


YOUR BEST LINK TO EMPLOYERS!


Search for Jobs Near You

 Quickly find job postings near you or within a given area

Military to Civilian Occupation Translator

 Match military skills and experience to civilian occupations

Create or Upload Your Resume

 Upload an existing resume or create a resume to use when applying for jobs


Track Job Search Activities

 Keep track of the jobs you have applied for and the people you have contacted


Get Job Recommendations

 Complete your Job Preferences and receive personalized job recommendations


Become Available to Registered Employers

 Allow thousands of employers to search for you and view your resume


Access to Registered Employers

 Gain access to jobs from thousands of employers whose postings have been reviewed and approved by staff


Apply for Jobs Online

 Find jobs...select resume...apply online


Save Searches & Email Alerts

 Save your customized search and receive email alerts for new jobs

Career Tools

 See how our Career Tools can help you translate your skills, explore occupations, and prepare for that next big interview

Find a Training Program for You

 Search for certified training providers and course listings near you

(5/16/14)

HOW TO REGISTER ON JOBGATEWAYSM

Go to www.jobgateway.pa.gov

- ✓ Click on **REGISTER** as a job seeker
- ✓ Fill in all the required fields, then click on **CONTINUE**
- ✓ Contact Information page: Fill in all required fields then click on **SAVE AND CONTINUE**
- ✓ Create your Keystone ID and Password, then click on **SAVE AND CONTINUE**
- ✓ Account Conformation page: Choose one of the three options offered, then click on **CONTINUE**
- ✓ When you have completed your enrollment, Job GatewaySM will assign you a Participant ID number. Be sure to write it down along with your Keystone ID and Password

HOW TO CHANGE YOUR PASSWORD

Go to www.jobgateway.pa.gov

- ✓ Search top menu and Click **REGISTER AS A JOB SEEKER**
- ✓ Fill in Required Fields
- ✓ **CONTINUE**
- ✓ The system will either provide your Keystone ID or the system may ask you to insert your PARTICIPANT ID depending on your most recent use of Job GatewaySM
- ✓ Continue to follow the directions completing hint questions and thus creating a new password

HOW TO REGISTER FOR WORKSHOPS & EVENTS

Go to www.jobgateway.pa.gov and sign in

- ✓ In the box titled Get Information On Other Services... Select **EVENTS**
- ✓ Click **EVENT CALENDAR**
- ✓ Select **MONTGOMERY COUNTY**
- ✓ Click Get Offices and select **PA CAREERLINK MONTGOMERY COUNTY**
- ✓ Click on the **EVENT** you wish to attend
- ✓ Scroll down to the bottom left & click **SIGN UP FOR THIS EVENT**
- ✓ On the next page click **REGISTER**
- ✓ **CHANGE MONTH** to find additional workshops.

HOW TO SEARCH FOR APPROVED TRAINING

Go to www.cwds.pa.gov

- ✓ Click on **FIND TRAINING**
- ✓ Search for: **APPROVED SERVICES/COURSES**
- ✓ Program type: **ADULT TRAINING (ETPP)**
- ✓ County: **MONTGOMERY**
- ✓ Click **SEARCH**
 - This will provide you with the entire approved courses
- ✓ Click on the circle next to the course of interest
- ✓ Click on **VIEW PROVIDER DETAIL OR VIEW SERVICE/COUSE DETAILS**

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