



Online Enrollment for Job Seekers

We can help

Enrollment

- To enroll, go to www.workforcewv.org.
- Click on the **JOB SEEKERS** link.
- Click on **#6 -- Find a Job** link.
- Under **Begin your online West Virginia job search today:** select, macc.workforcewv.org.
- Under **New Enrollment** select, 'If you are a Job Seeker and would like to enroll for services, click here.'
- Read instructions and follow prompts. *(Red dots indicate a required field.)*

Enrollment Page

- Enter your **Contact Information Details**.
- Enter your **Social Security** number twice and your **date of birth** in mm/dd/yyyy format.
- If you have a personal email account, enter your email address which will become your **User Name**. If you do not have an e-mail account and would like to open a free account, please choose an e-mail provider from the [free e-mail provider's](#) link. If you are not interested in opening an email account, simply create a unique **User Name** that does not contain any spaces.

Note: If you receive a **red error message**, correct the problem and continue. If your User Name is already in use by another customer, select another name and continue.

- Create a **password** and verify your selected **password**. Passwords must have a minimum of eight characters and contain one capital letter and one number. *(Passwords must not contain your name or words of any type.)*
- Select **Hint Question 1** from the dropdown and enter a short and factual answer for question 1.
- Select **Hint Question 2** from the dropdown and enter a short and factual answer for question 2.

(Remember that you will be required to provide exact answers to your selected hint questions if you ever forget your password and require assistance in retrieving it.)

- Complete the remaining required fields including your **name, address, and phone number**.

Note: Please enter your physical address if it differs from your mailing address. If you receive a red error message indicating that your address is not found, verify that you have entered your address correctly and continue.

- Answer the questions concerning whether your contact information should be displayed to employers and about your citizenship and veteran status.
- Read and acknowledge the **WorkForce Civil Rights and Information Sharing Statements** and click **I Agree**.

WorkForce West Virginia Privacy Disclaimer

- The safety and protection of your identity is very important to us and we go to great lengths to protect it, particularly your Social Security number.
- All WorkForce West Virginia employees sign a confidentiality agreement.
- We limit the number of times we ask you for your Social Security number.
- All "hard copy" applications and papers containing your Social Security number and other identifiers are shredded and properly disposed.
- All Social Security numbers in the computer system are "suppressed," which means they are only available to persons with special access.
- To the greatest extent possible, we only use the last four digits of your Social Security number.

Note: After completing this page, you may stop your application process at any time by clicking the **Save and Exit** button and return later to complete the enrollment process. **Remember that you are not fully enrolled with WorkForce West Virginia until your application is complete.**


- Click **Continue**. (Instructions continued on the back.)

1-800-252-JOBS

www.workforcewv.org

  [workforcewv](#)

Toll Free: 1-800-252-5627

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WV Relay 711

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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Continue your enrollment process by clicking the "Add" button and entering your information in each of these fields: *Work Experience; Military Experience; Education; Certifications; and Skills, Qualifications and Achievements*. Please provide as much detail as possible for proper job matching purposes.

Work Experience

(Do not enter military history here.)

Complete all required fields.

Make sure work dates are in the correct mm/dd/yyyy format.

Enter a detailed job description.

Click **Submit**.

If you have never worked before, click **Not Applicable**.

If you have additional work experience to provide, click **Add** and enter your information.

Military Experience

Enter your branch of service, type of discharge and service dates.

Select the box that certifies your service and enter detailed responsibilities.

Click **Submit**.

If you have no military service to report, click **Not Applicable**.

Education

Complete all required fields.

For higher education, remember to include your major and/or degree.

Click **Submit**.

If you have additional education to report, click **Add** and enter your information.

Certifications

Complete required fields and click **Submit**.

If none, click **Not Applicable**.

Skills, Qualifications and Achievements

Enter your driver's license and any other licenses, skills, or qualifications you want to tell us about.

Use the drop-down menu to select "License" type.

Click **Submit**.

If you have no information to report here, click **Not Applicable**.

Note: Use the "Title" box to enter all computer programs, software or office equipment with which you are proficient. Click **Add** to include additional licenses/skills. If you need to make corrections, click the blue link.

Click "I'm Done" to continue and add your **Job Preferences** or click "I'll Finish Later" to exit the enrollment.

Find A Job (Job Preferences)

Step 1

Enter the amount of experience you have for a particular occupation in the white box. Choose months or years from drop-down box.

If none, leave the white box blank and choose **None** from the drop-down box.

Make sure your work experience and years of experience correspond. This will determine if you meet minimum amount of experience by the employer.

You cannot type a job title in the box. You must select the blue **Choose Occupation** link.

A second window will appear. *(Make sure the pop-up blocker on your computer has been disabled.)*

Type the job title in the **Full Text** search box. Make sure the circle beside the red dot is selected.

Click **Enter** or **Find Code**.

Scroll down to find and select your job title. If no results appear, use the **Major and Minor** group search. Make sure the circle beside the red dot is selected. Enter any **keywords** that relate to your chosen job title.

Step 2

Enter the distance you are willing to travel **one way** to work.

Step 3

Click the **Yes** button and enter the lowest wage you will accept.

Check **Yes** and select which shifts you are willing to work.

If you have keyboarding and/or data entry speeds to provide, check **Yes** and enter the appropriate figures.

Click **Submit**.

Click **Add** if you want to add additional job preferences. You may enter up to six preferences in this field.

When you have finished completing your set of job preferences, click **Continue** to proceed to **Personal Information Details**.

Personal Information Details

Complete all required fields.

Click **Continue**.

Congratulations! You are now enrolled with WorkForce West Virginia.