the programs displayed within a set timeframe.
If you select No for each program, the system will display additional information. The purpose of this information is to help meet federal reporting requirements.

4.13 Next Steps



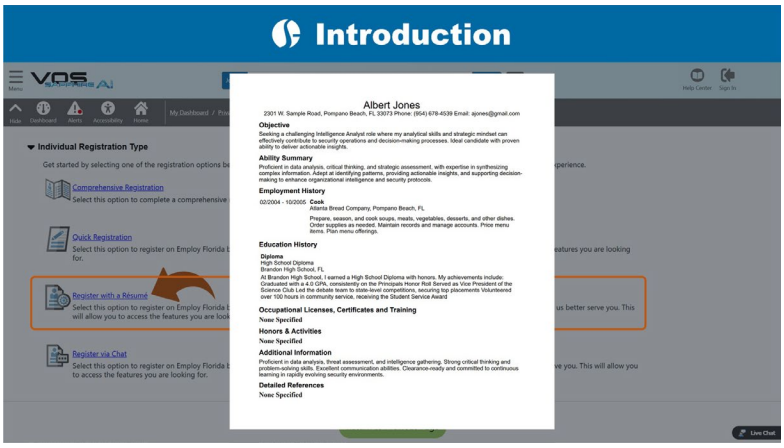
Notes:

Regardless of veteran status, upon creating your individual account, the system will prompt you to make a selection to continue. Your system options may vary from those shown in this example.

Let's now explore how to register with a Résumé.

5. Résumé

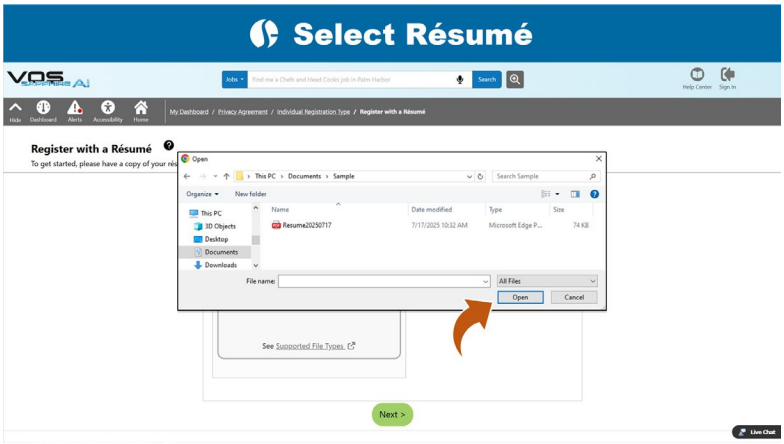
5.1 Introduction



Notes:

If your system includes the option to register using your résumé, it will prefill certain fields with corresponding résumé data. This process creates a partial account, so additional data entry may be required at a later time.
To use this account creation method, you must have an existing résumé that is electronically accessible.
Let's begin by clicking Register with a Résumé.

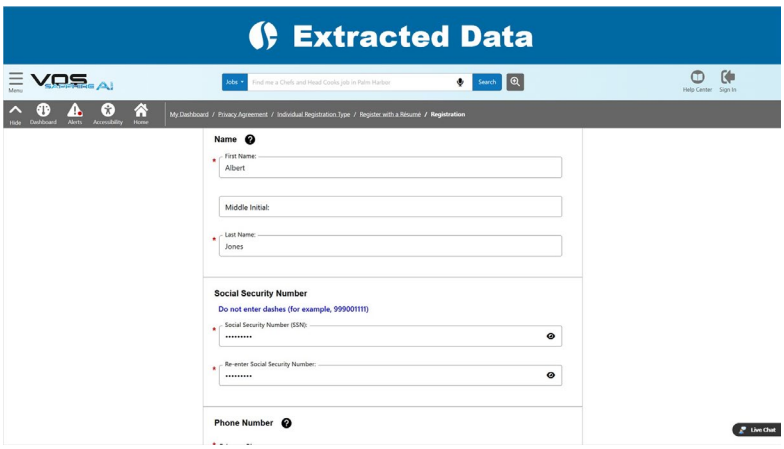
5.2 Select Résumé



Notes:

The first step in the process is selecting your résumé.
Either drag and drop or click Choose File, locate and select the document, and click Open.
When you see the document name displayed, click Next.

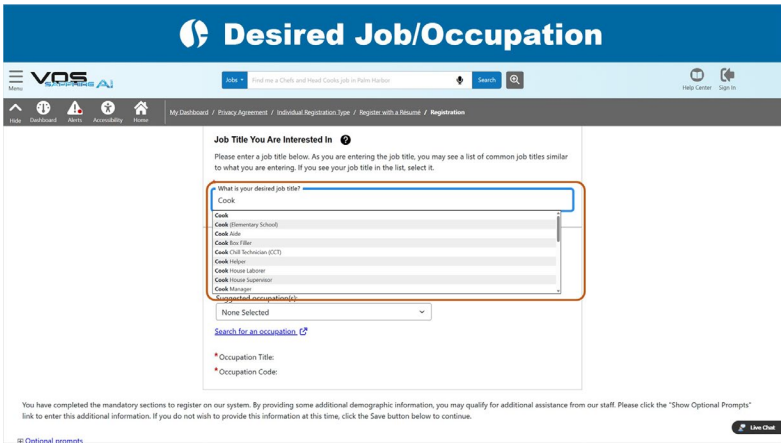
5.3 Extracted Data



Notes:

In response, the system will display a brief registration screen with data extracted from your résumé. Make any necessary changes and complete any required items that remain open, starting with the Login Information section.
To enter your login credentials, follow the support information displayed to help you meet data entry requirements. Keep in mind, you cannot enter a user name that already exists, and passwords are case sensitive.
Typically, the following sections of the registration screen will require manual data entry:
Primary Location Information and Demographic Information.

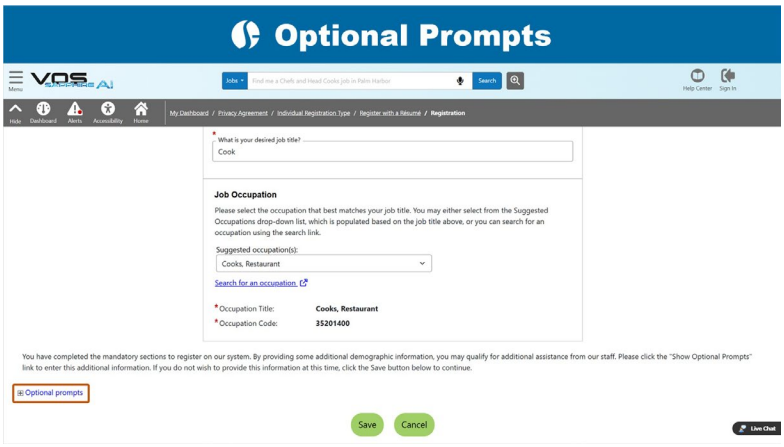
5.4 Desired Job/Occupation



Notes:

If your résumé included more than one job title, enter a single title in the space provided. Enter your desired job title and occupational title. This is the same process previously described in the Comprehensive Registration method.
As you type, select the title from the list that appears. This is crucial to perform the next step.
Based on the job title you selected, choose the related Occupation Title from the list. If your desired title does not display, click Search for an occupation to manually search for and select a title.
For more information, see the “How to Conduct an Occupational Search” video in the Learning Center.

5.5 Optional Prompts



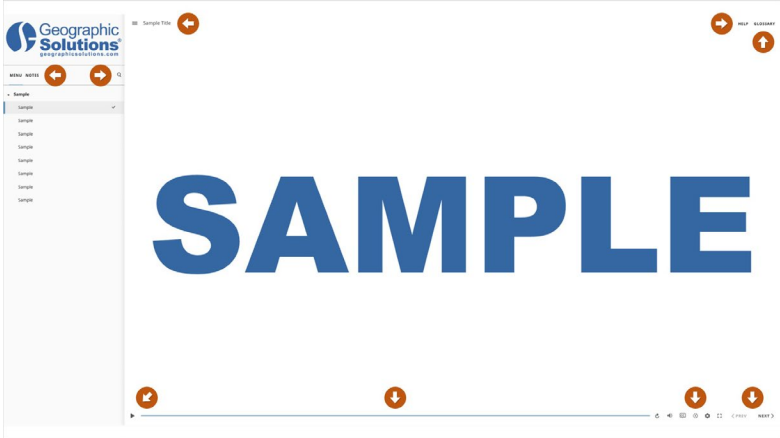
Notes:

If desired, you can click the Show Optional Prompts link to provide additional information.
Click Save to finish creating your individual account.
Additional data capture can be performed at a later time to fully complete your account profile, based on your system’s settings.

Let’s now explore how to register via Chat.

6. Help

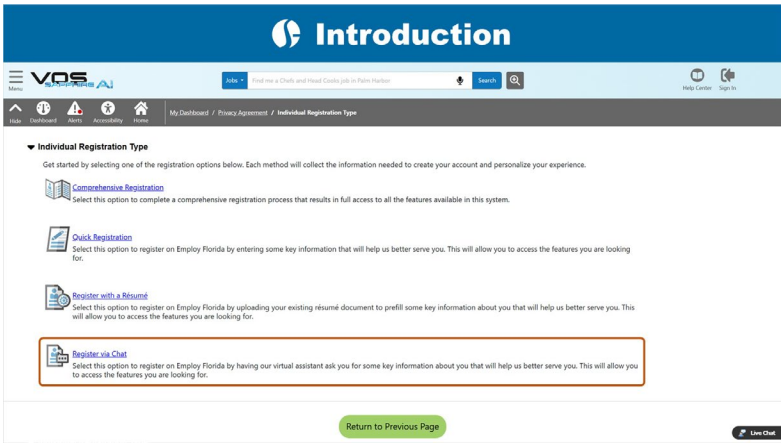
6.1 Help



Notes:

7. Register via Chat

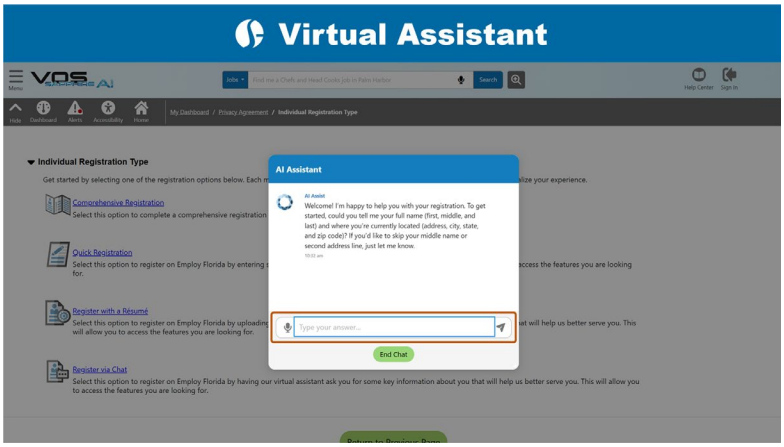
7.1 Introduction



Notes:

Users are now able to register via chat. Through this option our virtual assistant will ask you key information to effectively setup your individual account. This is a great option for users needing extra assistance with system registration.
Let's begin by clicking Register via chat.

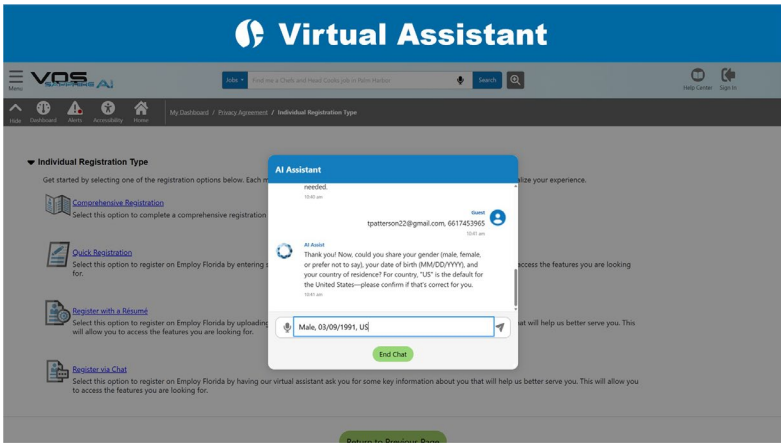
7.2 Virtual Assistant (1 of 3)



Notes:

Upon selection, the AI Assistant pop-up window will appear. The assistant will prompt you to first complete general information like name and address. To proceed, type your answer in the text box and click send.

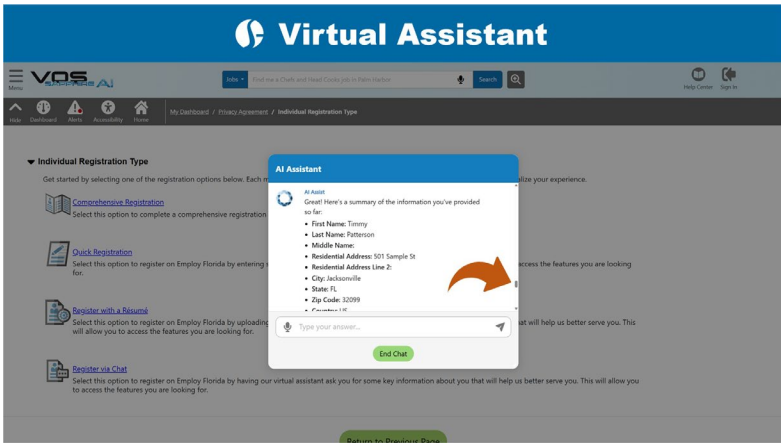
7.3 Virtual Assistant (2 of 3)



Notes:

From this point on, all you need to do is continue chatting with the virtual assistant to the best of your ability. At any time, you can also close the pop-up window by selecting the end chat button.

7.4 Virtual Assistant (3 of 3)



Notes:

After answering all required questions, the virtual assistant will summarize all of the information you've provided. Review the details by using the scroll-bar. Finally, confirm the details and hit send. And like we have seen in the previous registration options, your are presented with options on what to do next in the system.

This concludes our tour of Creating an Individual Account.