Learning Center Transcript
Creating an Individual Account

Description:

Learn how to create your individual account to complete system registration. This will enable you to take full advantage of system resources, such as building a resume and finding a job.

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1. Creating an Individual Account

Welcome to the Learning Center. In this video we will demonstrate how to register and create an individual account so you can create resumes, apply for jobs, enroll in programs, and find needed services. At the conclusion of this video you'll be able to:

• 	Identify the step-by-step process for registration

• 	Create an individual account

• 	Recognize the benefits of registration, instead of guest access

Your actual system settings may differ from those shown in this video.

Now let's take a closer look at how to create an individual account.

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2. Home Page

This is a sample Home page. Your home page may look different, but they all contain links to similar resources. To register for the first time, click the Register Now link on the Home page.

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3. Registration Selection

The following screen appears allowing you to select the type of user account that best fits your background.

Select the Individual link to continue. The first registration screen is displayed.

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4. Registration Built-In Aids

Individual registration contains several system features that will help you stay on track

• 	Help bubbles will explain fields and buttons on the page

• 	Blue text will explain any rules or limitations certain fields may have, such as the User Name and Password

- If you see a red asterisk, that question is required and you won't be able to continue to the next screen until you've answered that question.

- Field assistant links will take you to other websites or other locations within the system. One of the first assistance links is the one that takes you to the US Postal Service site to assist you in locating a zip code.

- Radio buttons allow only one response, while check boxes allow multiple responses.

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5. Login Information

Section one asks for a User Name. Choose a User Name wisely. Follow the rules in the blue text next to the field. You'll also be asked to enter and confirm a Password and choose a security question from the drop-down and enter the answer.

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6. SSN, Primary Location Zip Code, and Authorization to Work

Next, enter your Social Security Number twice without dashes.

Your social security number is important if you're receiving services from a federal program, or if you need to follow Unemployment Insurance requirements.

The next section requires your residential zip code, and if you're authorized to work in the United States. If you move to a new area or if you've forgotten your zip code, there is a link next to the zip code field.

Select Yes or No whether you are authorized to work in the United States. It's important if you're a job seeker looking for employment.

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7. Creating an Email Account

In the next section, you may be required to enter an email address. This is very important, especially for communicating with staff members who can help you.

If you need an email account click the Create E-Mail Account link. You are now one click away from creating a personal email address from a list of free options. The links will take you directly to their websites.

There is also a link to an E-Mail Security Policy if you have any questions

Re-enter your email address in the Confirm Primary E-Mail Address field to complete this section.

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8. Demographic Information and Selective Service

Next, there are questions on demographics, including Age, Gender, and Selective Service. Selective Service registration will grey out as Not applicable based on gender and age. There is also a link to the Selective Service web site to verify registration.

Click the Next button to save all your information and move on to the next page.

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9. Name, Residential and Mailing Address

The next screen requires your First and Last name as you begin entering individual data.

Then, click the Next button.

Above Residential Address, there is a question asking if you are homeless. Answer either Yes or No.

Next, enter your Residential Address.

Part of the residential address is already completed based on the zip code you entered previously.

The next section asks for a Mailing Address. You may have a Mailing Address that is different from your Residential Address. If it is different, enter it manually. If it is the same, click the checkbox and the information will pre-fill. If your system employs the address standardization feature, the address format may change to meet bulk mailing standards.

Click the Next button to proceed.

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10. Phone Numbers

Next, enter the Primary Phone Number, and the Primary Phone Type. The Phone Number Type might be a cell phone, residential phone, or a relative's phone.

An Alternate Phone Number and Fax Number are not required, but providing them will give system staff other ways to contact you if you cannot be reached at your primary phone number.

Specific communication options, such as a Virtual Recruiter alert, can be sent via text message. Normal text messaging rates apply.

Click the Next button.

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11. Notification and Site Access

This section displays your notification preferences.   This setting determines how the system will attempt to contact you. Choose the primary method you would like to be notified by staff and make that selection from the drop-down list.

In the site access section, you may indicate where you are accessing the system and how you heard about the website.

If you're satisfied with your answers and you have completed all the required fields, click the Next button to proceed

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12. Citizenship and Disability

In this section, select your Citizenship status from the drop-down menu.

Next is a section displaying information about your Disability Status.

Make your selections and click the Next button to continue.

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13. Education

Select responses for:

•   "Highest education level achieved" and "Are you attending school?" from the respective drop-down menus.

Click Next.

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14. Employment Information

This section asks for employment information, such as your current employment status, the type of business you worked in and other related details.

Click the Next button.

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15. Desired Job

If you are currently looking for work, the desired job section appears with several more questions about the type of job you desire. Enter your desired job title in the field provided. Select a suggested occupation from the drop-down menu. The system will autocomplete the occupation title and code based on your selected job title.

If you do not see the correct occupation listed, click the Search for an occupation link to perform a detailed occupation search

Click the Next button.

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16. Ethnic Origin

Answer the ethnic origin questions. Radio buttons allow only one choice, while checkboxes allow multiple answers.

Click the Next button to proceed.

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17. Military Service

This section asks about your military status. Based on your responses, additional questions may appear.

Once you complete these questions click the Next button.

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18. Public Assistance

This section asks about assistance you may be receiving from various sources. Public Assistance options include:

•   Temporary Assistance for Needy Families

•   SNAP

•   General Assistance

•   Refugee Cash Assistance

•   State's Foster Care System

Answer Yes or No to these questions, and click the Finish button.

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19. Registration Complete

Congratulations you've successfully completed registration. The next step is to decide what you want to do next. Create a resume? Conduct a job search? The tools and resources for your system are now available for you to use.

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20. <u>You have successfully completed this video</u>

You have completed this video. Don't forget to access the other videos that are available on topics such as Resume Builder or Finding a Job.