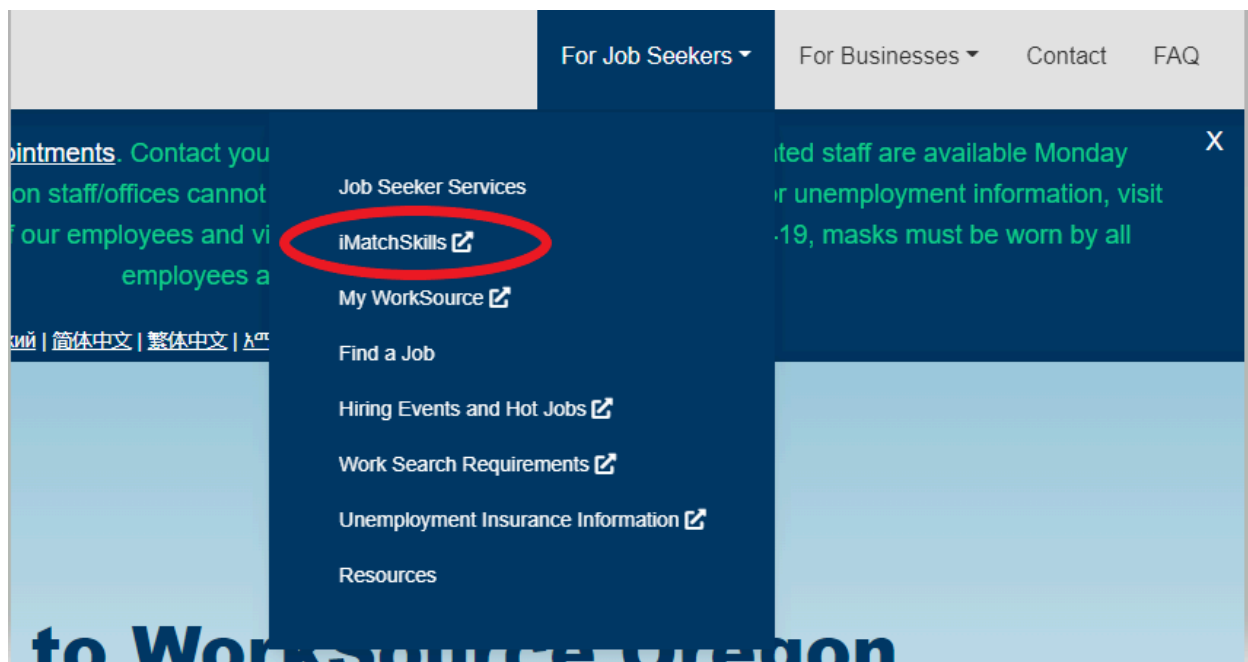


How to Register with WorkSource and iMatch Skills

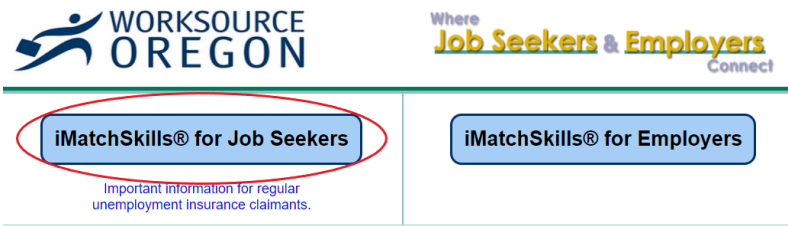
- 1) Go to <http://www.worksourceoregon.org/>
- 2.) Click “For Job Seekers” in the upper left corner



- 3.) Click “iMatch skills” from the drop down menu. This will open a new website.

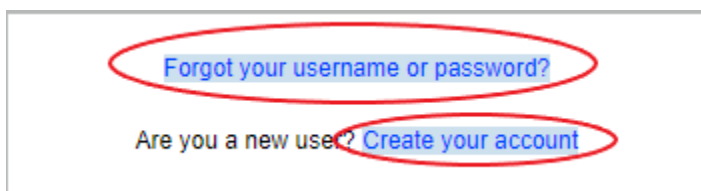


4.) Click "iMatchSkills for Job Seekers"



Reminder - To keep your information private, please **LOGOFF** when you are finished.

5) Either log into your existing account or create a new one. If you don't know if you have an account, try "forgot username or password". If you are locked out of your account or need any help, call the WorkSource number at 503.280.6046 and they can help you. **Be sure to write down your login information**, to have in case you forget.



6) Once in, complete your registration.

***Note:** If you would like to access Oregon Employment Department programs like STEP or job search, continue and fill out your iMatchSkills profile. If you want to take workshops or apply for a training scholarship, you do not need to fill out the iMatch skills profile - [skip ahead to complete your My WorkSource Registration](#)*

7) Once you complete registration, it will say "Create your job seeker profile in iMatch" Click that link and fill out the information for your iMatch skills profile. The iMatch skills profile helps to match job seekers to jobs and helps Oregon Employment Department staff assist you during your job search.

Please complete the following. This will allow you to learn more about the full range of WorkSource Oregon employment services.

- ✓ **Complete your Registration.** Provide some basic information about yourself.
- Create your Job Seeker profile in iMatchSkills.** This includes your work history and occupations you are seeking. This will help match you to job openings.
- Meet one on one with staff.** Learn more about services including career options and options for skill development. Please bring valid identification.

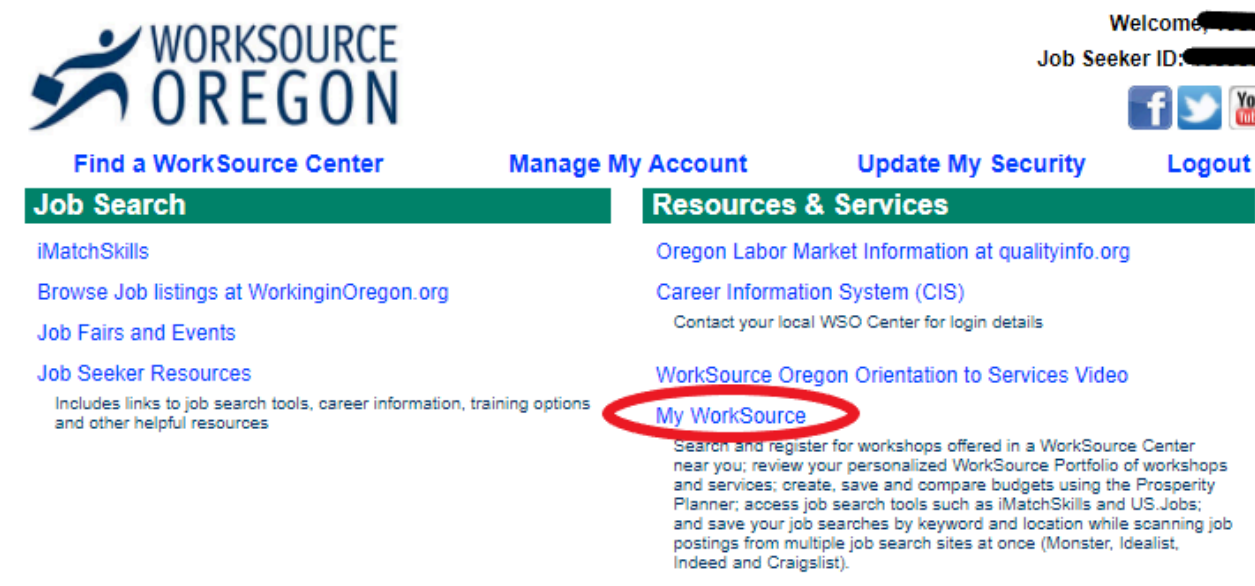
Completed steps are marked with a check.

6) Once you have completed both your registration and iMatch skills profile, please call the Worksource number at 503.280.6046 to complete your registration or visit a WorkSource location. The list of locations and online tool for scheduling an appointment can be found [here](#).

Create Your My WorkSource Account

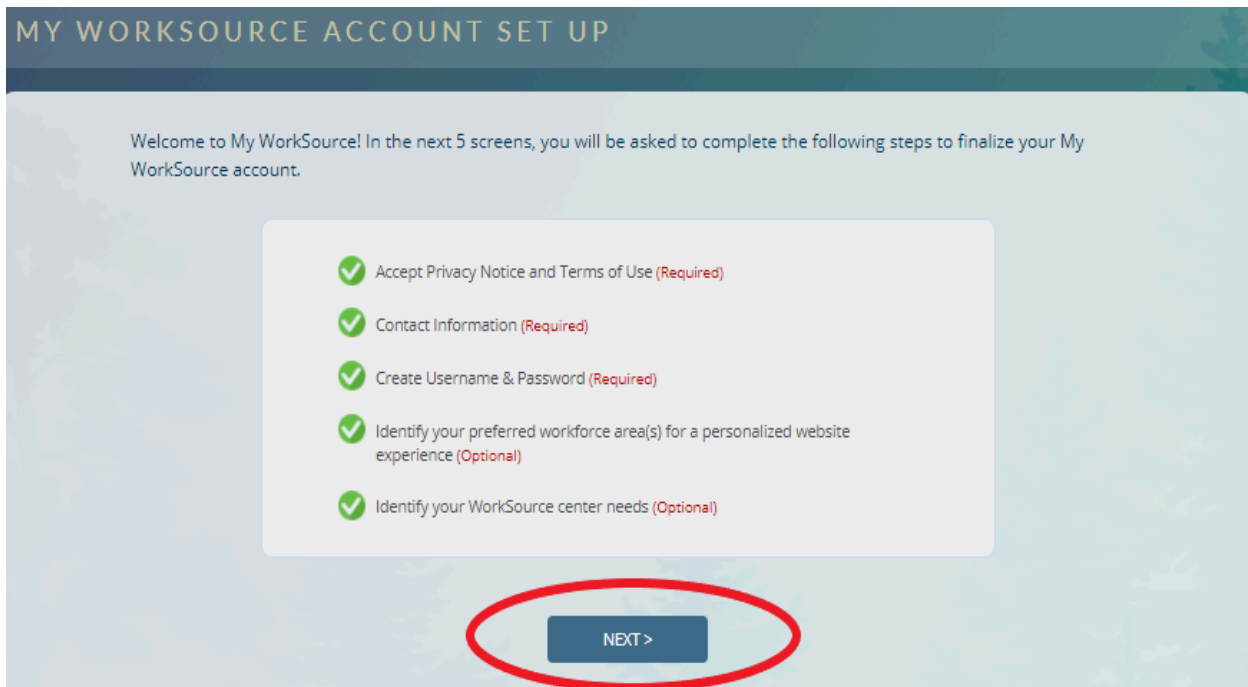
The next step is to make your My WorkSource Account. My WorkSource is your account to access WorkSource services like workshops, Metrix Learning, the Prosperity Planner and more.

1.) To create your My WorkSource account log into your [iMatch](#) skills account. Then click on “My WorkSource”.

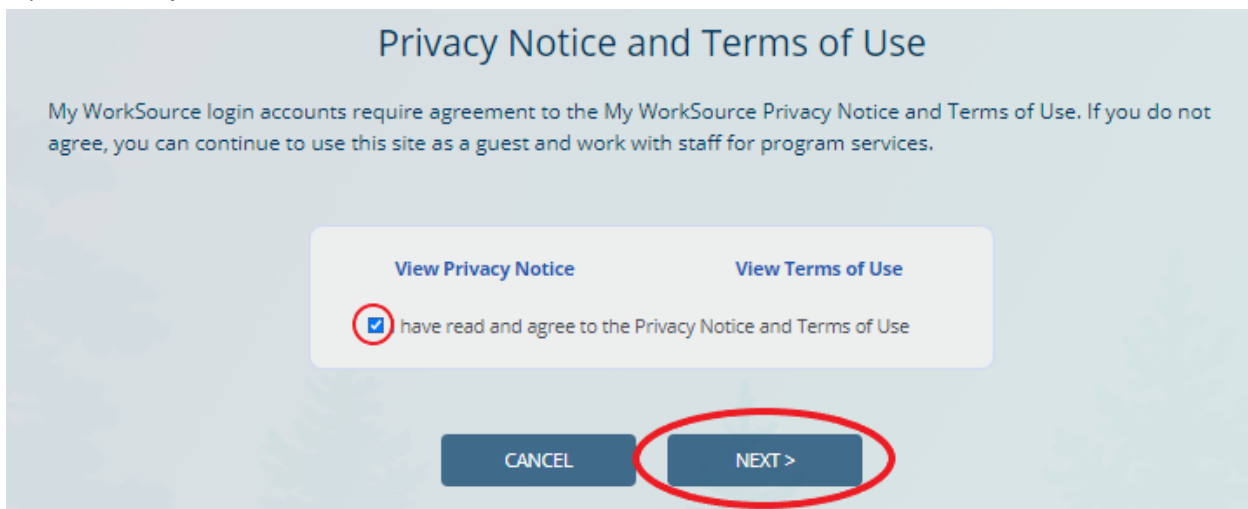


The screenshot shows the WorkSource Oregon website. At the top left is the WorkSource Oregon logo. To the right, there is a 'Welcome' message and a 'Job Seeker ID' field. Below these are social media icons for Facebook, Twitter, and YouTube. A navigation bar contains links: 'Find a WorkSource Center', 'Manage My Account', 'Update My Security', and 'Logout'. Below the navigation bar are two main sections: 'Job Search' and 'Resources & Services'. The 'Job Search' section includes links for 'iMatchSkills', 'Browse Job listings at WorkinginOregon.org', 'Job Fairs and Events', and 'Job Seeker Resources' (which includes links to job search tools, career information, training options, and other helpful resources). The 'Resources & Services' section includes links for 'Oregon Labor Market Information at qualityinfo.org', 'Career Information System (CIS)' (with a note to contact the local WSO Center for login details), 'WorkSource Oregon Orientation to Services Video', and 'My WorkSource' (which is circled in red). Below 'My WorkSource' is a description: 'Search and register for workshops offered in a WorkSource Center near you; review your personalized WorkSource Portfolio of workshops and services; create, save and compare budgets using the Prosperity Planner; access job search tools such as iMatchSkills and US Jobs; and save your job searches by keyword and location while scanning job postings from multiple job search sites at once (Monster, Idealist, Indeed and Craigslist).'

2.) Click “Next”



3.) Accept the Terms of Use and then click “Next”.



4.) Put in your contact information and click “Next”.

5.) Then click “Send Code”. This will send a security code to your email.

Validate Email Address

We will send a security code to the email address below. Click **SEND CODE** when you are ready to receive your code.


theresap.irco.@gmail.com

[< BACK](#) [SEND CODE](#)

6.) Enter the code and click “Submit”.

7.) Set your Username and password and click “Next”.

Set Username & Password

Your username must be **between 8 and 20 characters**.

Username

Your password must be **between 8 and 20 characters**, and must contain at least one **uppercase letter**, at least one **lowercase letter**, at least one **number digit**, and finally, at least one **special character**, such as \$, #, @, !, %, ^, &, *, (,).

Password

Repeat Password

[< BACK](#) [NEXT >](#)

8.) Select your preferred Workforce area. The region should be automatically selected based on your address, but feel free to change it to whatever region you are looking to work in.

Preferred Workforce Areas

There are approximately 50 WorkSource centers across Oregon. To have a better user experience, click in the map below to identify the workforce area(s) where you live, work or that interest you.

< BACK NEXT >

9.) Select any workforce needs that you have or things you are interested in. Check as many as apply to you. This will help match you with WorkSource resources. Then click “Submit”

WorkSource Center Needs

Check all that apply. After clicking FINISH, we will provide some quick guidance to get you started.

- ☐ I need to file for Unemployment Insurance benefits
- ☐ I need to find a job
- ☐ I need access to a computer
- ☐ I would like to improve my job searching skills
- ☐ I would like to improve my resume or interview skills
- ☐ I would like to improve my computer skills
- ☐ I would like to improve my English reading/writing or math skills
- ☐ I would like to earn my GED
- ☐ I would like to learn more about training & education opportunities (classroom, online, or on-the-job)
- ☐ I am interested in the National Career Readiness Certification

Other _____

< BACK **FINISH**

10.) Based on your needs, My WorkSource will recommend different tools and services available at WorkSource.

11.) You are now registered with My WorkSource and can access all the tools and services available to you. We recommend starting with the Workshops offered on many different career topics and Metrix Learning which offers over 6,000 videos on different topics from career to industry specific training. Explore the site and have fun!

