



A Desk Aid for Job Seekers  
Register- [www.workintexas.com](http://www.workintexas.com)

**Step 1: Click "Job Seeker Registration".**

**Step 2: Read the "Job Seeker Use Agreement" and click the "I Accept" button.**

**Step 3: Complete the "Create Log On" screen.**

- Fields with the red asterisk are required fields.
- Create your "User ID" and "Password" with something you will remember.
- Select three security questions and answer.
- Make a note of your User ID and password for log on later.

NOTE: You can change your Social Security number if you did not enter it correctly the first time.

**Step 4: Complete the Registration Screen; then click "Continue Registration."**

- Complete the following sections: Personal Information, Contact Information, Contact Preference, General/Additional Information, Occupations, Education, Location, Pay, and Language.
- Click "Next" to continue.

**Step 5: Work History**

- Add your most recent employment information (additional work history can be added at this time or after registration).
- If filing unemployment, fill in the Employer Information.
- Check the "I do not have work experience" check box only if you do not have any work history.

**Step 6: A confirmation of your registration displays.**

**Step 7: Click "View Jobs Matching Your Criteria" or to add information about your skills and experience, click on one of the links under "Job Matching Criteria."**

- This area gives you points to rank higher when looking for a match and helps put you at the top of the employer's list.
- Click "Edit/View" next to the matching option (it displays automatically) and name it.
- Complete the Job Match-Matching Option detail screen.
- Add other options if needed.

**Step 8: Occupations**

- Click on the occupation to edit skills or change years of experience.
- Review and complete the Job Match---Occupation Details screen.
- Read the Skills and add your experience (months/years) in the drop down boxes.
- Click "Add Occupations" to add other occupations you may be interested in (**up to 15**).

**Step 9: Click "Add/Edit Industries" and add information.**

**Step 10: Under the Other Section, click each area and add information.**

**Step 11: Click "Match Jobs" to see job(s) which meet your criteria matched.**

For additional assistance contact your local Workforce Solutions career office.