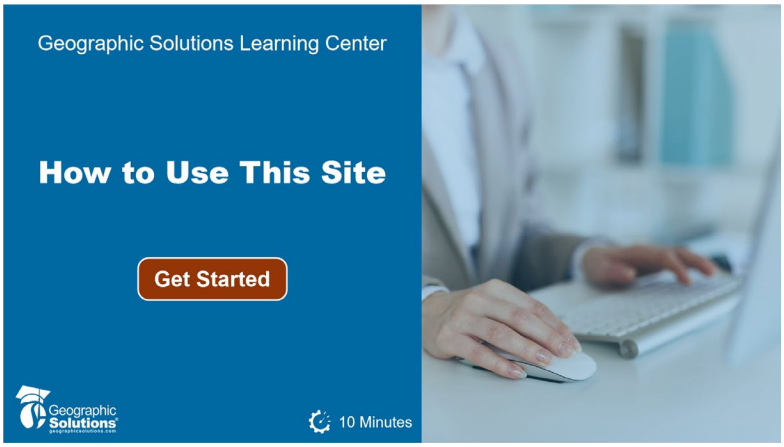
How to Use This Site

1. Introduction

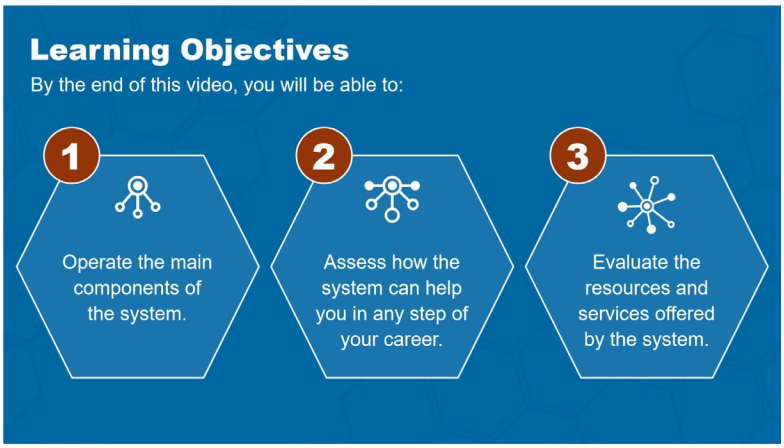
1.1 Introduction



Notes:

Welcome to the Learning Center. In this video, we will explore the various system tools and resources available to job seekers. 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:

Operate the main components of the system.
Assess how the system can help you in any step of your career.
Evaluate the resources and services offered by the system.

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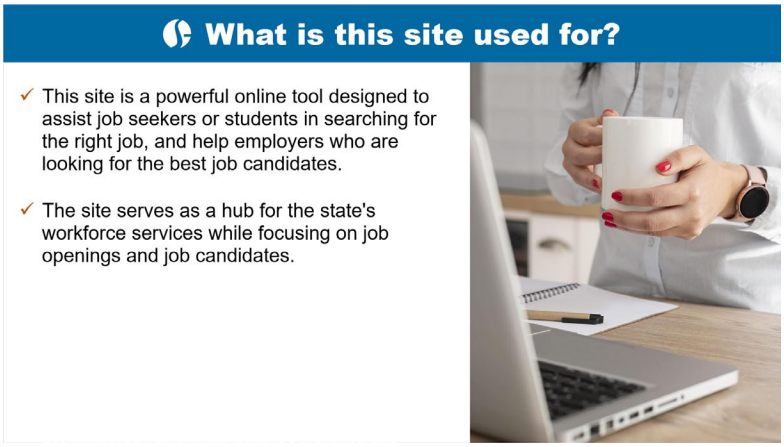
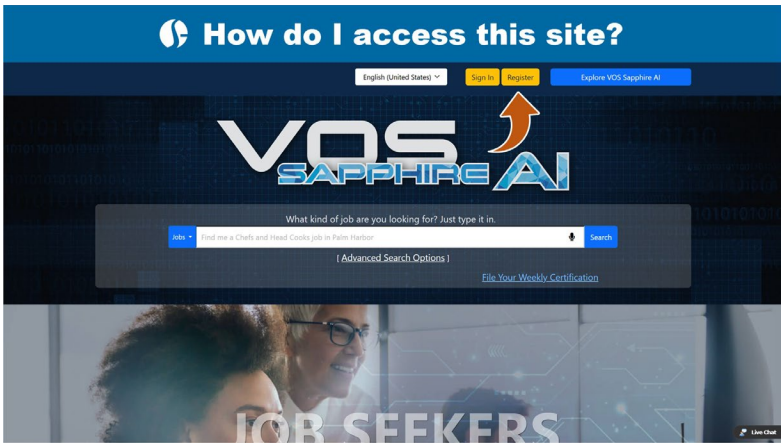
1.3 What is this site used for?



Notes:

This site is a powerful online tool designed to assist job seekers or students in searching for the right job, and help employers who are looking for the best job candidates. The site serves as a hub for the state's workforce services while focusing on job openings and job candidates.

1.4 How do I access this site?



Notes:

You can access this site by simply clicking a link provided by your state workforce division. It is available 24 hours a day, 7 days a week. There is no requirement to download information; all you need is a Web browser and Internet access.

2. How to Use this Site

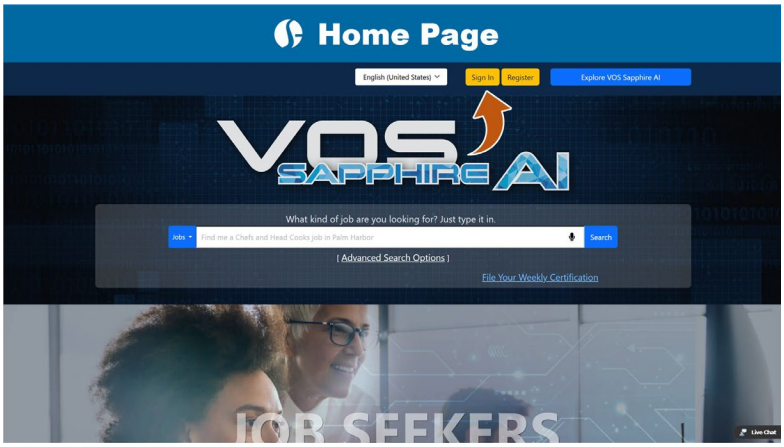
2.1 Walk-through



Notes:

Let's now take a more detailed tour of the site.

2.2 Home Page



Notes:

This is a sample Home page. Although your system's Home page might be arranged differently, there are common features to explore. To begin, select sign in near the top right corner.

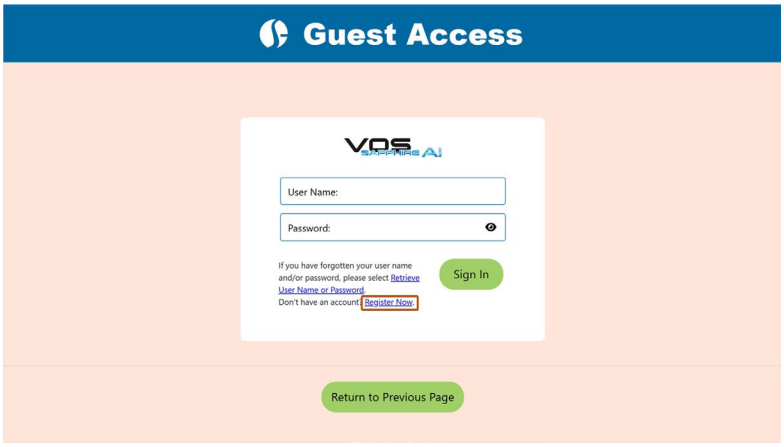
2.3 Sign In



Notes:

If you are a system-registered user, enter your login credentials here. Remember, passwords are case sensitive.
For security purposes, your system might require you to enter information displayed in an image, or to answer a question based on an image displayed.
If you forgot your login information, click the Retrieve User Name or Password link. Here you can:
Retrieve your Password.
Retrieve your User Name.
Or, Retrieve Both.
Each option offers the choice of contacting staff directly or completing an email request to get a prompt reply.

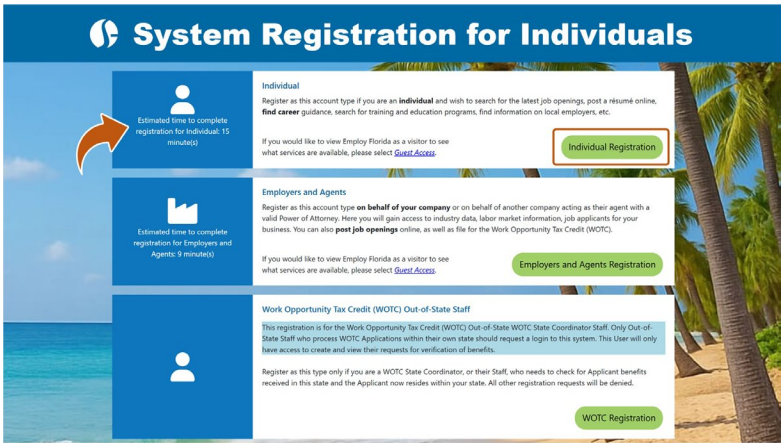
2.4 Guest Access



Notes:

If you don't have an account, click the register now link. You have the option to preview the system before registering by clicking the Guest Access link. This will be similar to selecting the Home page option without logging in to the system. You will need to formally register to be able to access all the features the site has to offer.

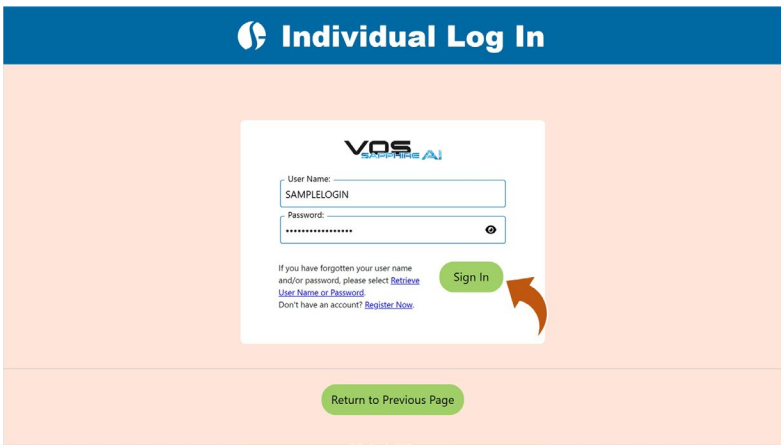
2.5 System Registration for Individuals



Notes:

To create an account profile, click the Individual Registration link. In this panel, the system displays the average time required to complete system registration requirements.
To learn more, refer to the “Creating an Individual Account” video in the Learning Center.

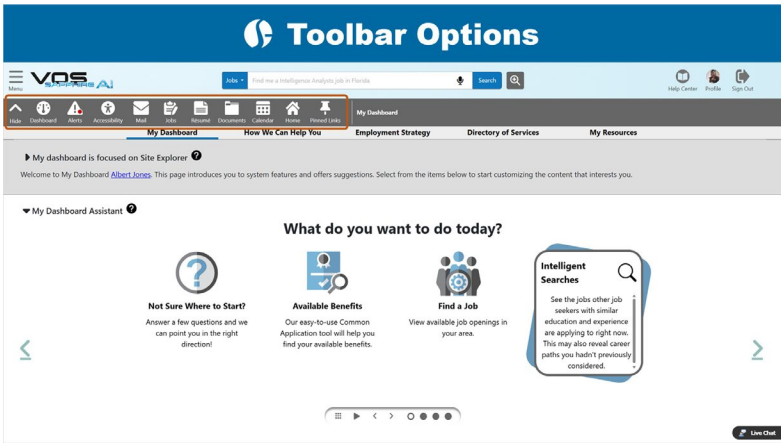
2.6 Individual Log In



Notes:

Let’s sign in to review the system’s features.
Upon login, the system displays the My Dashboard page.
A pop-up alert will appear if you have new or unread messages. Click the envelope or the number to retrieve the message or messages, or click Close to view them at a later time.

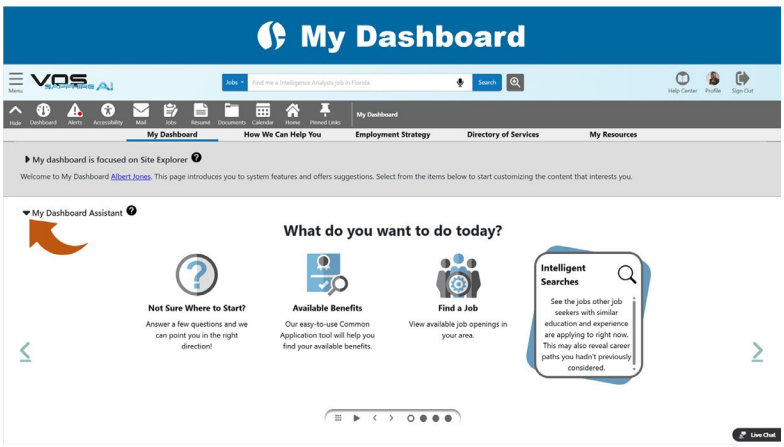
2.7 Toolbar Options



Notes:

From the toolbar displayed at the top of each page, you can access desired functions. For example:
Click Accessibility to change the accessibility settings designed for visually impaired users.
You can also utilize the new breadcrumb navigation to track your journey in the system.

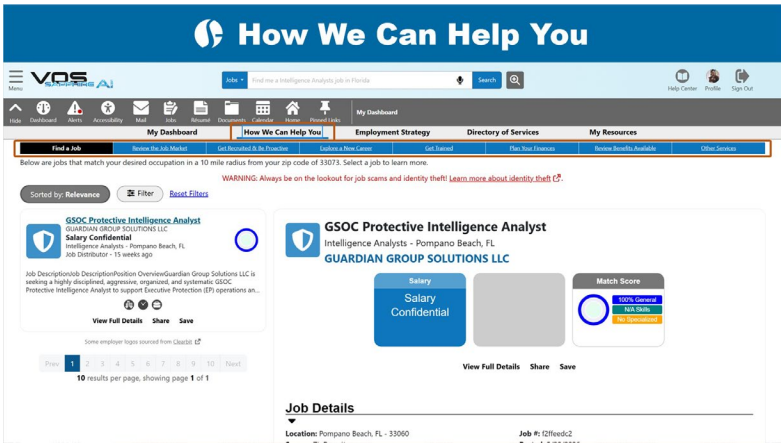
2.8 My Dashboard



Notes:

My Individual Dashboard is one of several resources within My Individual Workspace to help you access important resources and prioritize your needs.
You can:
Collapse and expand each section of the dashboard.
Re-arrange your dashboard widgets.
Or, click Configure Dashboard Widgets to create a custom display at any time.

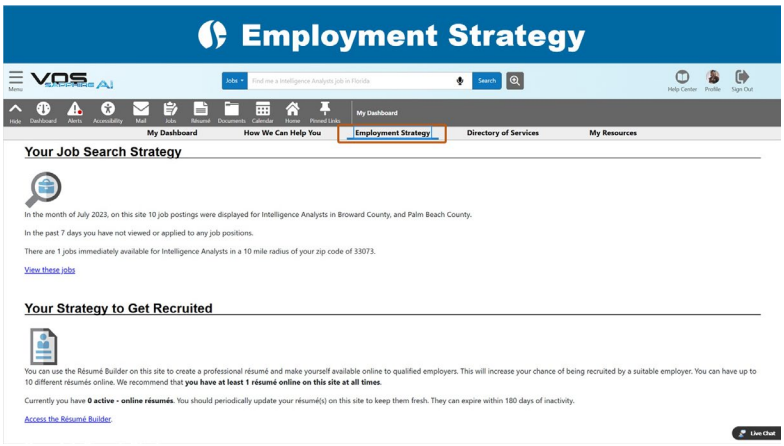
2.9 How We Can Help You



Notes:

The How We Can Help You tab screen offers many resources to help you assess the job market for your desired occupation.

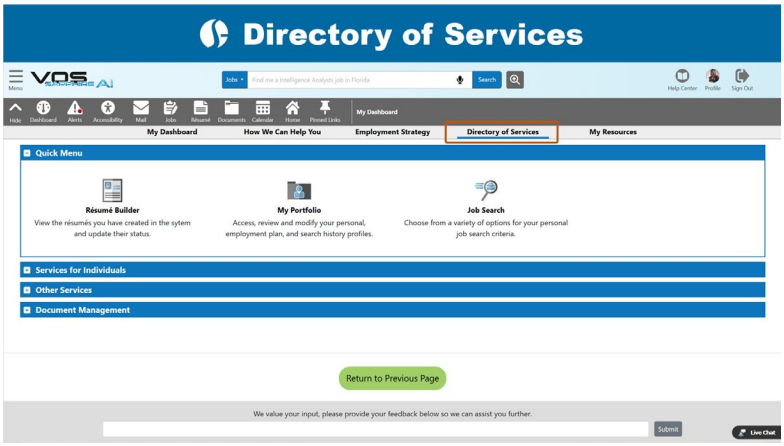
2.10 Employment Strategy



Notes:

The Employment Strategy tab screen provides access to critical steps and procedures to help you achieve your employment goals.

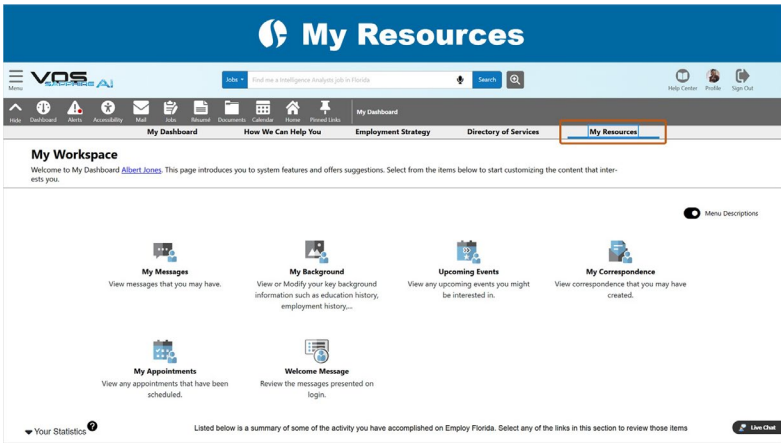
2.11 Directory of Services



Notes:

The Directory of Services tab screen presents an alternative access to the same options displayed on the Services for Individuals category on the left navigation menu.

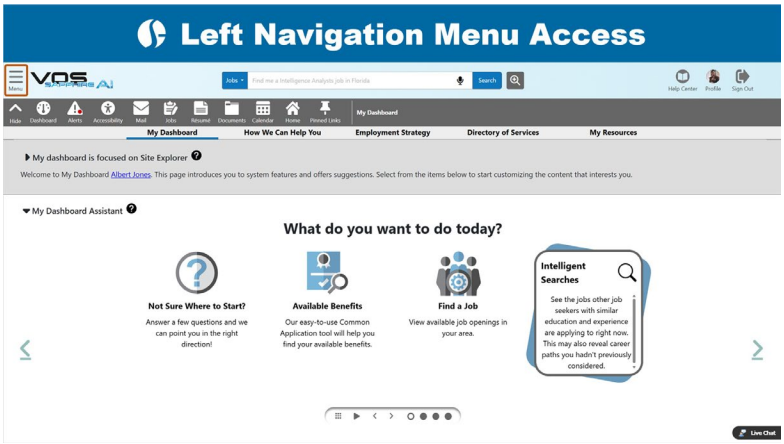
2.12 My Resources



Notes:

The My Resources tab screen displays shortcuts to commonly used features, such as your Message Center Inbox.

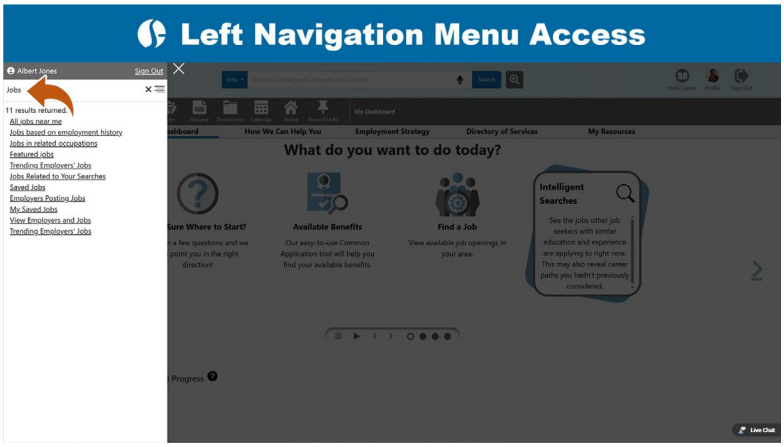
2.13 Left Navigation Menu Access (1 of 2)



Notes:

To access the services menu, click the three line icon or the “Menu” link at the top left corner of the screen.
The enhanced menu design enables you to perform any of the following system actions.
To close the left navigation menu, click the X icon, or simply click the shaded screen to the right.
To log off from the system, click Sign Out.

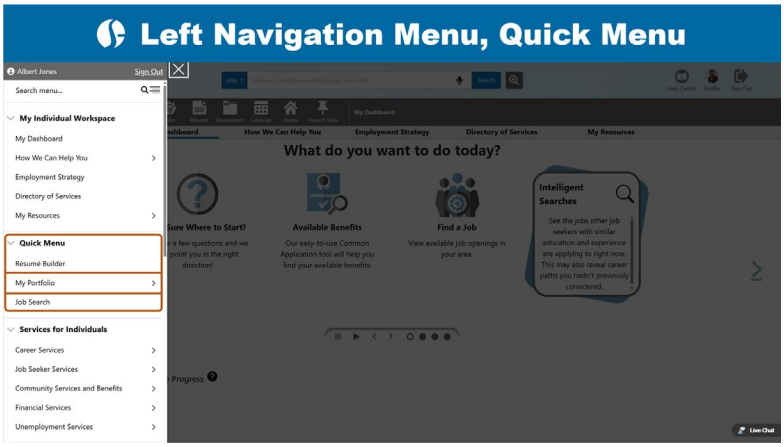
2.14 Left Navigation Menu Access (2 of 2)



Notes:

To search for desired information or resources, enter a keyword in the “Search menu” field. Choose from a list of match results displayed.
To see descriptions of each user option, click the symbol to the right of the magnifying glass. Click again to turn the descriptions off.
To access submenu options, click any option with a right-facing arrow.
To access all menu options, click and drag the slide bar up and down.

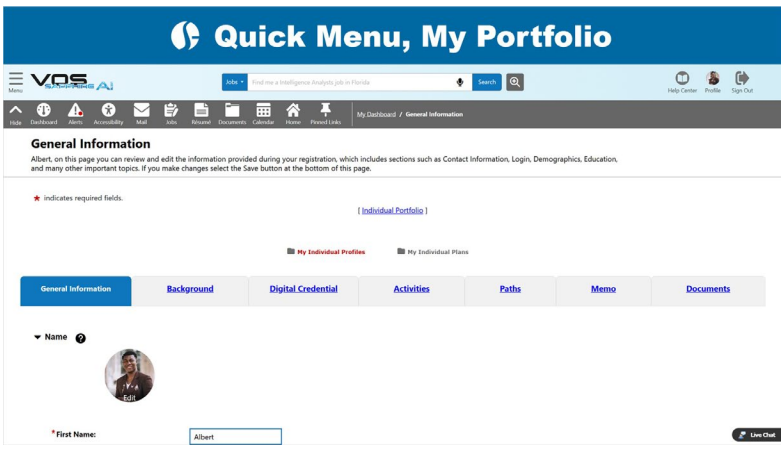
2.15 Left Navigation Menu, Quick Menu



Notes:

The Quick Menu category, accessible from the left navigation menu, provides easy access to three important tools. For example, you can search for jobs or build a résumé. To learn more, see the self-titled videos in the Learning Center.
Click My Portfolio to access different areas of your account profile.

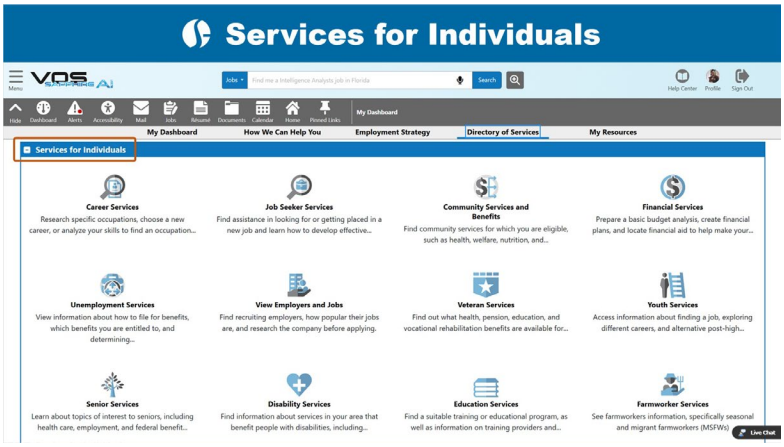
2.16 Quick Menu, My Portfolio



Notes:

Once inside your account, click to open and expand each profile. Your active location within the profile displays in red text. Tabs within each profile folder maintain information you created when using the system.
The General Information tab screen shown above maintains details you provided during system registration. When necessary, edit information on this screen, then click Save.

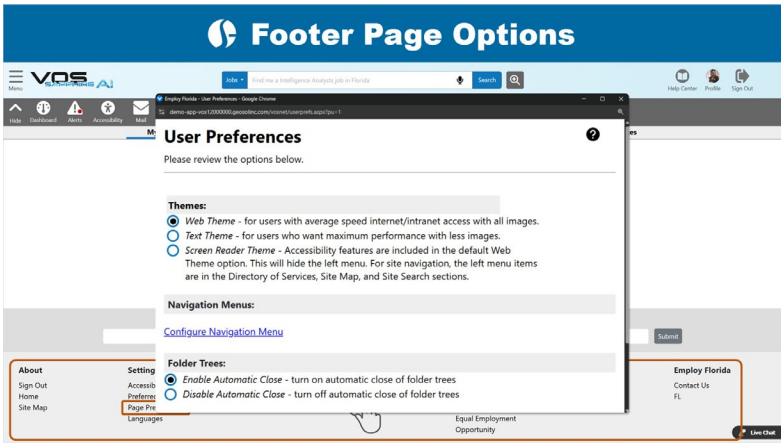
2.17 Services for Individuals



Notes:

The Services for Individuals category displays many options designed to help you plan your career and achieve your employment goals.

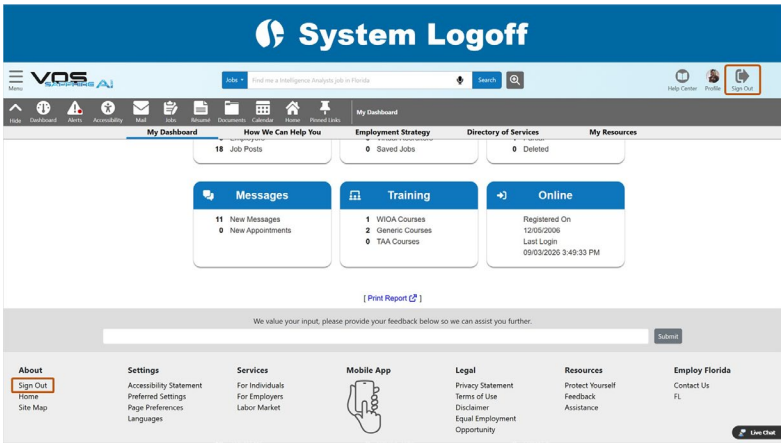
2.18 Footer Page Options



Notes:

At the bottom of each screen is the footer section where you can submit feedback for agency review, or access additional system resources by clicking a desired link. For example, you can click the Page Preferences link to customize the appearance of your system.

2.19 System Logoff



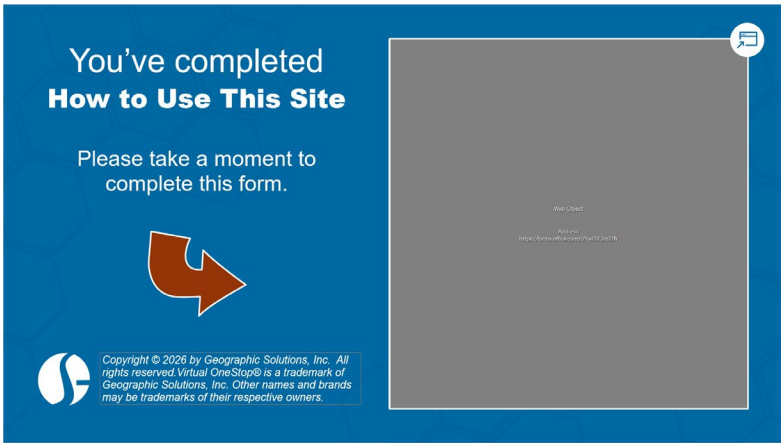
Notes:

To log off the system, click the Sign Out link in the page header or footer.

This concludes our tour of How to Use This Site.

3. Conclusion

3.1 Survey

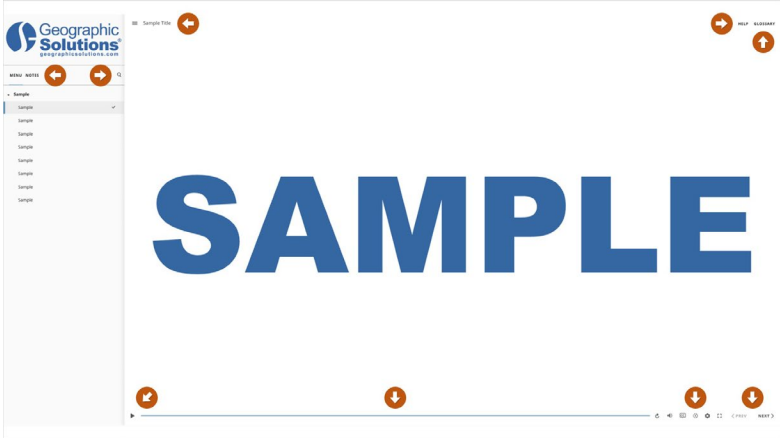


Notes:

You've completed: How to Use This Site. 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. Help

4.1 Help



Notes: