



## **YOUR BEST LINK TO EMPLOYERS!**

### ***Create or Upload Your Resume***

 Upload an existing resume or create a resume to use when applying for jobs


### ***Search for Jobs near You***

 Quickly find job postings near you or within a given area

### ***Track Job Search Activities***

 Keep track of the jobs you have applied for and the people you have contacted


### ***Save Searches & Email Alerts***

 Save your customized search and receive email alerts for new jobs

### ***Get Job Recommendations***

 Complete your Job Preferences and receive personalized job recommendations

### ***Get Noticed by Registered Employers***

 Allow thousands of employers to search for you and view your resume


### ***Access to Registered Employers***

 Gain access to jobs from thousands of employers whose postings have been reviewed and approved by staff

### ***Apply for Jobs Online***

 Find jobs...select resume...apply online

### ***Career Tools***

 See how our Career Tools can help you translate your skills, explore occupations, and prepare for that next big interview

### ***Find a Training Program for You***

 Search for certified training providers and course listings near you

### ***Military to Civilian Occupation Translator***

 Match military skills and experience to civilian occupations

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### **HOW TO REGISTER on the PA CAREERLINK® WEBSITE**

Go to [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

- ✓ Click on **REGISTER** as a job seeker
- ✓ Fill in all the required fields, then click on **CONTINUE**
- ✓ Contact Information page: Fill in all required fields then click on **SAVE AND CONTINUE**
- ✓ Create your Keystone ID and Password, then click on **SAVE AND CONTINUE**
- ✓ Account Conformation page: Choose one of the three options offered, then click on **CONTINUE**
- ✓ When you have completed your enrollment, Job Gateway<sup>SM</sup> will assign you a Participant ID number. Be sure to write it down along with your Keystone ID and Password

### **HOW TO CHANGE YOUR PASSWORD**

Go to [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

- ✓ Click **SIGN IN/REGISTER** (as a Job Seeker), click **Forgot your KEYSTONE ID/PASSWORD**
- ✓ Select **Job Seeker**
- ✓ Choose **ONE** of the **Options**:
  - Reset your **Hint Question and Answer**
  - Reset your **Password using keystone ID and Hint Question and Answer**
- ✓ **Continue**
- ✓ Continue to follow the directions completing hint questions thus creating a new password.

### **HOW TO REGISTER FOR WORKSHOPS & EVENTS**

Go to [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) and **sign in**

- ✓ Click onto "Events" on tool bar
  - ✓ Click on "Search Events"
  - ✓ Scroll down (left side of screen) select Montgomery County
- Note: ● dot = Workshop; ● dot = Employer Recruitment; ● dot = Job Fair
- ✓ Locate Event
  - ✓ Click on Event
  - ✓ Click Register
  - ✓ Change month by clicking upper right-hand arrow

### **HOW TO SEARCH FOR APPROVED TRAINING**

Go to [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

- ✓ Click on the Career Services menu
- ✓ Click on Training Opportunities  
You will see a short description of available courses statewide.
- ✓ Search by Keyword or Location
  - Remember that the course titles are determined by the Training Provider and you are not limited to schools located in Montgomery County only
- ✓ Click on the distance you are willing to travel and then click on **Apply Filter**
- ✓ Use the area on the left-hand side of the screen to narrow your search in several ways:
  - Click on Adult Training
  - Click on County or City
  - Click on the name of the Training Provider or Program/Course
  - Click on Pell Eligible (if you believe you may be eligible for further funding)
- ✓ Click on the title of the Course for detailed information about the Program/Course

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