

# 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


The screenshot shows the WEjobs Portal Login page. At the top right, there are navigation links for 'WEjobs Portal' and 'All Tools'. The main content area is titled 'WEjobs Portal Login'. Below the title, there is a link that says 'Don't have an account? Register for free account today.' with a red arrow pointing to it. To the left, there is a sidebar with the 'WEJOBS PORTAL' logo and two buttons: 'Login' and 'Register', with a red arrow pointing to the 'Register' button. Below the sidebar, there are input fields for 'EMAIL ADDRESS' and 'PASSWORD'. There is also a checkbox for 'I'm not a robot' and a reCAPTCHA logo. At the bottom, there is a 'Login' button.

Visit the [WEjobs Portal Login page](#) and click [Register for free account today](#) or [Register](#) on the side menu.

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

If you are a client of the City of Windsor's Employment or Social Services team or are interested in learning more about the no-charge services that they offer to jobseekers, please check the data sharing preferences box so City of Windsor staff can view your account details and contact you. As a client, you will have access to in-person and/or virtual services aimed at helping you find new employment.

WEjobs Portal | All Tools



## WEjobs Portal Registration

This portal is brought to you by the City of Windsor.

WEJOBS PORTAL

[Login](#)

[Register](#)

Already have an account? [Login here.](#)

FIRST NAME *	LAST NAME *	EMAIL ADDRESS *
<input type="text"/>	<input type="text"/>	<input type="text"/>
PHONE	PASSWORD *	RETYPE YOUR PASSWORD *
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Tell Us About Yourself

AGE	GENDER	CURRENT EMPLOYMENT STATUS
<input type="text" value="Select Your Age"/>	<input type="text" value="Select Your Gender"/>	<input type="text" value="Choose Employment Status"/>

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](#)

You will also need to agree to the Terms and Conditions as well as verify you are not a robot.

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.