

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

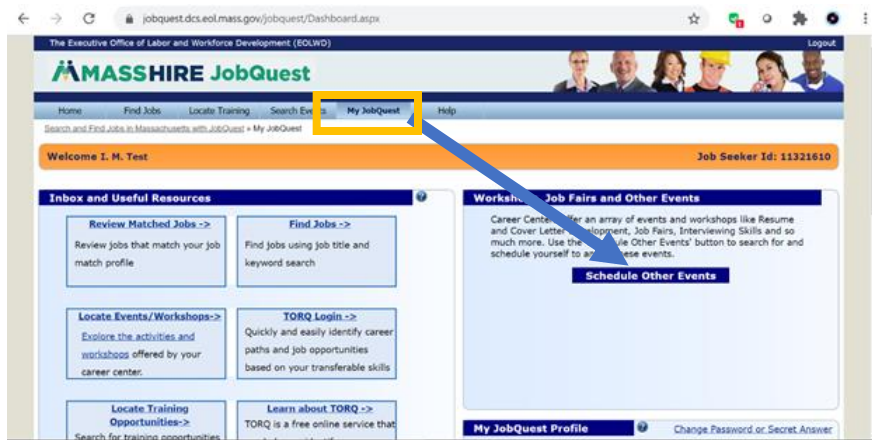
Event Search Results

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

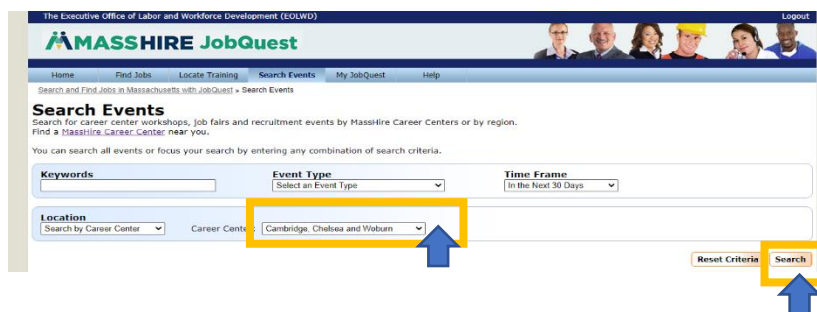
Sort by clicking on Column Headings. Reverse sort order by clicking the same column heading a second time.

| 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

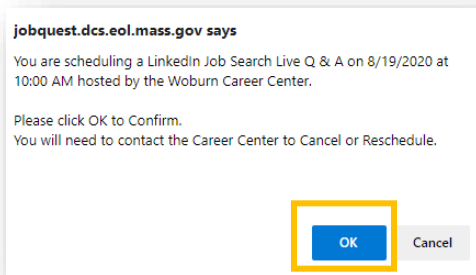
Showing records 1 to 20 of 33

Page 1 of 2 Previous | Next

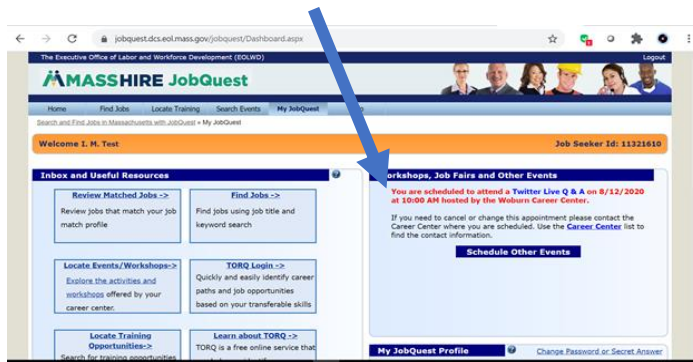
Sort by clicking on Column Headings. Reverse sort order by clicking the same column heading a second time.

| Event Date & Time | Event Name | Career Center | Phone Number | City/Town | Duration-Hours | Prere-quisite | 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 | | | | | |

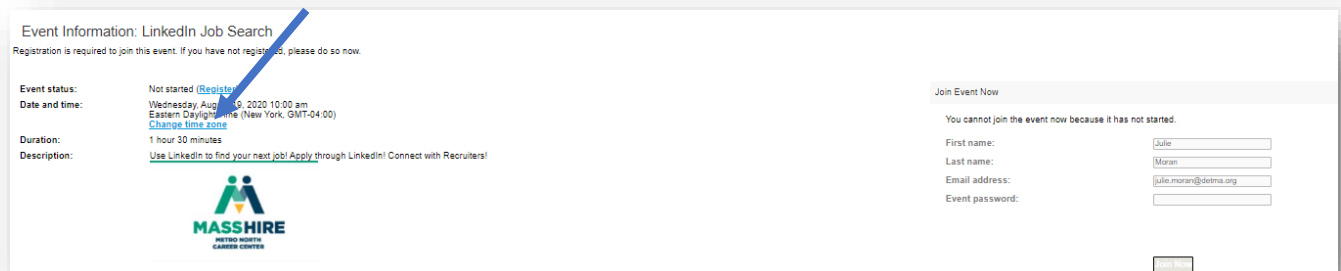
11. Click **OK** to confirm



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