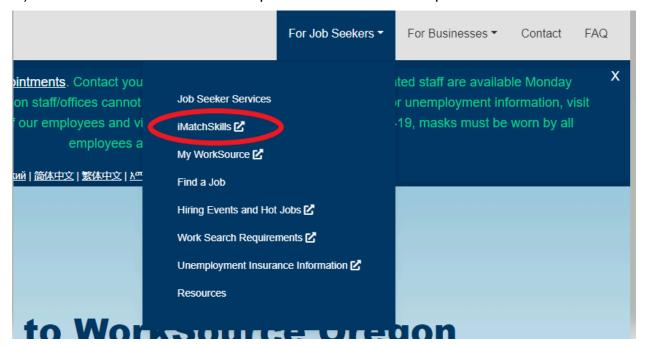
## How to Register with WorkSource and iMatch Skills

- 1) Go to <a href="http://www.worksourceoregon.org/">http://www.worksourceoregon.org/</a>
- 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.

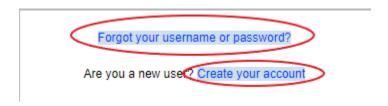


4.) Click "iMatchSkills for Job Seekers"



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 - <a href="mailto:skip-ahead-to-complete-your-My-WorkSource-Registration">skip-ahead-to-complete-your-My-WorkSource-Registration</a>\*

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 son asic 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 .

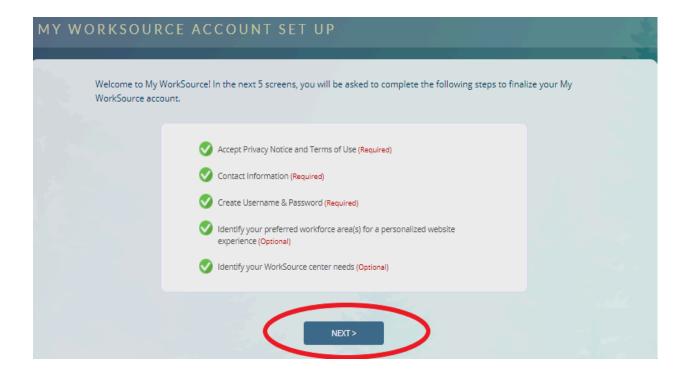
## **Create Your My WorkSource Account**

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 <u>iMatch</u> skills account. Then click on "My WorkSource".



2.) Click "Next"



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



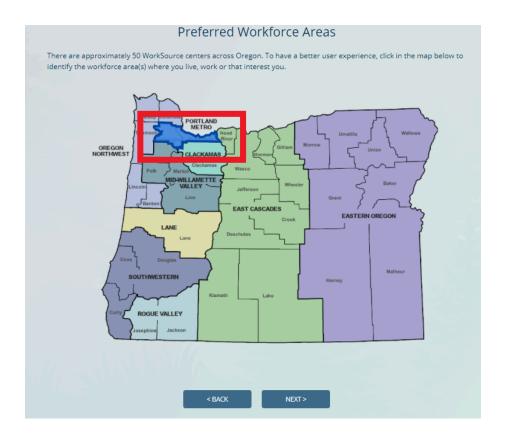
- 4.) Put in your contact information and click "Next".
- 5.) Then click "Send Code". This will send a security code to your email.



- 6.) Enter the code and click "Submit".
- 7.) Set your Username and password and click "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.



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"



- 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!

