

JobQuest: Completing Your Profile

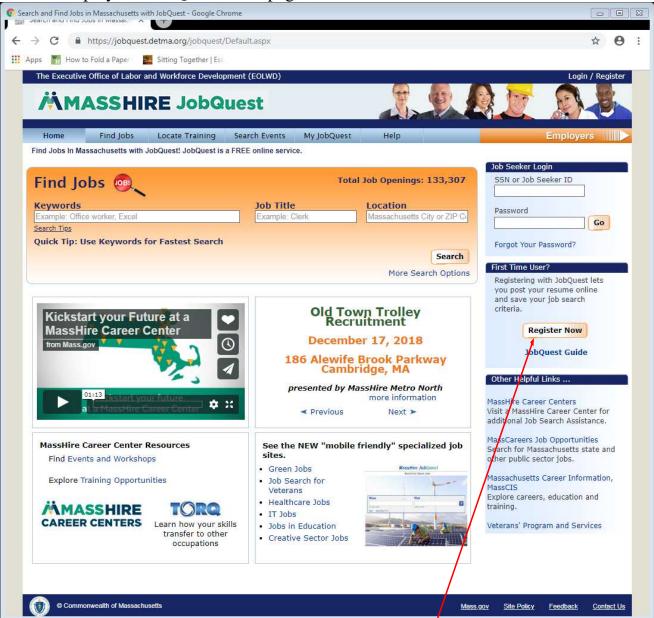
New User Registration Guide for Job Seekers

MassHire Metro North Career Center



Register on JobQuest to Look for Jobs

1. Type https://jobquest.dcs.eol.mass.gov/jobquest/ into your computer browser to display the JobQuest home page, illustrated below.



2. If visiting the website for the first time, click the "Register Now" button in the section below the login. This will open a **New User Registration** – **Create Login** form which is shown on the next page.

On the following pages we will use John Test, a fictional customer, to explain and illustrate the steps you must complete to register.

3. Enter your **Social Security Number (SSN)**, **Date of Birth** and **Zip Code** in the New User Registration form. Your SSN is needed for federal and state reporting requirements.

You must populate ALL the fields marked with red asterisks.

New User Registration - Create Login

Already Registered? Login

Registering on JobQuest will allow you to create a JobMatch Profile which can be used to match your skills and experience against current job openings. You will also be able to attach a résumé and have your profile be visible to hiring employers. For more information contact your local One-Stop Career Center.

your local <u>Orie-Stop Career Center</u> .	
User Identification	
* Social Security Number or Job Seeker ID*	
* Re-enter SSN or Job Seeker ID*	See confidentiality statement below
* Date of Birth	July 4 1960 [YYYY] See confidentiality statement below
* Zip Code	02114

4. Click **Next** to move to the next section of the form which is shown below and on the following pages.

New User Registration

Contact Information	
* First Name	John
Middle Initial	
* Last Name	Citizen

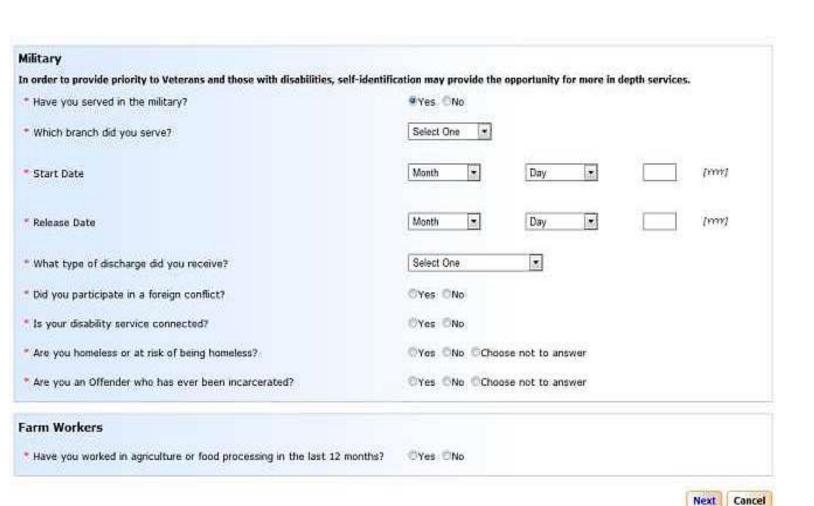
5. Complete the Address, Telephone and Email fields.

* Address	
* City	Boston
* State	Massachusetts •
* Zip Code	02114
* Country	United States of America 💌
Home Phone	
Other Phone	Ext. Select One
Email	
We strongly encourage opportunities. Your em	e you to provide your email address, which will allow employers and our staff to contact you with employment aail address will not be shared, sold, or used to send junk email.
Email	
Confirm Email	

6. Complete the Confidentiality and Demographics sections of the form and click **Next** at the bottom of the screen.

Continue User Registration Confidentiality **Contact Information** If you select to keep your contact information confidential, prospective employers will not be able to contact you directly. Employers will still be able to view your profile, but must contact you through a One-Stop Career Center staff person. * Would you like to keep your contact information confidential? If answered yes, employers will not be able to contact you directly. Oyes Ono To see what information is made available to employers use the "What Employers See" option on your My JobQuest page. Demographics This information is used for statistical purposes only. The Demographics will not be shared with employers. In order to provide priority to Veterans and those with disabilities, self-identification may provide the opportunity for more in depth services. * Are you currently attending school? Oyes ONo Oyes- in alternative school Less Than High School " What is your highest degree earned? * Highest Grade Select One * Gender OMale OFemale * Ethnicity OHispanic or Latino ONot Hispanic or Latino American Indian or Alaskan Native Asian □ Black or African American * Race Category - Please check all that apply Hawaiian Native or Other Pacific Islander White Other ☐ Information Not Available

Water State Co.			
What is your family size?			
Primary Language	Select One		
Employment Status	Select One		
	, ————————————————————————————————————		
In the previous 12 months have you been unemployed for 27 or more weeks (6 months)?	©Yes €No		
Do you have a disability?	Yes □No □Choose not to answer		
Type of Disability:	Disability Condition		
Is the total income of all the family members living in your household for the last six months below	OYes ONo		
dditional Demographics			
nswering the following questions could allow workforce agencies to help iden In the previous 12 months have you been unemployed for 27 or more week	ska (6		
months)?	Yes ●No		
Do you have a disability?	●Yes ○No ○Choose not to answer		
Type of Disability: ☑Hearing □Vision □Mental □Mobility □Cc	ognitive Learning Disability Chronic Health Condition		
What is your family size?	22		
Is the total income of all the family members living in your household for t months below \$79.578.50	he last six		
identify potential programs you qualify for and con Are you: ✓ Homeless □ An Offender	tact you.		
If you are receiving any public assistance, please check all that apply:	british Assistance Programmy (CNAP)		
	trition Assistance Program (SNAP) or Families with Dependent Children (TAFDC)		
	tance to Elderly, Disabled & Children (EAEDC)		
Have you received services from any of the following agencies within the past Check all that apply:	Belling to the Control of the Contro		
Adult and Community Learning Services (ACLS) (Adult Basic Education or English language classes)	Mass Commission for the Blind (MCB) Mass Rehabilitation Commission (MRC)		
	Senior Community Services Employment Program (SCSEP)		
Have you worked with any of these organizations?			
☐ Cambridge Community Learning Center	If you are working with		
☐ Intergenerational Literacy Program/Chelsea Pub.	lic Schools Operation Able under the		
☐ The Immigrant Learning Center Malden	SCSEP program then		
☐ Somerville Center for Adult Learning Experienc	es (SCALE) choose SCSEP.		
☐ YMCA International Learning Center Woburn			
☐ Bunker Hill Community College – Adult Education &			
· · · · ·	ion &		
Transitions Program If so, please check ACLS -	ion &		



7. Create a secure **Password** that you will use to access this account.

Select a password security question and type the answer to that question in the space provided. If you forget your password, answering your security question will enable you to reset it and regain access to your account.

Password			
* Create Password		Password must be 8-10 characters in length. Passwords must be made up of characters from at least 3 of the following 4 categories. Capital Letters (A - Z) Lower Case Letters (a- z) Numbers (0 - 9) Special Characters (@, #, &, %, etc.)	
* Re-enter Your Password			
Helpful hint in case you forget your password.			
* Secret Question	Select One	•	
* Secret Answer			

8. Check the CAPTCHA box and answer the question related to the pictures that will be presented.



9. You are now logged in to the JobQuest application under the My JobQuest tab. This top bar will display you Job Seeker ID. This can be used when logging onto JobQuest in the future.



Save this Job Seeker ID and Password

You are now a member of MassHire Career Centers.