

## WEJOBS PORTAL TUTORIAL: CREATING YOUR ACCOUNT

## **INTRODUCTION**

The WEjobs Portal houses various job finding and career development tools to help jobseekers achieve their career goals. Creating a Jobseeker User Account gives access for individuals to take full advantage of these tools and resources.

## **CREATING A JOBSEEKER USER ACCOUNT**

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Workforce WindsorEssex		JOBSEEKERS ~	EMPLOYERS ~	STUDENTS & EDUCATORS ~ COMM	/UNITY ~ ABOUT ~
				💄 WEjobs	Portal : All Tools
This portal is brought to you by the City of Windsor.	WEjobs Port	Register for free acco PA PA PA Particular PA Particular Particular Particular Particular Particular Particular Particular Particular PA	unt today. SSWORD *		

Visit the <u>WEjobs Portal Login page</u> and click <u>Register for free account today</u> or <u>Register</u> on the side menu.



Once on the WEjobs Portal Registration page, fill in your information.

By clicking the box under Data Sharing Preferences for the City of Windsor, you are giving the City of Windsor's Social Services Department and/or Employment & Training Services permission to contact you. This will provide you with more opportunities for job openings or training programs related to your skills and job history.

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			💄 WEjobs Portal : All Tools				
	WEjobs Portal Registration						
This portal is brought to you by the City of Windsor.	Already have an account? Login here. FIRST NAME * LAST NAME *		EMAIL ADDRESS •				
WEJOBS PORTAL							
Register	PHONE PASSWORD *		RETYPE YOUR PASSWORD *				
	Tell Us About Yourself						
	AGE GENDER	CURRENT E	MPLOYMENT STATUS				
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	YOUR CURRENT OCCUPATION(S)						
	YOUR TARGET OCCUPATION(S)						
	Data Sharing Preferences         Checking the box(es) below will allow the following organizations to access your WEjobs Portal profile.         City of Windsor         By checking this box, you authorize Workforce WindsorEssex (legally Workforce Development Board Windsor-Essex) to exchange any information provided by you with the Corporation of the City of Windsor, including the Social Services Department and/or Employment & Training Services, so that they may contact you directly for the purposes of securing future employment and training opportunities.						
	Terms and Conditions						
	By checking this box, you agreed to be bound by the Terms and Conditions and Data Sharing Policies.						
	I'm not a robot						
	Register Now						

Once your registration is completed, you will be taken to the WEjobs Portal landing page. From the WEjobs Portal landing page, you can access all the Job Finding and Career Development Tools. The next tutorial will provide an overview of this.