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CalJOBSSM

Registration

**YOUTH USER
GUIDE**

Instructions modified for San Joaquin County WorkNet

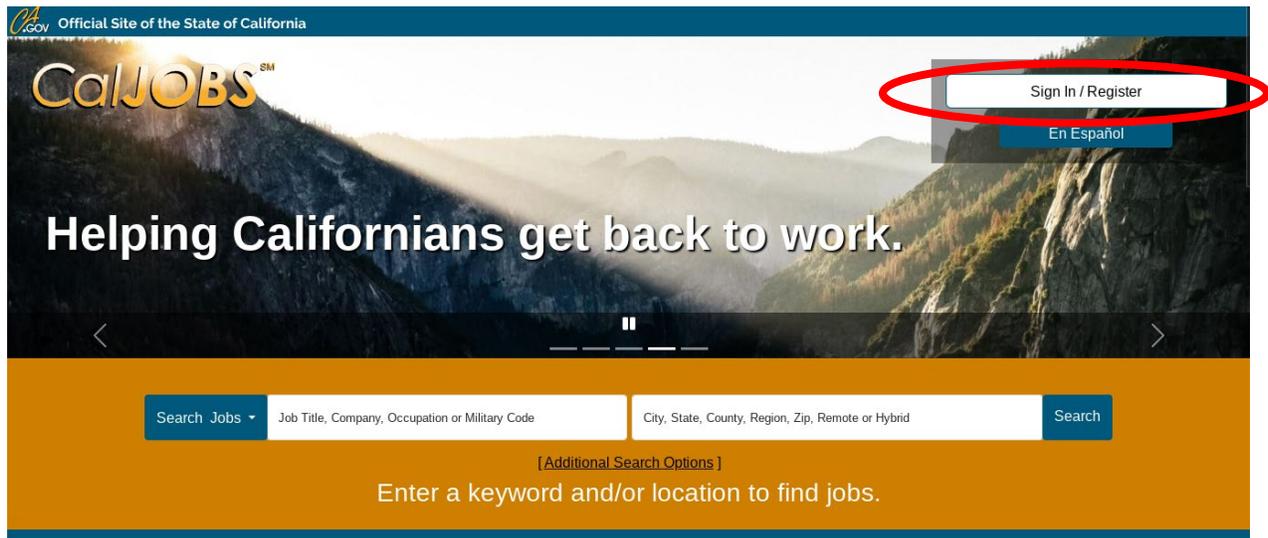
CalJobs Registration |

CalJOBS Registration

Section I

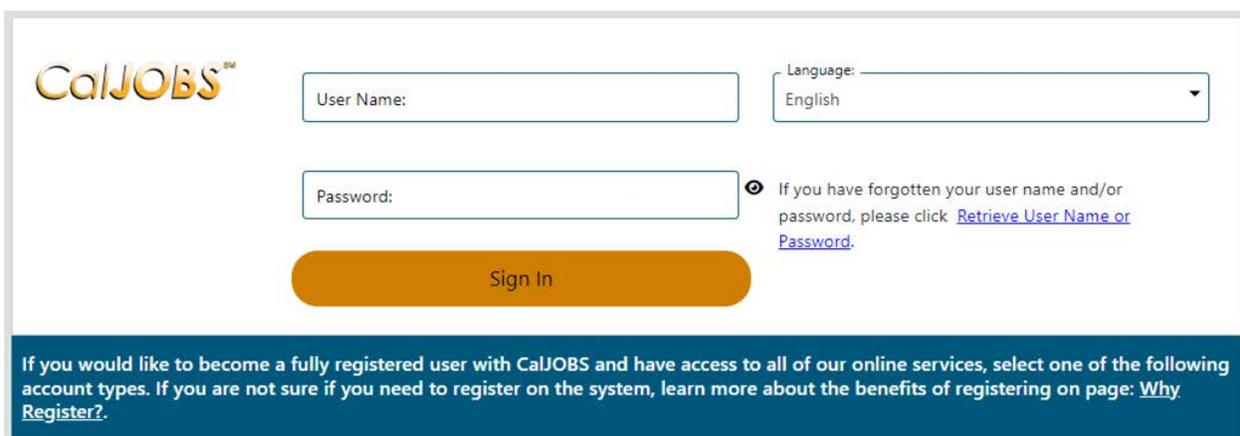
1. Sign In or Register: www.caljobs.ca.gov

Begin by clicking the "Sign In / Register" button.



2. Existing Account Login:

For returning clients, sign in with your username and password to confirm your account is still active. If it is, no further steps are required.

A screenshot of the CalJOBS login form. The CalJOBS logo is in the top left. The form includes a "User Name:" input field, a "Language:" dropdown menu currently set to "English", a "Password:" input field, and a "Sign In" button. To the right of the password field, there is a link: "If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#)." Below the login form, a blue banner contains the text: "If you would like to become a fully registered user with CalJOBS and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)."

3. New Registration:

New users, scroll down and select "Individual." Read and agree to the privacy terms.

The screenshot displays three registration options, each with an icon, a title, a description, and a registration button. The 'Individual' option is highlighted with a red circle around its button.

- Individual:** Register as this account type if you are an **individual** and wish to search for the latest job openings, post a résumé online, **find career** guidance, search for training and education programs, find information on local employers, etc. 14 min(s) estimated. Button: Individual Registration.
- Employer:** Register as this account type **on behalf of your company**. Here you will gain access to industry data, labor market information and job applicants for your business. You can also **post job openings** online. 14 min(s) estimated. Button: Employer Registration.
- Provider:** Register as this account type if you are a **training provider** who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to **enter information about your courses**, such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses. 10 min(s) estimated. Button: Provider Registration.

4. The client can read through the privacy agreement and press "I Agree"

The screenshot shows the 'Privacy Agreement' page. The header includes the CA.GOV logo, the text 'Official Site of the State of California', and navigation links for Dashboard, Accessibility, Home, Sign In, Assistance, and Search. The main content area contains the following text:

Privacy Statement
The Employment Development Department (EDD) recognizes that your privacy is a personal and fundamental right without exception. The EDD will value and protect your privacy and place strict controls on the gathering and use of personally identifiable data. Your personal information is not disclosed, made available, or otherwise used for purposes other than those specified at or before the time of collection, except with your consent or as authorized by law or regulation.

For more information about the terms for using this site, refer to the [Conditions of Use](#) policy.

Privacy concerns specific to EDD:

EDD will only gather information through lawful means. Subsequent use of the information is limited to purposes not inconsistent with the purpose(s) given at the time of collection. California law permits that some information submitted or accessed by you to become public record under the Public Records Act. There are limitations that protect your personal information from inclusion within public records.

At the bottom of the page, there are two buttons: "I Agree" and "Disagree". The "I Agree" button is circled in red.

5. Complete Your Profile:

Fill in the 12 pages of information. Focus on fields marked with a red asterisk. The more details, the better your profile will be.

Individual Registration

Progress bar steps: Login Information, Name, Residential Address, Phone Numbers, Preferred Notification, Demographic Information, Education Information, Employment Information, Job Title, Ethnic Origin, Military Service, Public Assistance.

Please do not use any personal identification information as your user name (e.g. Social Security Number or FEIN). You will need your User Name and Password for all future activities in this system. Please write this information down and keep it in a secure place. To ensure account security, we strongly urge you NOT to share your User Name or Password with anyone for any reason.

Login Information

* User Name:

Privacy - Terms

6. Remember your Login and Password:

Make sure to write down and save your information! The system will require two-step authentication via text or email before granting you full access to the site.

7. CONGRATULATIONS, you have successfully registered!

Don't forget to sign out.

Official Site of the State of California

CalJOBS™

Dashboard Accessibility Mail Résumé Calendar Home Sign Out Assistance Search

Please review the options available to you below to continue.

Congratulations, you have successfully registered! What would you like to do next?

- Job Search**
This option will view current job listings in your area that match your interests and experience.
- Résumé Builder**
This option will take you through the steps of creating a professional résumé or job application. Résumés can be placed online making them available to the top employers in your area.
- Eligibility Explorer**
The Eligibility Explorer is a pre-application where individuals can provide information and documents for Workforce programs they are interested in. By completing this Eligibility Explorer pre-application, we can help provide appropriate referrals to programs you may qualify for, along with information on how to access employment and training services you are interested in.