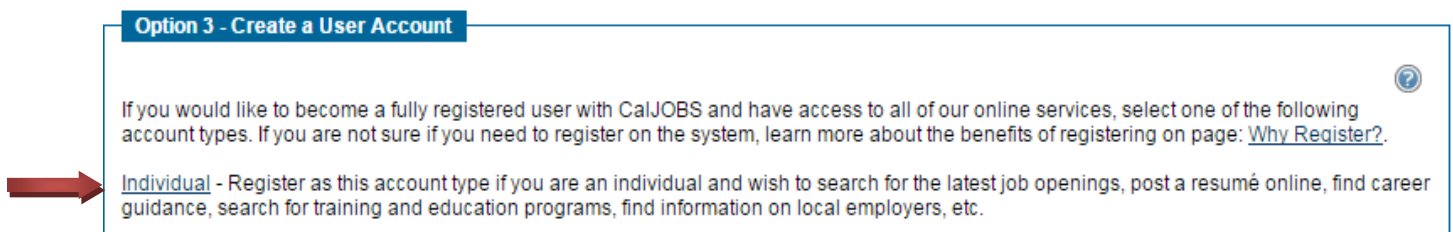


In order to proceed and use the resources in our center, follow the steps below:

1. **Go to www.CalJOBS.ca.gov and click on "Register New User"**



2. **On option 3 (Create a User Account) click on Individual.**



3. **Complete the fields in the ten screens. For security purposes we recommend that you do not use any portion of your social security number in your Username or Password.** Remember to save your username and password for future reference.

4. **Important!** We highly encourage completion of the CalJOBS.ca.gov Resume Builder. This will allow our staff and businesses to review your qualifications for future employment opportunities. See "Creating an Individual Account" (Learning Center Tab) for step by step guides on the many tools CalJOBS.ca.gov has to offer.

5. **For additional information on services and how to become a full member** Go to www.rivcoworkforce.com, in the Job Seeker section scroll down and click on "**Learn More**"; then, scroll down in the **Becoming-a-Member** section and click on **Informational Session**.

6. **For a list of Riverside County locations and phone numbers** Go to www.rivcoworkforce.com, in the Job Seeker section scroll down and click on "**Learn More**"; click on "**Contact Us**".

Thank you for visiting the Workforce Development Center!

Hours of Operation Monday thru Friday 8:00 AM- 5:00 PM

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Please call 951.955.3100, 951.955.3744 TTY, CA Relay 711, or adacoordinator@rivco.org. 5 to 7 days in advance.