

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.

Option 3 - Create a User Account	
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If you would like to become a fully registered user with CaIJOBS and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: <u>Why Register?</u> .	
Individual - Register as this account type if you are an individual and wish to search for the latest job openings, post a resumé online, find care guidance, search for training and education programs, find information on local employers, etc.	er

- 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. <u>Important!</u> 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.
- 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.
- 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 <u>adacoordinator@rivco.org</u>. 5 to 7 days in advance.