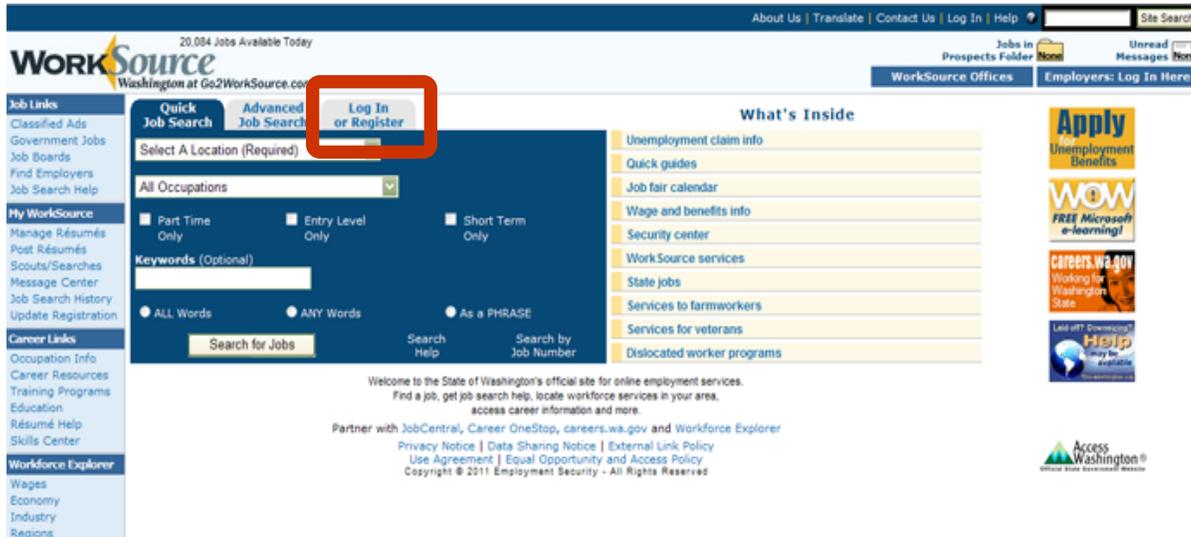


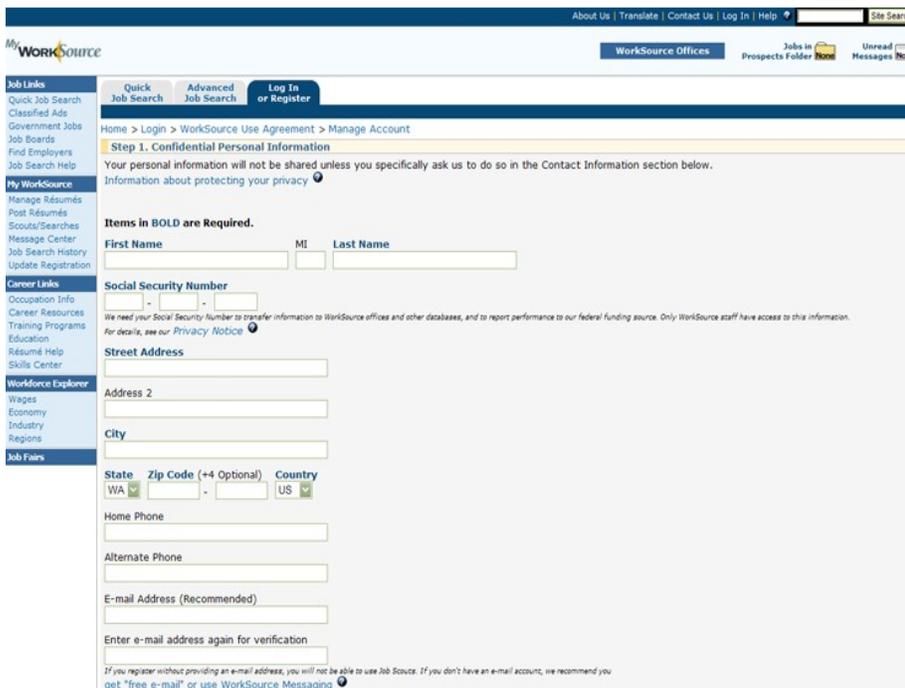
Creating a 'My WorkSource' account allows you to post résumés, cover letters, apply for jobs and design personalized job scouts/searches. To begin your WorkSource website registration:

1. Click on the **Log In or Register** tab attached to the dark blue Quick Job Search box.
2. Click on the **Job Seeker Registration** button on the right hand side of the screen to create a new My WorkSource account.
3. Read the WorkSource Use Agreement and click **I Agree** to continue to the registration page.



To complete your registration process for a My WorkSource account:

1. Complete all required fields in **bold** print.
2. It is recommended that you provide an active professional e-mail address so that employers can contact you outside the WorkSource website.
3. Select methods to receive contact from employers. Note: you do have the option to post your résumé anonymously — employers will then contact you through your WorkSource Message Center on the website.
4. Select work locations in which you are ready and willing to commute.
5. Create a User Account ID, password, security question and answer to complete your registration process.



### Congratulations!

You've completed the basic registration steps on the WorkSource website.

To enhance your ability to effectively utilize your My WorkSource account it is also recommended that you:

- Utilize the **Post Résumé or Application** tab to create or upload documents to apply for positions.
- Find positions that match your knowledge, skills and abilities through the **Advanced Job Search** tab on the WorkSource home page. This tab allows you to pick exact job types and locations that meet your job search needs.