

JobQuest: Completing Your Profile

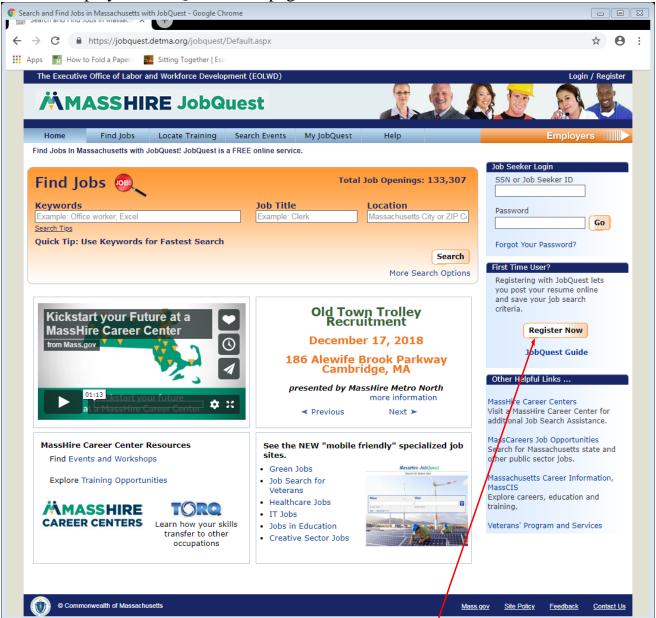
New User Registration Guide for Job Seekers

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.

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

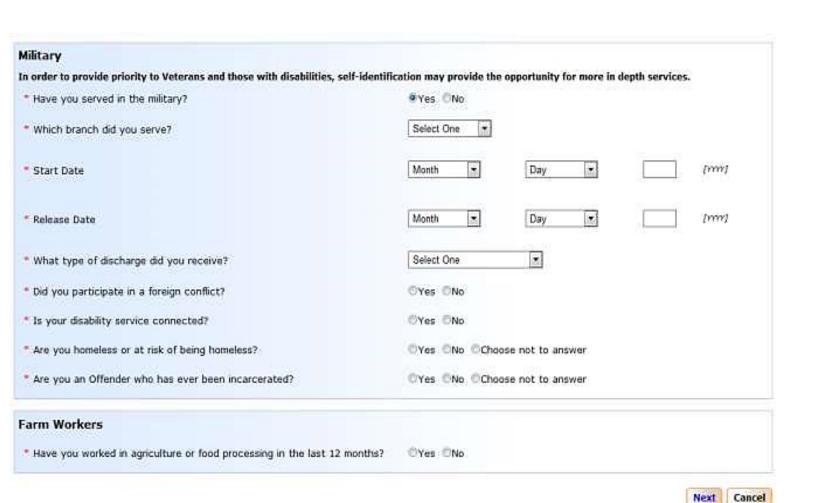
5. Complete the Address, Telephone and Email fields.

	1	' 1
	* Address	
	* City	Boston
	* State	Massachusetts
	* Zip Code	02114
	* Country	United States of America ▼
	Home Phone	
	Other Phone	() Ext. Select One ▼
1		
	Email	
		you to provide your email address, which will allow employers and our staff to contact you with employment il 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

Select One Select One Select One The previous 12 months have you been unemployed for 27 or more weeks of months)? Yes No Yes No Choose not to answer Type of Disability: Hearing Vision Mental Mobility Cognitive Disability Condition Select One Yes No Yes No Choose not to answer Learning Schronic Health Hearing Vision Mental Mobility Cognitive Disability Condition Select One Yes No Yes No Choose not to answer Yes No Chronic Health Hearing Vision Mental Mobility Cognitive Disability Condition Set to total income of all the family members living in your household for the last six months below	All all a second and a second a		
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Type of Disability: Hearing	CONTROL OF THE CONTRO	©Yes ©No	
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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 forg	et 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.