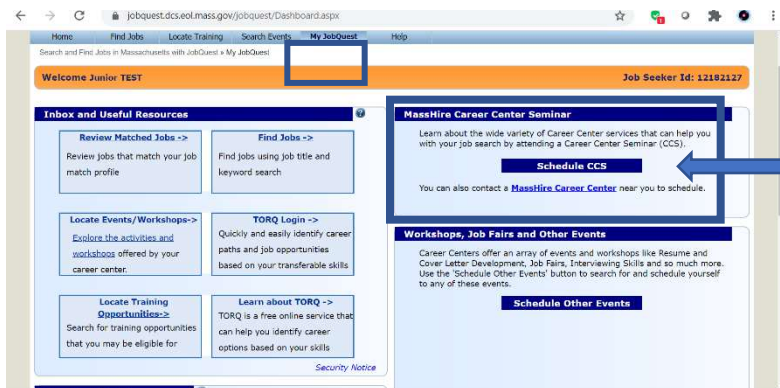


Scheduling a MassHire Metro North Career Center Training event through JobQuest

Go to JobQuest <https://jobquest.dcs.eol.mass.gov/jobquest/Default.aspx>



1. Login by typing your **Jobseeker ID and Password** or Social Security and Password. (If you do not have an account, click on “Register Now”, Fill in the information and you will be assigned a jobseeker ID)
2. Once you are logged in to JobQuest, choose from the top toolbar “**My JobQuest**”
3. Customers who have not attended a Career Center Seminar (CCS) will see this on the homepage:



4. Schedule a Career Center Seminar (CCS) by clicking on the “**Schedule CCS**” button
5. Click on “**Schedule**” beside the CCS you want to attend

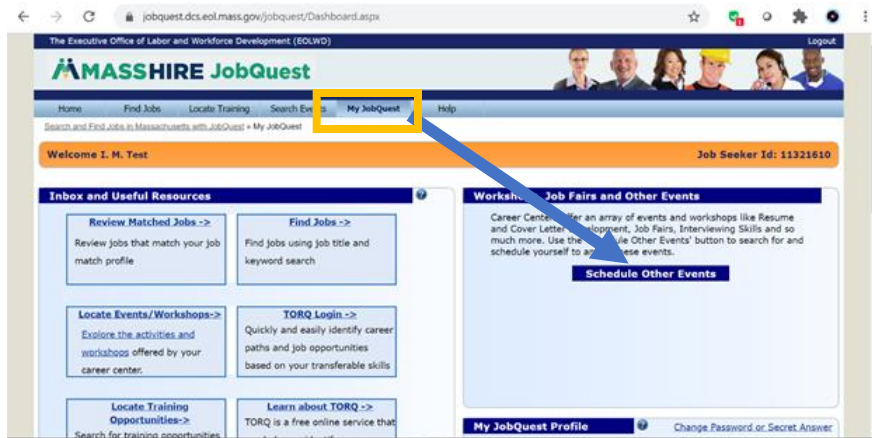
Event Search Results

Showing records 1 to 20 of 33 33 event(s) found | Show 20 results per page Page 1 of 2 Previous | Next

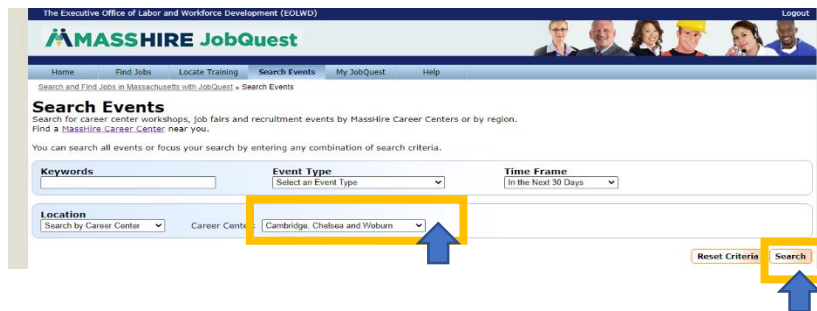
Sort by clicking on Column Headings. Reverse sort order by clicking the same column heading a second time.

Event Date & Time	Event Name	Career Center	Phone Number	City/Town	Duration-Hours	Prere-quisites	Schedule
Monday 08/10/2020 11:00 AM	Virtual Career Center Seminar	Woburn Career Center	781-932-5500	Woburn	1.5		Schedule
Monday 08/10/2020 01:30 PM	Phone/Video Interview (Webinar)	Cambridge Career Center	617-661-7867	Cambridge	1.0		Schedule
Tuesday 08/11/2020 10:00 AM	Branding Yourself webinar	Woburn Career Center	781-932-5500	Woburn	1.0		Schedule
Tuesday 08/11/2020 10:30 AM	Virtual Career Center Seminar	Chelsea Career Center	617-884-4333	Chelsea	1.0		Schedule
Tuesday 08/11/2020 01:00 PM	PowerPoint Master Slides	Woburn Career Center	781-932-5500	Woburn	1.5		Schedule
Tuesday 08/11/2020 02:00 PM	Virtual Career Center Seminar	Cambridge Career Center	617-661-7867	Cambridge	1.5		Schedule
Wednesday		Woburn Career					Schedule

- Once you have attended a CCS, click on **“schedule other events”**



- Click the down arrow beside **“Select a Career Center”**
- Choose **“Cambridge, Chelsea and Woburn”**
- Click on **Search**



- Find the event name and click on the **“Schedule”** button

Event Search Results

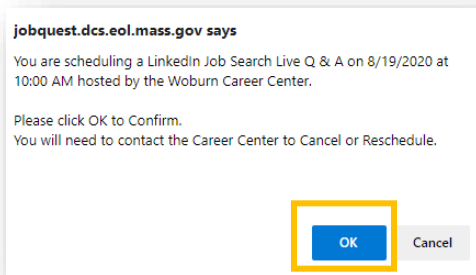
33 event(s) found | Show 20 results per page

Showing records 1 to 20 of 33 Page 1 of 2 Previous | Next

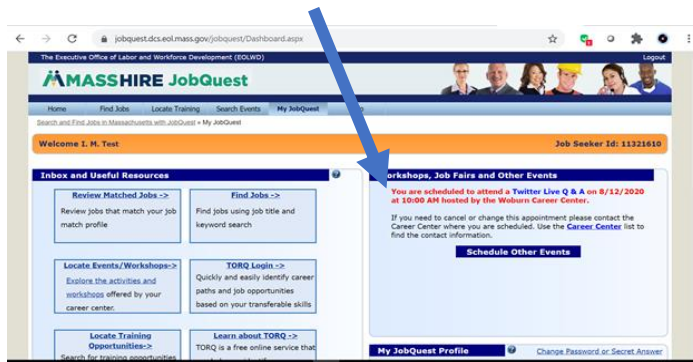
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Wednesday		Woburn Career					

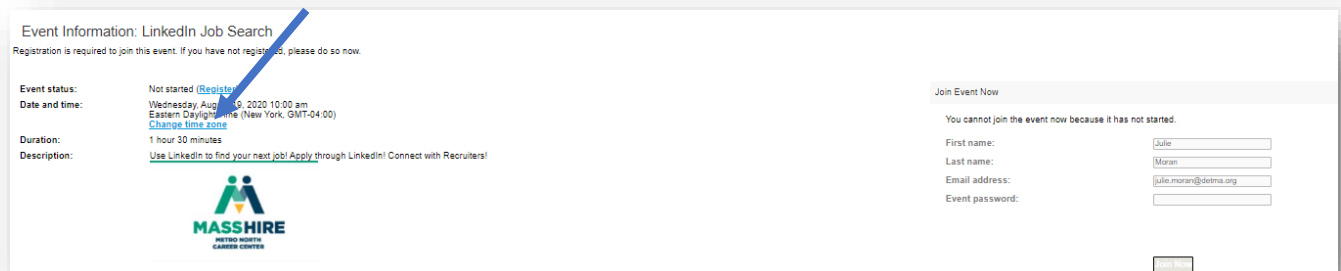
11. Click **OK** to confirm



12. You have successfully registered through JobQuest and will see the event on your **"My JobQuest"** page



13. You will receive an **email** a few days before the event from the Instructor at MassHire Metro North Career Center with the **link to register through WebEx**
14. Click on the **link** and download the free WebEx Meeting app (if you are on a tablet or phone you will need to install the app) [iPhone iPad Webex instructions](#) [Android Phone & Tablet Webex Instructions](#)



15. Click on **Register**

16. **Type** in your first and last name, email address and jobseeker ID.

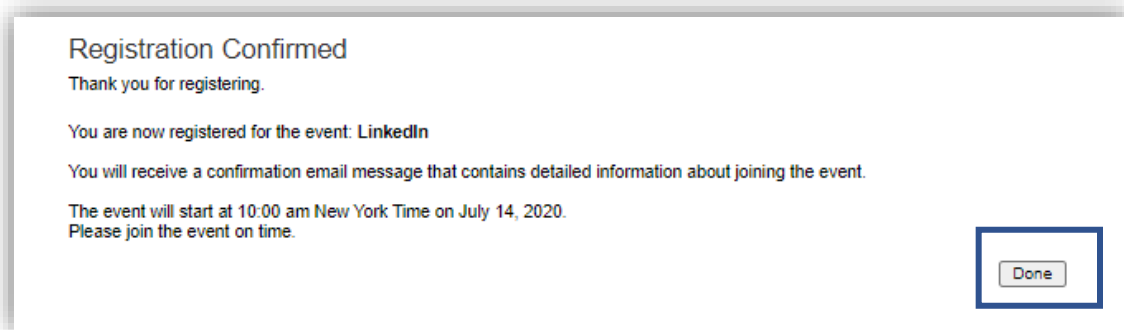


* First name:
* Email address:
* Confirm email address:
Job Seeker ID:
* Last name:

17. Click on **Submit**

18. You will get a message that your **“Registration is confirmed”**

19. Click **“Done”**



Registration Confirmed
Thank you for registering.

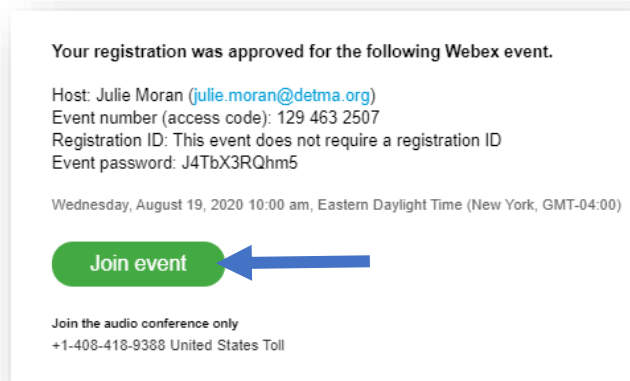
You are now registered for the event: **LinkedIn**

You will receive a confirmation email message that contains detailed information about joining the event.

The event will start at 10:00 am New York Time on July 14, 2020.
Please join the event on time.

20. Once you have registered in WebEx, you will receive a **confirmation email** (from Julie Moran) that you are registered in WebEx with the button **“Join Event”**

21. Please click the **“Join event”** button at least 10 minutes before the start time of the event to ensure entrance into the event



Your registration was approved for the following Webex event.

Host: Julie Moran (julie.moran@detma.org)
Event number (access code): 129 463 2507
Registration ID: This event does not require a registration ID
Event password: J4TbX3RQhm5

Wednesday, August 19, 2020 10:00 am, Eastern Daylight Time (New York, GMT-04:00)

Join the audio conference only
+1-408-418-9388 United States Toll