



Career Connect Jobseeker Registration Instructions

Overview

Career Connect is the [Chicago Cook Workforce Partnership's](#) (The Partnership) workforce services data system. It is used by our network of agencies to determine if a client is eligible for various workforce programs, track services provided, and record training and employment outcomes.

- In order to begin the remote eligibility process, the first step is for you to register your profile in Career Connect. This document provides step-by-step instructions.

Registration Steps

Step 1: Go to www.chicagolandcareerconnect.org and click “*Not Registered? Learn How and Why*”



Career Connect

USERNAME

PASSWORD

Sign In

[Not Registered? Learn How and Why](#)

[Forgot Username/Password?](#)

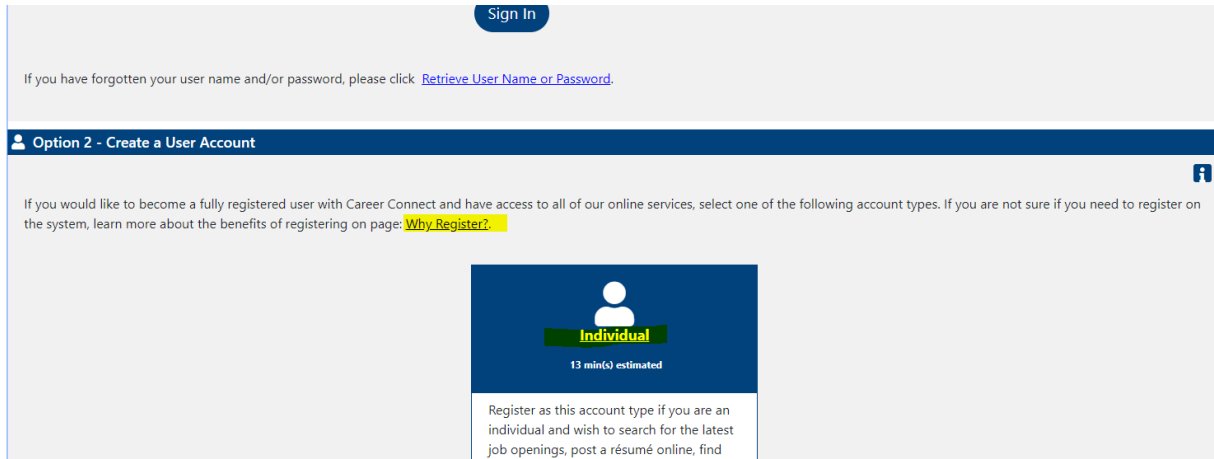
[Screen Reader Theme](#)

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This site is best viewed using these [recommended settings](#) for your system and software.

Step 2: On the next screen, scroll down to “*Option 2*” and click on “*Individual*” to begin the registration process. If you want to learn more about the registration process before you start, click on “*Why Register?*”

- **Note:** It takes approximately 13 minutes to complete the registration. If you do not complete the registration in one session, you will need to re-start from the beginning.



Sign In

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

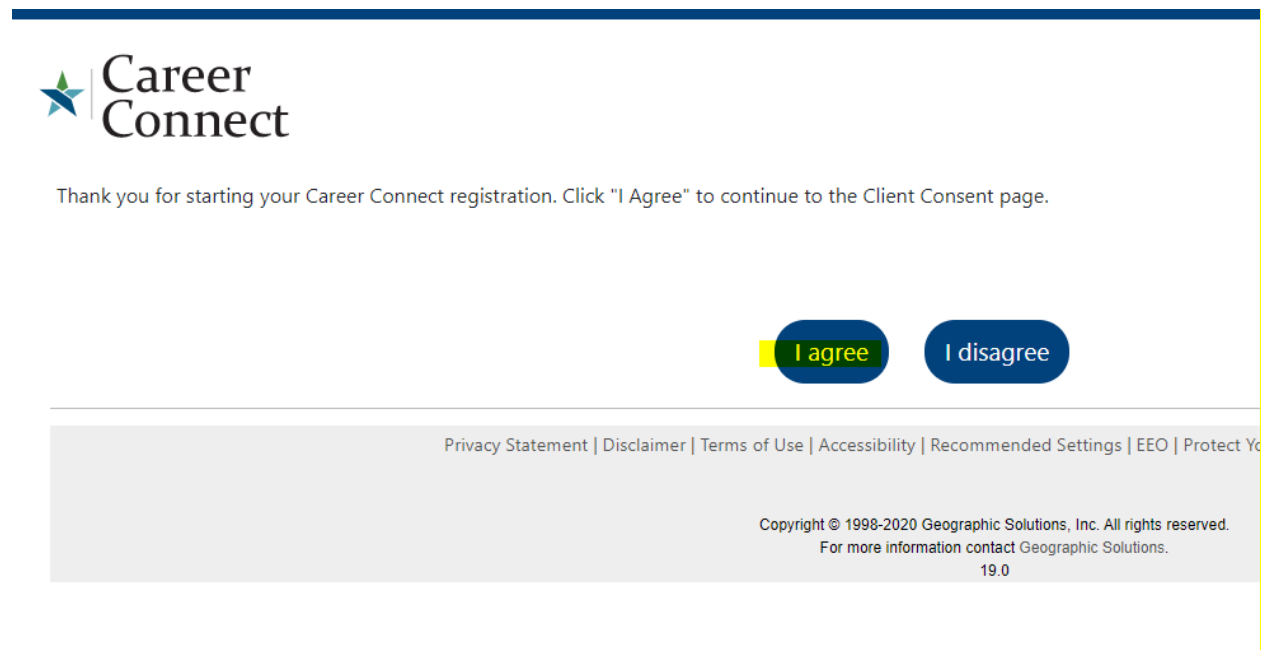
Option 2 - Create a User Account

If you would like to become a fully registered user with Career Connect 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: [Why Register?](#)

Individual
13 min(s) estimated

Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find

Step 3: Click “I Agree” to go to the Client User Consent screen.



Career Connect

Thank you for starting your Career Connect registration. Click "I Agree" to continue to the Client Consent page.

I agree **I disagree**

[Privacy Statement](#) | [Disclaimer](#) | [Terms of Use](#) | [Accessibility](#) | [Recommended Settings](#) | [EEO](#) | [Protect Your Privacy](#)

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Step 4:

- Read the Career Connect User Consent, including clicking on the links for The Partnership's Equal Opportunity Employment policy, privacy policy and terms of use.
- Click "*I Agree*". (You will not be able to create or access your account without clicking agreeing to these terms and conditions.)
- If you have any questions or concerns about the User Consent or terms of use, please contact your Career Coach / workforce agency contact.

Privacy Agreement

Career Connect User Consent

As a registered user of the Chicago Cook Workforce Partnership's Career Connect you will have access to services allowing you to search and apply for jobs, create resumes and cover letters, assess your skills, research labor market information, and learn more about training and other workforce services. The information you provide to create your Career Connect account can be used in the following ways:


- Your resume, work history, and contact information are available to staff at workforce service agencies. Staff members may view your resume and work history to match you to jobs for which you may be qualified. Staff may contact you directly about a job opportunity or pass your resume, work history, and contact information on to an employer.
- The Chicago Cook Workforce Partnership (The Partnership) may work with researchers to analyze the quality and effectiveness of programs and services offered through Career Connect. This may involve information about you and the services you use through Career Connect going to a researcher. All researchers working with The Partnership must commit to strict confidentiality agreements and data protection standards. Neither The Partnership nor its research contractors will ever publicly release information specifically about you. Additionally, you may be contacted to participate in evaluations and/or customer satisfaction surveys.
- Equal Employment Opportunity is the Law. All agencies providing services through Career Connect must follow local, state and federal equal opportunity and nondiscrimination laws. You can read our full [Equal Employment Opportunity statement here](#).
- Your contact information will not be sold and will not be used to send junk email. You can read our [complete privacy policy here](#).

I Agree

I Disagree

Step 5: Start your Profile by clicking on Comprehensive Registration. The full Comprehensive Registration will walk you through approximately 12 screens.

For all screens seen during registration, keep the following in mind:

- If you leave registration without finishing all pages, **you will lose all entries and need to start again**. If you try to leave without completing the registration, a pop-up message will warn you.
- You can click the Information icon  on any screen for more help (e.g, definitions of terms, descriptions of controls). If the page has multiple sections, separate icons may for each section to the right of the section title. For other pages, one icon displays at the top of the page.
- A red asterisk (*) means that the field is required. If you do not supply required data, when you click Next>> to move to the next page, you will get an alert indicating any missing data (at the top of the page).

- If you need to return to the previous page, click the <<Back button at the bottom of the page. **Do not use the browser's back arrow – you may lose data if you do.**
- **Click Comprehensive Registration link not Register with Resume.**

Menu Home My Dashboard Sign Out Quick Search

Quick Search Enter Search...

My Staff Workspace My Staff Dashboard My Staff Resources My Staff Account Directory of Services

Services for Workforce Staff Manage Individuals Manage Employers Manage Résumés Manage Job Orders Manage Labor Exchange

Please select a registration method from the options below.

Individual Registration Type

Comprehensive Registration
Select this option to complete a comprehensive registration process that results in full access to all the features available in this system.

Register with a Résumé
Select this option to use an existing Résumé document that you will upload into the system to prefill a progressive registration process which will allow you access to some features available in the system.

Return to Previous Page

Step 6: Login & General Information

The first part of the Registration has separate sections for Login, Social Security Number, Primary Location, E-mail Address, and Demographic Information.

- Enter a **Username**, **Password**, and then re-enter the password in the **Confirm Password** field. Make sure to remember / make note of this information as you'll need it every time you come back to the site.
- **Note:** Follow the naming rules for Username and Password that show on the screen.
- Select a question from the **Security Question** list and enter a **Response**. This question and your response are used later if you forget your username and/or password.

Directory of Services

Services for Workforce Staff

Manage Individuals
Manage Employers
Manage Résumés
Manage Job Orders
Manage Labor Exchange
Manage Activities
Manage Providers
Manage Case Assignment
Manage Follow-Up
Manage Surveys
Manage Online Forms

Login Information

* User Name:

BTURNER20@

Enter User Name (3 – 20 characters, and must include characters, letters or numbers. Allowable characters are + @ : _)

* Password:

.....

Strong!

* Confirm Password:

.....

* Security Question:

Last Changed: 3/31/2020 5:56:17 PM, Pilar Trejo

What is your mother's maiden name?

* Security Question Response:

.....

Special characters are not allowed.

- Enter your **Social Security Number (SSN)**, then re-enter you SSN for confirmation. Do not enter dashes. The system confirms that your Username and SSN are unique. If either already exists, a message prompts you to enter unique data.
- Enter your **zip code**.
- **Note:** The country is defaulted to United States.
- Answer the Authorized to work in the United States question.
- Enter an address for **Primary E-mail**, and re-enter it in **Confirm Primary E-mail**.

Reports

My Reports
Summary Reports
Detailed Reports
Custom Reports
SQL Query Tools
Federal Reports
Live Data

Customer Relationship Management

Communications

Messages
Correspondence
Alerts
Email Log

Social Security Number

* Social Security Number (SSN):

.....

Do not enter dashes (for example, 999001111)

* Re-enter Social Security Number:

Primary Location Information

* Country:

United States

* Please enter your zip code:

60606

* Are you authorized to work in the United States?

☒ Yes
☐ No

- If your email does not match, the fields will turn yellow to alert you.

Menu

Templates

Document Management

Schedules

Other Staff Services

Home

My Dashboard

Sign Out

Quick Search

E-mail Address

Primary E-mail:

bellturner@gmail.com

[Read Our E-mail Security Policy](#)

Confirm Primary E-mail Address:

bellturner@gmail.com

The e-mail address entered has been verified as being from a valid e-mail provider.

- Enter the required demographic information, including entries for:
 - **Date of Birth**
 - **Gender**
 - **Have you registered with the Selected Service? (if applicable.)****Note:** A link below this field lets you open a separate window to the online Selective Service Registration system, where you can register, if necessary.

Menu

HomeMy DashboardSign Out

Quick Search

Demographic Information

* Date of Birth:

01/01/1999 (MM/DD/YYYY)

You indicated your date of birth as January 1, 1999.

Age:

21

* Gender:

☒ Female ☐ Male ☐ I do not wish to answer.

Have you registered with the Selective Service?

Not Applicable

[[Selective Services web site](#)]

- Complete the security verification (which is case sensitive). An audio code is available if needed, by clicking on the “Get Audio Code” link.
- Click the **Next >>** button to continue.

The Field Below is Case Sensitive

XOGUR

[Generate New Image](#)

[Get Audio Code](#)

XOGUR

Type the code from the image

Next >>

Step 7: Name

- Enter your **First Name**, **Middle Initial** (optional), and **Last Name**.
- Click the **Next >>** button to continue.

The screenshot shows a web application interface for 'Jobseeker Registration'. The top navigation bar includes 'Menu', 'Home', 'My Dashboard', 'Sign Out', and a 'Quick Search' field. A left sidebar menu lists 'My Staff Workspace' (with sub-items: My Staff Dashboard, My Staff Resources, My Staff Account, Directory of Services) and 'Services for Workforce Staff' (with sub-items: Manage Individuals, Manage Employers, Manage Résumés, Manage Job Orders, Manage Labor Exchange, Manage Activities). The main content area is titled 'Name' and contains three required fields: 'First Name' (containing 'Bell'), 'Middle Initial' (empty), and 'Last Name' (containing 'Turner'). A red asterisk indicates required fields. Below the fields are two buttons: '<< Back' and 'Next >>'. At the bottom is a 'Return to Dashboard' button. A help icon and text 'For help click the information icon.' are in the top right.

Step 8: Address

This part has sections for your Residential and Mailing address. Most fields are populated based on your earlier zip code entry.

- Enter the address where you live (under the **Residential Address** area):
- Enter the street address where you live in the **Address Line 1**.
- If needed, make an entry for **Address Line 2** (e.g., for Apartment, Building or additional location number).
- If populated data is wrong, make changes to the **Zip Code**, **City**, **State**, **County/Parish**, or **Country** fields.
- Enter the address where you receive mail (under the **Mailing Address** area): If this is the same as your residential address, check the **Use residential address** box

Otherwise....

- Enter the street address in **Address Line 1** and make changes to the populated fields.
- **Note:** The system attempts to standardize the mailing address to USPS requirements and will display an "Address has been standardized" message, if successful.
- Click the **Next >>** button to continue.

Menu

My Staff Dashboard
My Staff Resources
My Staff Account
Directory of Services

Services for Workforce Staff
Manage Individuals
Manage Employers
Manage Résumés
Manage Job Orders
Manage Labor Exchange
Manage Activities
Manage Providers
Manage Case Assignment

Home
My Dashboard
Sign Out
Quick Search

Residential Address

This is where you live.

* Address Line 1: 69 West Washington

Address Line 2: Apt #, Lot #, Building #, Suite #

* Zip Code: 60606 [Find zip code](#)

* City: Chicago

* State: Illinois

* County / Parish: Cook County

* Country: United States

Menu

Manage Surveys
Manage Online Forms

Reports
My Reports
Summary Reports
Detailed Reports
Custom Reports
SQL Query Tools
Federal Reports
Live Data
Customer Relationship Management
Communications
Messages

Home
My Dashboard
Sign Out
Quick Search

Mailing Address

This is where you receive your mail.

☒ Use residential address

Address Standardization cannot be confirmed at this time. You may continue registration.

* Address Line 1: 69 West Washington

Address Line 2: Apt #, Lot #, Building #, Suite #

* Zip Code: 60606

* City: Chicago

* State: Illinois

* Country: United States

Step 9: Phone Number(s)

This page has fields for entering a primary phone number as well as an alternate phone number for contacting you. Entering a primary phone number is required, so staff can contact you if there are any questions or follow-up information is needed. ***We strongly encourage adding an Alternate Phone number as well.***

- Enter the number for your **Primary Phone** and select the **Primary Phone Type** and **Primary Phone Mode**.
- If desired, also enter data for an **Alternate Phone** and/or **Text Message Cell Phone**.

NOTE: By adding your cell phone number in the Text Message section, ***you agree to be contacted via text message.*** Individual text rates may apply.

- Click the **Next >>** button to continue.

The screenshot shows the 'Phone Numbers' form within a web application. The top navigation bar includes 'Menu', 'Home', 'My Dashboard', 'Sign Out', and a 'Quick Search' field. A left sidebar lists various services, with 'Services for Workforce Staff' expanded. The main content area is titled 'Phone Numbers' and contains the following fields:

- * Primary Phone:** Three input boxes containing '708', '321', and '1014', followed by an 'Ext:' label and an empty input box.
- * Primary Phone Type:** A dropdown menu with 'Cell/Mobile Phone' selected.
- * Primary Phone Mode:** A dropdown menu with 'Voice' selected.
- Alternate Phone:** Three input boxes containing '708', '303', and '1111', followed by an 'Ext:' label and an empty input box.
- Alternate Phone Type:** A dropdown menu with 'Relatives Phone' selected.
- Alternate Phone Mode:** A dropdown menu with 'Voice' selected. A red error message 'Alternate Phone Mode is a required field.' is displayed to the right of this field.
- Text Message Cell Phone Number:** Three empty input boxes separated by hyphens.

Step 10: Preferred Notification Method and Site Access

This page has fields for your account's notification preference setting. This setting determines how the system will attempt to contact you.

- Select the method by which you prefer to receive notifications:
 - a. **Internal Message** - communications will be delivered to your Career Connect Message Center; you must be logged in to the system to access the Message Center.
 - b. **Email** - communications will be sent to the email address you provided earlier in the registration process.
 - c. **Text Message** (if available)
 - d. **Text Message Notification** (if available)
 - e. **Internal Message with Email Notification** - receive an email alert when communications are delivered to your Message Center.

Note About Text Messages: Only certain communications can be sent via text message. Other important notices will NOT be sent via text message. Individual texting rates apply.

Menu Home My Dashboard Sign Out Quick Search

My Staff Resources
My Staff Account
Directory of Services
Services for Workforce Staff
Manage Individuals
Manage Employers
Manage Résumés
Manage Job Orders
Manage Labor Exchange
Manage Activities
Manage Providers
Manage Case Assignment
Manage Follow-Up
Manage Surveys

Preferred Notification Method

*Please select a method in which you prefer to receive your notifications:

Internal Message with Email Notification

None Selected
Internal Message
Email
Text Message (If Available)
Text Message Notification (If Available)
Internal Message with Email Notification

Site Access

*From where are you accessing this website? Home

How did you hear about this website? Another Website

<< Back Next >>

- Indicated where you are accessing Career Connect from and how you heard about the site

Site Access

*From where are you accessing this website? Home

How did you hear about this website? None Selected

<< Back Next >>

Step 11: Citizenship & Disability

This page is used to identify your citizenship and to let you self-identify as having a disability (which may be used to identify possible eligibility for additional support services).

- Select your **Citizenship** status. Non-citizens who are authorized to work in the U.S. are eligible for services.
- Make a selection for the **Disability** question. Disclosing a disability is entirely voluntary. You may be eligible for additional support and services if you have a documented disability.
- Click the **Next >>** button to continue.

Citizenship

* **Citizenship:** Citizen of U.S. or U.S. Territory

Disability

Providing this information is optional and refusal to provide disability information will not subject you to any adverse treatment. Information regarding your disability status will be kept confidential as provided by law and will be used only in accordance with the law. Please note that for some programs, the information is needed to determine eligibility. Note too that you may be eligible for additional support services and programs if you have a disability.

* **Do you wish to disclose a disability?**

☐ Yes, I have a disability I wish to disclose.

☒ No, I do not have a disability.

☐ I do not wish to answer.

Step 12: Education. This page is used to identify your education level and if you are currently attending school.

- Select your **Highest Level of Education** completed.
- Select whether you are **Attending School** currently.
- Click the **Next >>** button to continue.

Menu

My Staff Workspace

- My Staff Dashboard
- My Staff Resources
- My Staff Account
- Directory of Services

Services for Workforce Staff

- Manage Individuals
- Manage Employers
- Manage Résumés
- Manage Job Orders
- Manage Labor Exchange
- Manage Activities
- Manage Providers

HomeMy DashboardSign OutQuick Search

• Indicates required fields.

For help click the information icon.

Education Information

* Your Highest Education Level Achieved:

High School Equivalency Diploma

If you have a High School Diploma or High School Equivalency Diploma, please select the appropriate value of High School Diploma or High School Equivalency Diploma.

* Are you attending school?

No, Not Attending Any School

<< Back

Next >>

Jobseeker Registration

Page 13 of 20

4/17/2020

Step 13: Employment Information. This page is used to collect basic data on your current employment status.

- In the Employment Information section, make selections from the drop-down lists, or radio button for all questions:
 - **Current Employment Status**
 - **Type of Business Worked In**
 - **Are you currently associated with a Union (If “Yes” additional questions will display.)**
 - **Unemployment Eligibility Status (If “*Claimant*” or “*Exhaustee*” is selected, additional questions will display.)**

Note: If you select “*Claimant*” for Unemployment Eligibility Status, you will need answer UI Referred by Status. If you are not sure select “*Not Applicable*”.

- **Currently Looking for Work**

The screenshot shows a web application interface for 'Employment Information'. On the left is a sidebar menu with options: 'My Staff Dashboard', 'My Staff Resources', 'My Staff Account', 'Directory of Services', 'Services for Workforce Staff' (highlighted), 'Manage Individuals', 'Manage Employers', 'Manage Résumés', 'Manage Job Orders', 'Manage Labor Exchange', 'Manage Activities', 'Manage Providers', 'Manage Case Assignment', and 'Manage Follow-Up'. The main content area is titled 'Employment Information' and contains several form fields:

- * Current Employment Status:** A dropdown menu with 'Not Working' selected.
- * Type of business worked in:** A dropdown menu with 'Private Business' selected.
- * Are you currently associated with a Union:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- * Unemployment Eligibility Status?** A dropdown menu with 'Claimant' selected.
- * UI Referred by Status:** A dropdown menu with 'Not Applicable' selected.
- * Claimant has been exempted from work search:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- * Are you currently looking for work?:** Radio buttons for 'Yes' and 'No', with 'Yes' selected.

- Indicate Yes or No for whether you received a notice of termination, layoff, or military separation. If you select “Yes”, additional questions will display.

Note: If you select “Yes” for having received a notice of termination, the date of your layoff will be required.

- Answer the question about farm work.
- Click the **Next >>** button to continue.

Menu

Home My Dashboard Sign Out Quick Search

Manage Follow-Up

Manage Surveys

Manage Online Forms

Reports

My Reports

Summary Reports

Detailed Reports

Custom Reports

SQL Query Tools

Federal Reports

Live Data

Customer Relationship Management

Communications

WORK

Within the last 12 months, have you received a notice of termination or layoff from your job or received documentation that you are separating from military service?

☐ Yes, I have recently received a notice of termination or military separation.

☒ No, I have not recently received a notice of termination or military separation.

Farmworker Information

The following questions do not pertain to work performed on a family farm, ranch, beekeeping, food processing or food manufacturing operation owned by yourself or close relatives.

* **Have you worked as a farmworker in the last 12 months?**

☐ Yes ☒ No

<< Back Next >>

Step 14: Desired Occupation

This page is used to identify your desired job. This occupation will be used throughout the system for job matching and other information connected with finding job opportunities.

- In the **What is your desired job title?** field, begin typing the title of a job in which you are interested. A drop-down list will display the closest matches.
- Select a job title from the displayed list. This will populate a drop-down list below with **Suggested Occupations** field.
- Select an occupation from the **Suggested Occupations** drop-down list.
- The system will display the standardized **Occupation Title** and **Occupation Code** in the fields below the drop-down list. See below image:

Note: If the job title you enter does not provide selections for the **Suggested Occupations** list, or if you want to search for a wider range of occupation codes, you can click the “*Search for an occupation*” link.

- Click the **Next >>** button to continue.

The screenshot shows a web form for selecting a job title and occupation. The 'Job Title' section has a text input field with 'accountant' entered, and a dropdown list of suggestions including 'Accountant', 'Accountant Assistant', 'Accountant Clerk', 'Accountant Helper', 'Accountant Manager', 'Accountant Supervisor', 'Accountants', and 'Accountants and Auditors'. A yellow callout box points to this list with the text: 'Suggested titles appear as you type. Picking one auto-fills the suggested Occupation Titles list.' Below the 'Job Title' section is the 'Job Occupation' section, which has a dropdown list showing 'Bookkeeping, Accounting, and Auditing Clerks'. A red box highlights the 'Occupation Title' field, which contains 'Bookkeeping, Accounting, and Auditing Clerks', and the 'Occupation Code' field, which contains '43303100'. A red box also highlights the 'Search for an occupation' link. At the bottom are two buttons: '<< Back' and 'Next >>'.

Job Title

Please enter a job title below. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

* What is your desired job title? accountant

Your desired job and occupation titles can be found in the suggested list.

Job Occupation

Please select the occupation that best matches your job. The suggested list is populated based on the job title you entered. You can also select an occupation using the search link.

Suggested occupation(s): Bookkeeping, Accounting, and Auditing Clerks

[Search for an occupation]

* Occupation Title: Bookkeeping, Accounting, and Auditing Clerks

* Occupation Code: 43303100

<< Back Next >>

Step 15: Ethnic Origin

This page is used to indicate ethnic origin or heritage information. It includes options for “/ *do not wish to answer*,” if you choose not to supply this information.

- Make selections for **both** heritage (**Hispanic or Latino**) and for Race.

The screenshot shows the 'Ethnic Origin' form in the Career Connect system. The top navigation bar includes 'Menu', 'Home', 'My Dashboard', 'Sign Out', and a 'Quick Search' field. The left sidebar contains 'My Staff Workspace' and 'Services for Workforce Staff'. The main content area has a title 'Ethnic Origin' and a prompt: 'Please enter the following information below and click the Next button when you are finished.' Below this, there are two sections: 'Are you of Hispanic or Latino heritage?' with radio buttons for 'Yes', 'No', and 'I do not wish to answer.' (the 'No' button is selected), and 'Race - Please check all that apply:' with checkboxes for 'African American/Black', 'American Indian/Alaskan Native', 'Asian' (checked), 'Hawaiian/Other Pacific Islander', 'White', and 'I do not wish to answer.'.

- In the **Language** section select “Yes” if you have difficulty speaking, reading, writing and/or understanding English. If so, additional questions will display to help define your language needs.
- Click the **Next >>** button to continue.

The screenshot shows the 'Language' form in the Career Connect system. The top navigation bar is the same as the previous form. The left sidebar shows 'Manage Activities', 'Manage Providers', 'Manage Case Assignment', 'Manage Follow-Up', 'Manage Surveys', 'Manage Online Forms', and 'Reports'. The main content area has a title 'Language' and a question: 'Do you have limited proficiency in speaking, writing, reading, or understanding English?' with radio buttons for 'Yes' and 'No' (the 'No' button is selected). Below this, there is another question: 'Do you have difficulty in speaking, writing, reading, or understanding English?'. At the bottom, there are two buttons: '<< Back' and 'Next >>', and a 'Return to Dashboard' button.

Step 16: Military Service.

This page is used to identify military status if you are a veteran or the spouse of a veteran and may be entitled to state and federal benefits.

- Answer the Yes/No questions to indicate your military service, if any.
- If you answer Yes to the first question, additional questions will appear on the page
- Answer all required questions in this section.
- Click the **Next >>** button to continue.

Menu

My Staff Resources

My Staff Account

Directory of Services

Services for Workforce Staff

Manage Individuals

Manage Employers

Manage Résumés

Manage Job Orders

Manage Labor Exchange

Manage Activities

Manage Providers

Manage Case Assignment

Manage Follow-Up

Manage Surveys

Home My Dashboard Sign Out Quick Search

Military Service

Veterans and their spouses may be entitled to State and Federal Benefits. Please answer the following questions.

* Are you currently in the military, a veteran or the spouse of a veteran? ☐ Yes ☒ No

* Are you a caregiver who is a spouse or family member to a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? ☐ Yes ☒ No

* Are you a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? ☐ Yes ☒ No

Step 17: Public Assistance

This page is used to identify public assistance you may have received within the last six months. Answering accurately can help staff to determine if you are eligible for additional assistance through federal programs.

- Indicate Yes or No for any assistance you've received ***in the last six months*** from the listed assistance programs.
- If you are not receiving any Public Assistance, you will receive a question about your family size and income. You may choose not to answer.
- Click **Finish**. The system performs a final validation of all information entered and saves your profile. You will receive a confirmation email at the email address you provided.

Public Assistance

Please provide answers to the following questions if any apply within the last 6 months.

* Has your household received ☐ Yes ☒ No
Temporary Assistance for
Needy Families (TANF)
payments?

* Have you been determined ☒ Yes ☐ No
eligible for or received
Supplemental Nutrition
Assistance Program assistance
(SNAP formerly known as Food
Stamps)?

* Have you received General ☐ Yes ☒ No
Assistance Payments?

* Have you received Refugee ☐ Yes ☒ No
Cash Assistance Payments?

* Have you been supported ☐ Yes ☒ No
through the State's Foster Care
System?

<< Back

Finish

Congratulations! Your profile is now complete!

Step 18: After completing your profile, you will be taken to a “*What would you like to do next?*” page.

- If you are ready to start the WIOA Pre-Application, click on the “*WIOA Pre-Application*” link.

What would you like to do next?



[Job Search](#)

This option will view current job listings in your area that match your interests and experience.



[Résumé Builder](#)

This option will take you through the steps of creating a professional résumé or job application. Résumés can be placed online making them available to the top employers in your area.



[WIOA Pre-Application](#)


Fill out a WIOA pre-application to find out if you are eligible for services provided under the Workforce Innovation and Opportunity Act.

OR

Sign-out (you can login again later at www.chicagolandcareerconnect.org by using the username and password you selected when you registered.


- For security reasons, make sure to click the words “Sign Out” at the top or bottom of your screen. We also recommend that you close your web browser.


[Home](#) [My Dashboard](#) [Sign Out](#) [Services for Individuals](#)


**Career Connect**

Please review the options available to you below to continue.

What would you like to do next?

[Job Search](#)
This option will view current job listings in your area that match your interests and experience.

[Résumé Builder](#)
This option will take you through the steps of creating a professional résumé or job application. Résumés can be placed online making them available to the top employers in your area.

[WIOA Pre-Application](#)
Fill out a WIOA pre-application to find out if you are eligible for services provided under the Workforce Innovation and Opportunity Act.

Other Resources Available

You may wish to look at other resources available on this site by clicking one of the links below.

[Career Services](#) [Job Seeker Services](#) [Unemployment Services](#) [Veteran Services](#) [Assistance Center](#)

[Services](#) [Portfolio](#) [Site Map](#) [Site Search](#) [Page Preferences](#) [Feedback](#) [Assistance](#)

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