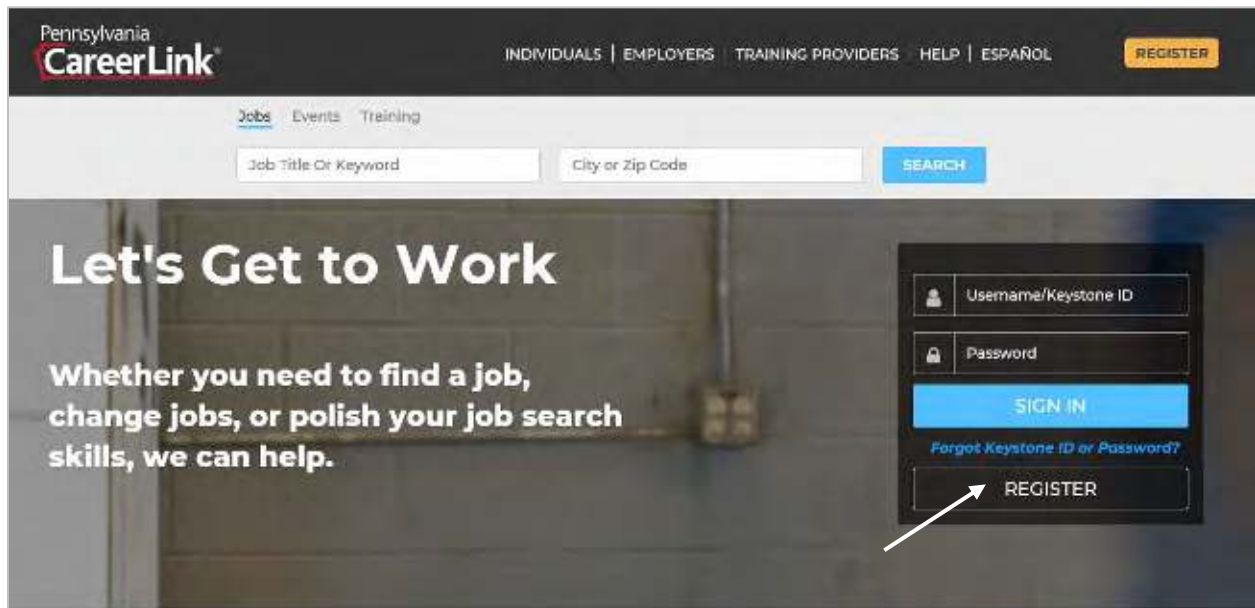
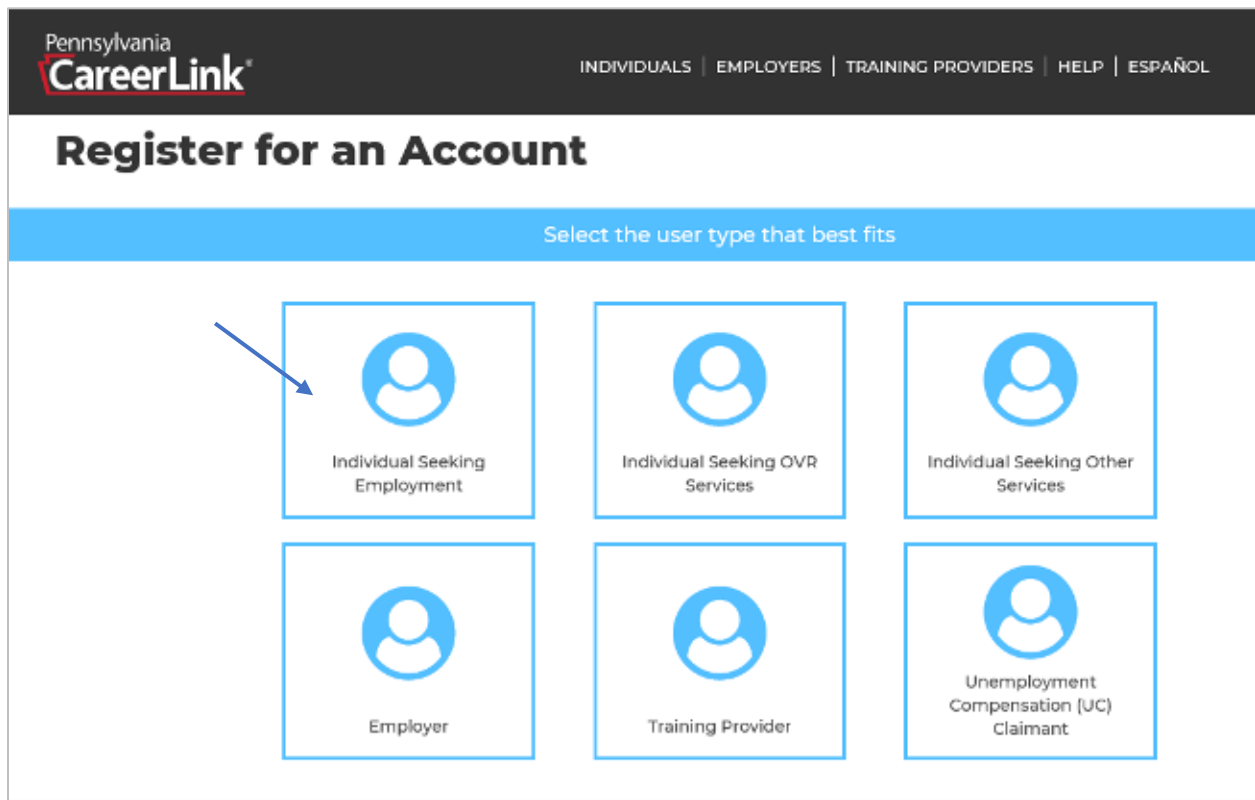


GUIDE TO REGISTER FOR PA CAREERLINK® ONLINE (JOB SEEKER)

- From the PA CareerLink® online home page (<https://www.pacareerlink.pa.gov/>), press the *Register* button.



- Select *Individual Seeking Employment*.



- Complete the following information:
 - *First Name.*
 - *Last Name.*
 - *Date of Birth.*
 - *Have you applied for, or are you receiving benefits or services?* (Note: to ensure complete registration, please select Yes for this question.)
 - *Are you registering to comply with the UC requirement to register for employment search services?*
 - *Are you a person with a disability seeking OVR services?*
 - *SSN and Confirm SSN.*
- Press *Continue*.

Job Seeker Registration EMPLOYERS REGISTER HERE

Welcome to the PA CareerLink®. Please provide the information requested and click the "Continue" buttons to step through each screen of the process.

FIRST NAME (required)

LAST NAME (required)

DATE OF BIRTH (required)

HAVE YOU APPLIED FOR, OR ARE YOU RECEIVING BENEFITS OR SERVICES? (required)
☒ Yes
☐ No

ARE YOU REGISTERING TO COMPLY WITH THE UC REQUIREMENT TO REGISTER FOR EMPLOYMENT SEARCH SERVICES? (required)
☐ Yes
☒ No

SSN (required)

CONFIRM SSN (required)

[View list of benefits and services \(pdf\)](#)

[View our privacy policy](#)

If you hover over a Question Mark (?), a pop-up will appear and explain the question.


[CONTINUE](#)

- Complete the **Contact Information** section.
 - Select the *Correspondence Preference*.
 - Select an option for the *General Contact Preference*. The corresponding box must be filled out for whichever option is selected (e.g. if “Email” is chosen as the *Correspondence Preference*, the *Email* box must be filled out.)
 - Enter an *Email* address and *Phone Number(s)*.

Personal Information

The information requested below is used to help customize your job search experience or is required by law.


Identifying Information

NAME SSN 
John Doe

Contact Information

CORRESPONDENCE PREFERENCE *(required)*
☒ Email ☐ Mail

EMAIL
 RA-1.BWFO-TRAINING@pa.gov

GENERAL CONTACT PREFERENCE *(required)*
 Email 

CONFIRM EMAIL
 RA-1.BWFO-TRAINING@pa.gov

PRIMARY PHONE
 (717) 248-4942 ☐ TDD/TTY

WORK PHONE
 ☐ TDD/TTY

- Complete the **Location Address** section.
 - Fill in *Address Line 1*, *City*, *State*, *Zip Code*, and *County*.
 - *Address Line 2* can be used for Apartments or P.O. Boxes, but is not required.
 - *Mailing address is the same as above location address* will be automatically selected as the default. If this is not correct, uncheck the box and enter the mailing information in the subsequent boxes.

Location Address

ADDRESS LINE 1 *(required)*
 6395 PA-103 #58

ADDRESS LINE 2

CITY *(required)*
 Lewistown

STATE *(required)*
 Pennsylvania 

ZIP CODE *(required)*
 17044

COUNTY *(required)*
 Mifflin 

☒ MAILING ADDRESS IS THE SAME AS ABOVE LOCATION ADDRESS

- Complete the **Personal Information** section.
 - Select a response for required sections: *Gender*, *Citizenship Status*, *Ethnicity*, and *Race*. The *Date of Birth* will be prepopulated based on previous response.
 - *Can you legally work in the U.S.?* is a voluntary question.

Personal Information

GENDER (required)
☐ Male ☒ Female

CITIZENSHIP STATUS (required)

ETHNICITY (required)
☐ Hispanic/Latino ☒ Non Hispanic/Latino ☐ Do not wish to disclose

DATE OF BIRTH

CAN YOU LEGALLY WORK IN THE U.S.?
☐ Yes ☐ No ☐ Don't Know

RACE (required)
☐ American Indian or Alaskan Native ☐ Asian
☐ Black or African American ☐ Hawaiian Native or Other Pacific Islander
☒ White ☐ Do not wish to disclose

- Complete the **Military Information** section.

Military Information

ARE YOU A VETERAN (required) ?
☐ Yes ☒ No

HAVE YOU EVER SERVED IN THE MILITARY, NAVAL, OR AIR SERVICE, EXCLUDING NATIONAL GUARD AND RESERVE? (required)
☐ Yes ☒ No

HAVE YOU SERVED ANY ACTIVE DUTY IN THE NATIONAL GUARD OR RESERVES FOR OTHER THAN TRAINING PURPOSES? (required)
☐ Yes ☒ No

ARE YOU THE SPOUSE OF A VETERAN? (required) ?
☐ Yes ☒ No

- The **Additional Information** section is optional.
 - If the *General Contact Preference* selected previously was a *fax number*, *video phone*, or *cell phone*, these sections are required to be completed.
- Press *Continue*.

Additional Information

FAX NUMBER

VIDEO PHONE

COMMUNICATION NEEDS:
☐ Foreign Language Interpreter ☐ Sign Language Interpreter
☐ Braille ☐ Large Print
☐ Other

CELL PHONE

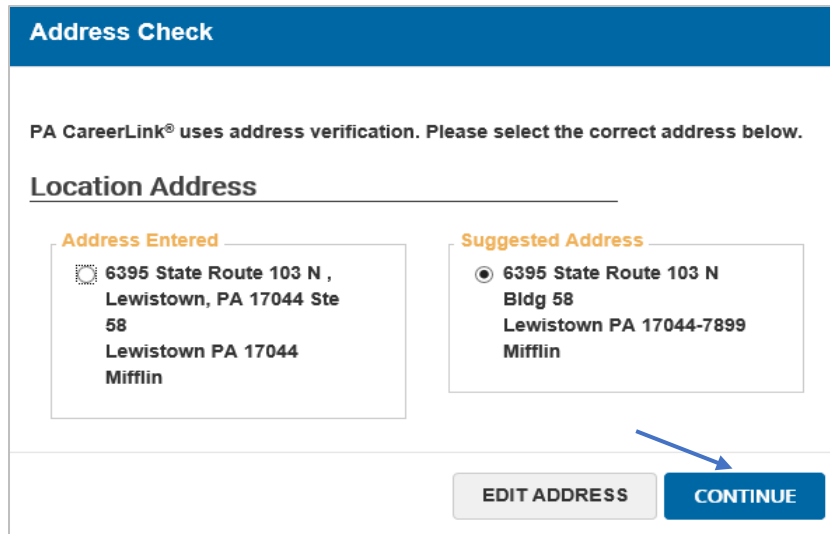
LANGUAGE PREFERENCE
☐ English ☐ Spanish ☐ Other

BACK



CONTINUE

- Typically, the *Address Check* dialogue box will pop-up next with the *Address Entered* and *Suggested Address*. After making a selection, press *Continue*.



Address Check

PA CareerLink® uses address verification. Please select the correct address below.

Location Address

Address Entered

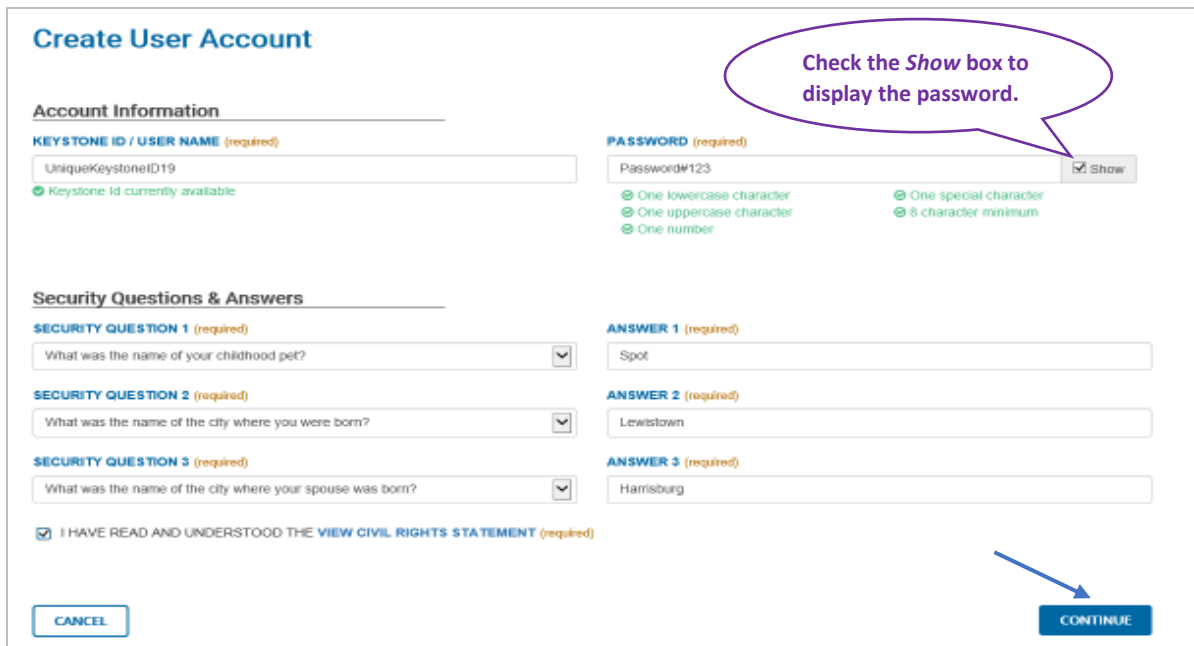
☐ 6395 State Route 103 N ,
Lewistown, PA 17044 Ste
58
Lewistown PA 17044
Mifflin

Suggested Address

☒ 6395 State Route 103 N
Bldg 58
Lewistown PA 17044-7899
Mifflin

[EDIT ADDRESS](#) [CONTINUE](#)

- Complete the **Account Information** section.
 - Create a *Keystone ID/User Name* that is unique to the system and does not include spaces.
 - Create a *Password* at least eight characters long with three of the following:
 - One Uppercase letter
 - One lowercase letter
 - One number
 - One special character.
- Complete the *Security Questions & Answers* section. Three different questions and answers must be selected.
- Check the box to confirm viewing the *Civil Rights Statement*, then press *Continue*.



Create User Account

Account Information

KEYSTONE ID / USER NAME (required)

 ✔ Keystone Id currently available

PASSWORD (required)
 ☒ Show
 ✔ One lowercase character ✔ One special character
 ✔ One uppercase character ✔ 8 character minimum
 ✔ One number

Security Questions & Answers

SECURITY QUESTION 1 (required)

ANSWER 1 (required)

SECURITY QUESTION 2 (required)

ANSWER 2 (required)

SECURITY QUESTION 3 (required)

ANSWER 3 (required)

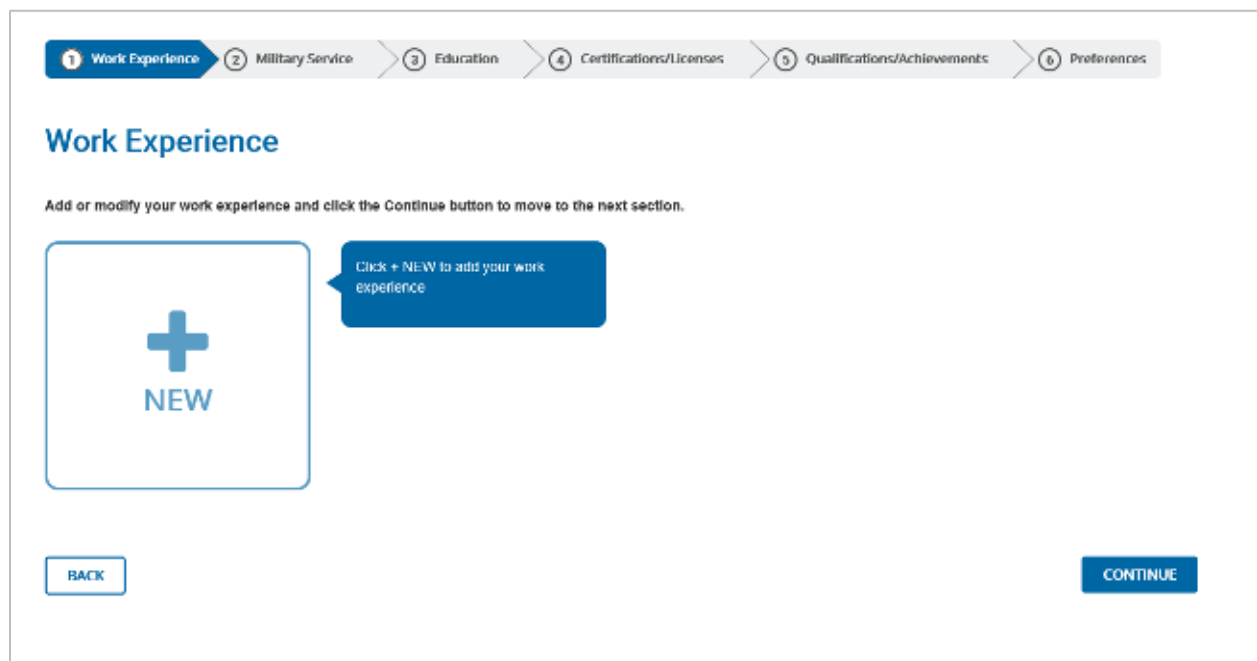
☒ I HAVE READ AND UNDERSTOOD THE [VIEW CIVIL RIGHTS STATEMENT](#) (required)

[CANCEL](#) [CONTINUE](#)

- Select an option to create a resume. The options are to *build a new resume* or *start with an existing resume*. If starting with an existing resume, the resume must be uploaded as a Word or PDF document. This example will highlight the *build a new resume* option.



- The first section to complete is *Work Experience*. At least one entry must be made in the *Work Experience* section for the PA CareerLink® online registration to be considered complete.
- Press *New* to add a *Work Experience* entry.



- Complete the following:
 - *Job Title*
 - *Responsibilities*
 - *Name of Employer*
 - *City*
 - *State*
 - *Start Date*
 - *End Date*
 - Check box for *Still Working* if currently employed.
- Press *Save* to continue.

Work Experience

If you have military experience, the [Military to Civilian Occupation Translator](#) can help match your skills and experience to similar civilian occupations.

JOB TITLE (required)

RESPONSIBILITIES (required)

27 characters of 1500

[Check Spelling](#)

NAME OF EMPLOYER (required)

CITY (required)

STATE (required)

START DATE (required)


☐ **Still Working**

END DATE (required)

- Once at least one *Work Experience* entry has been entered, select *New* to add additional work experience, or press *Continue*.

Work Experience

Add or modify your work experience and click the Continue button to move to the next section.



JOB TITLE:
Staff Development Analyst

EMPLOYER:
PA CareerLink

DATE(S):
05/2018 - 05/2019

LOCATION:
PA


DELETE EDIT

BACK CONTINUE

- Press *New* to add *Military Service* if applicable. (Note: this section does not have to be completed to achieve full PA CareerLink® online registration. If not applicable, press *Continue*.)

Military Service

Add or modify your military service and click the Continue button to move to the next section.



Click + NEW to add your Military Service record

BACK CONTINUE

- Complete the following information seen below for the *Military Service* section, then press *Save* to continue.

Military Service

BRANCH OF SERVICE (required)

Select

ENTRY DATE (required)

TYPE OF DISCHARGE

Select

SEPARATION DATE (required)

HAVE YOU BEEN FULLY DISCHARGED FROM THE RESERVES OR NATIONAL GUARD?

☐ Yes
☐ No

AS A MEMBER OF THE ARMED FORCES OR A RESERVE COMPONENT, HAVE YOU SERVED OR WERE YOU CALLED TO ACTIVE DUTY DURING A CAMPAIGN OR EXPEDITION FOR WHICH A CAMPAIGN BADGE/EXPEDITIONARY MEDAL OR ARMED FORCES SERVICE MEDAL WAS AUTHORIZED? (required)

☐ Yes
☐ No

RESPONSIBILITIES (required)

0 characters of 1500

Check Spelling

☐ I CERTIFY THAT I HAVE SERVED IN THE ARMED FORCES OF THE UNITED STATES OF AMERICA (required)

CANCEL

SAVE

- Press *New* to add *Education* if applicable. (Note: this section does not have to be completed to achieve full PA CareerLink® online registration. If not applicable, press *Continue*.)

Education

Add or modify your education history and click the Continue button to move to the next section.

+

NEW

Click + NEW to add your education record

BACK

CONTINUE

- Complete the following information seen below for the *Education* section, then press *Save* to continue.

Education

NAME OF SCHOOL (required)

CITY (required)

STATE (required)

LEVEL ATTAINED (required)

OF CREDITS EARNED

ADDITIONAL DETAIL OF CREDITS EARNED

0 characters of 100

Check Spelling

START DATE (required)

☐ Still Attending

END DATE (required)

ADDITIONAL INFORMATION

0 characters of 200

Check Spelling

CANCEL

SAVE

- Press *New* to add *Certifications/Licenses* if applicable. (Note: this section does not have to be completed to achieve full PA CareerLink® online registration. If not applicable, press *Continue*.)

Certifications/Licenses

Add or modify your certifications and licenses and click the Continue button to move to the next section.

+

NEW

Click + NEW to add your certification and license record.

BACK

CONTINUE

- Complete the following information seen below for the *Certification/License* section, then press *Save* to continue.

Certification/License

TITLE (required)

ISSUED BY

STATE

Select

▼

DATE ISSUED

📅

DATE EXPIRES


📅

ADDITIONAL INFORMATION

0 characters of 255

Check Spelling

CANCEL



SAVE

- Press *New* to add *Qualifications/Achievements* if applicable. (Note: this section does not have to be completed to achieve full PA CareerLink® online registration. If not applicable, press *Continue*.)

Qualifications/Achievements

Add or modify your qualifications and achievements and click the Continue button to move to the next section.

+

NEW

Click + NEW to add your qualification and achievement record

BACK


CONTINUE

- Complete the following information seen below for the *Qualification/Achievement* section, then press *Save* to continue.

Qualification/Achievement

TITLE (required)

DATE COMPLETED



DESCRIPTION

0 characters of 1500

[Check Spelling](#)

CANCEL

SAVE

- Complete the *Preferences* section, which is required for a complete PA CareerLink® online registration.
- Respond *Yes* or *No* for the following questions:
 - *Do you want employers to find you?*
 - *Do you want to keep your name confidential?*
- Enter a *Profile Summary*. Note: this is not a required field.
- Select *Highest Education Level* from the drop-down menu.

Preferences

PA CareerLink® uses information from your Preferences to match you with open job postings. It is important to review your Preferences periodically so that PA CareerLink® can recommend jobs.

DO YOU WANT EMPLOYERS TO FIND YOU? (required)

☒ Yes
 ☐ No

DO YOU WANT TO KEEP YOUR NAME CONFIDENTIAL?


☐ Yes
 ☒ No

PROFILE SUMMARY ?

0 characters of 500

[Check Spelling](#)

HIGHEST EDUCATION LEVEL (required)



- Next, select *Shift Preference* and *Job Type Preference*.
- The *Zip Code* will default to the earlier zip code entered.
- Select a *Radius* from the drop-down menu. The radius can be changed from 10 miles to 25, 50, 100, 150, or 300 miles.
- Respond to the question about relocation, then press *Continue*.

Job Preferences

SHIFT PREFERENCE (required)

☒ Day ☐ Evening
☐ Night ☐ Rotation
☐ Weekend

JOB TYPE PREFERENCE (required)

☒ Full-Time ☐ Part-Time
☐ Internship

Location Preferences

ZIP CODE (required) 17044

RADIUS 10 miles

ARE YOU WILLING TO RELOCATE? (required)

☐ Yes ☒ No

[BACK](#) [CONTINUE](#)

- After the *Preferences* have been completed, the following *Registration Confirmation* screen will appear.

Registration Confirmation

Registration Completed

Congratulations! You have completed your PA CareerLink® registration.

Unemployment Compensation (UC) Registration Requirement - Effective 05/01/2019

If you are an Unemployment Compensation claimant, you have satisfied the unemployment compensation requirement to register for employment-search services offered by the PA CareerLink® system.

Sign In Information

Keystone ID/Username: UniqueKeystoneID10

Participant Identification Number: 5359155

Additional Actions

Click **"Continue"** to go to your Dashboard, where you can search for jobs, view job recommendations, and more -or-

Click **"Request Services"** to request additional information regarding staff-assisted employment, educational, training, and rehabilitation services provided by the Departments of Labor & Industry and Human Services.

We recommend that you [print](#) this page for your records before proceeding.

[REQUEST SERVICES](#) [CONTINUE](#) [PRINT](#)