



## Overview

This procedure is intended for clients who have completed the client profile and who are ready to upload required documents for employment and training services. If you haven't completed the client profile, please contact your workforce professional.

In order to upload documents, you'll need **either**:

- a computer and scanner

**OR**

- a tablet or smart phone with a camera / scanner app.

## Logging in to Career Connect

- Go to [www.chicagolandcareerconnect.org](http://www.chicagolandcareerconnect.org)
- Log in with the **Username and Password**.  
USERNAME: XXXXX  
PASSWORD (case sensitive)
  - If you have any issues logging on, please contact the workforce professional that referred you to the site.
- **Note:** If you forget your username or password, click on "*Forgot Username/Password?*" You will need to verify your Social Security Number and Date of Birth to verify your identity and retrieve your login information.



# Career Connect

USERNAME

PASSWORD

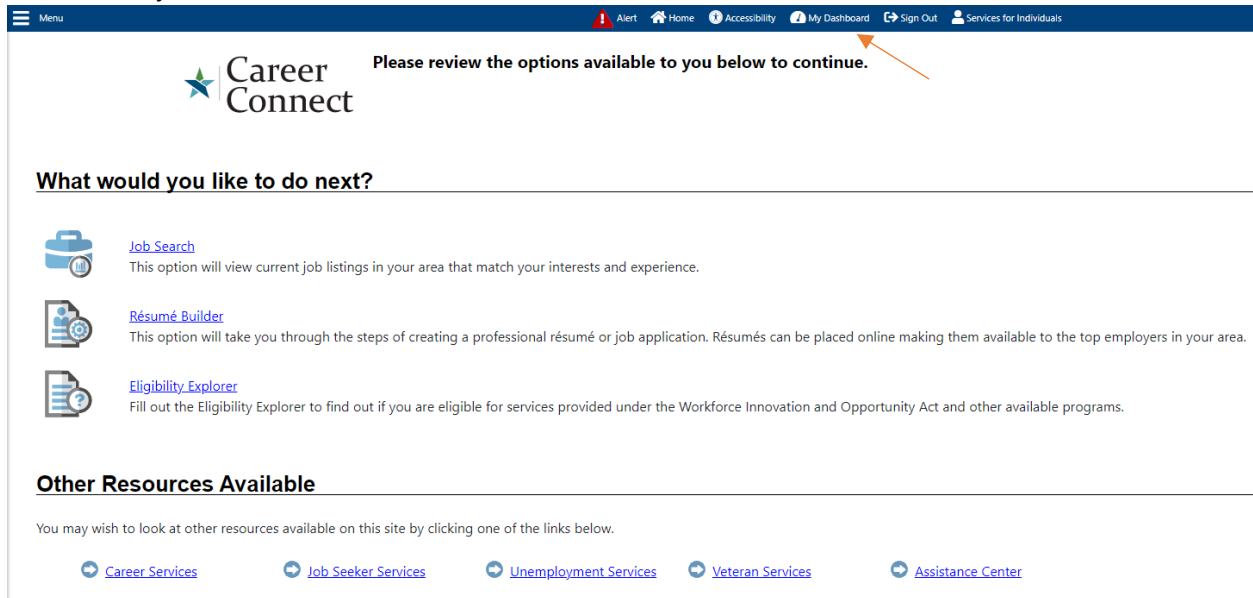
Sign In

[Not Registered? Learn How and Why](#) [Forgot Username/Password?](#)

[Screen Reader Theme](#)

## Uploading Documents to Career Connect

- Click My Dashboard



Menu Alert Home Accessibility 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?

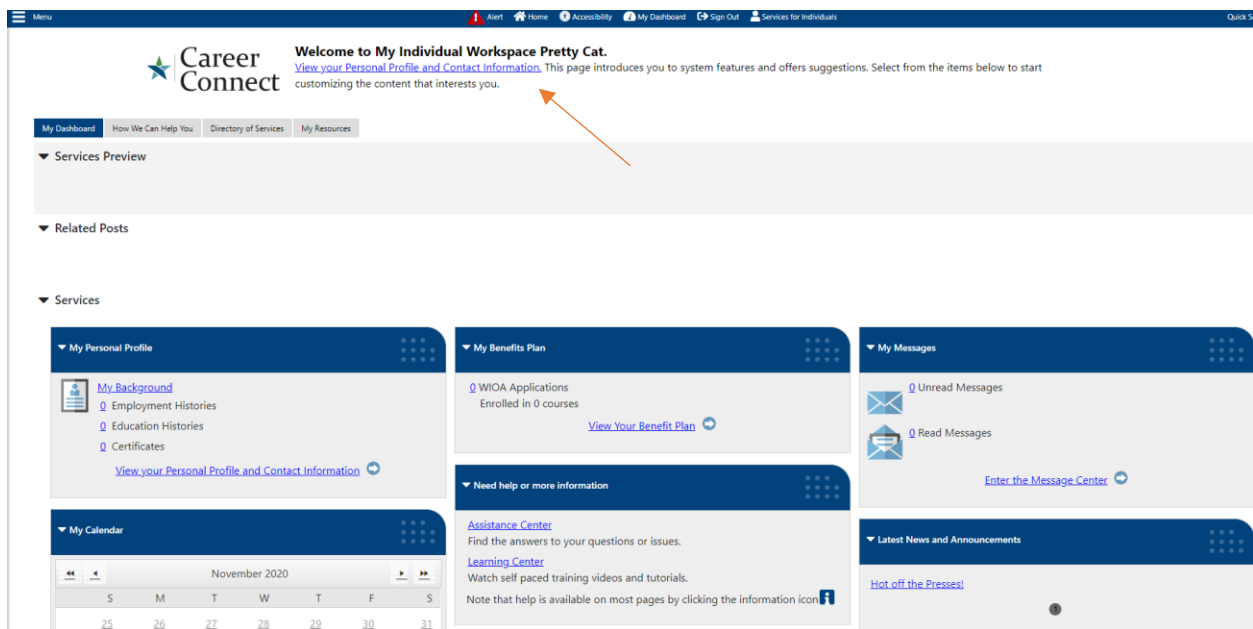
- Job Search**  
This option will view current job listings in your area that match your interests and experience.
- Résumé Builder**  
This option will take you through the steps of creating a professional résumé or job application. Résumés can be placed online making them available to the top employers in your area.
- Eligibility Explorer**  
Fill out the Eligibility Explorer to find out if you are eligible for services provided under the Workforce Innovation and Opportunity Act and other available programs.

### 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](#)

- “View Your Personal Profile and Contact Information” at the top of your Dashboard.



Menu Alert Home Accessibility My Dashboard Sign Out Services for Individuals Quick Search

**Career Connect**

Welcome to My Individual Workspace Pretty Cat.  
[View your Personal Profile and Contact Information](#). This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.

My Dashboard How We Can Help You Directory of Services My Resources


#### Services Preview

#### Related Posts

#### Services

- My Personal Profile**
  - [My Background](#)
  - [Employment Histories](#)
  - [Education Histories](#)
  - [Certificates](#)
  - [View your Personal Profile and Contact Information](#)
- My Benefits Plan**
  - [WIOA Applications](#)
  - Enrolled in 0 courses
  - [View Your Benefit Plan](#)
- My Messages**
  - [Unread Messages](#)
  - [Read Messages](#)
  - [Enter the Message Center](#)
- My Calendar**
  - November 2020
  - Calendar view showing dates 25, 26, 27, 28, 29, 30, 31.

#### Need help or more information

- [Assistance Center](#)  
Find the answers to your questions or issues.
- [Learning Center](#)  
Watch self paced training videos and tutorials.
- Note that help is available on most pages by clicking the information icon 

#### Latest News and Announcements

- [Hot off the Presses!](#)

- Next Click “Documents” under My Individual Profiles

**This page is used to review your general contact information.**  
If you make changes, click the Save button at the bottom of this page.

[ [Individual Portfolio](#) ]

My Individual Profiles

Personal Profile

General Information

Background

Activities

Paths

Memo

Documents

Search History Profile

Self Assessment Profile

Job Skills

Personal Skills

Work Interests

Work Values

Tools and Technology

Multiple

Communications Profile

My Individual Plans

- You can upload your documents at the bottom of this page

**This tab contains information on documents you have scanned and stored for use in applications done by staff.**

[ [Individual Portfolio](#) ]

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Documents

[Show Filter Options \(Results are being filtered\)](#)

No records found

Uploaded and scanned documents with spaces in the document name may be incompatible with some browsers. These spaces will be replaced with \_ when saving the document in our system.

Upload a Document

Scan a Document

- Select a document description from the drop-down list of acceptable documents. (If none of the description options are applicable, select “Other”.)

## Document Information

---

**Document  
Description:**

**\* Document Tags:**  
Keywords that will  
be indexed with  
this attachment.

## Attach Document

Multiple documents can be

None Selected

None Selected

Agency Award Letter  
Alien Registration Card  
Alimony agreement  
Application(s)  
Attendance Records  
Bank statements (direct deposit)  
Baptismal Record  
Birth Certificate  
Business Financial Records  
Certification Forms  
Court documentation  
DD 214  
Death Certificate  
Decree of court  
Denial Letter  
Divorce decree  
Employment Records  
Food Stamp Records  
Layoff Notice/Letter

ected one-by-one.

- Add a description of the document in the “*Document Tags*” box. This will help staff verify that you have uploaded all the required documents.

If uploading from a Computer or Laptop, your document must be stored on the computer.

- Click “Select File” to open up your computer or laptop documents on the bottom at the “Attach Document” section of Career Connect.

\* Indicates required fields.

## Document Information

---

**Document Description:**

**\* Document Tags:** Do not enter Personal Identifiable Information (PII) into this field.  
Keywords that will be indexed with this attachment.



## Attach Document

---

Select File

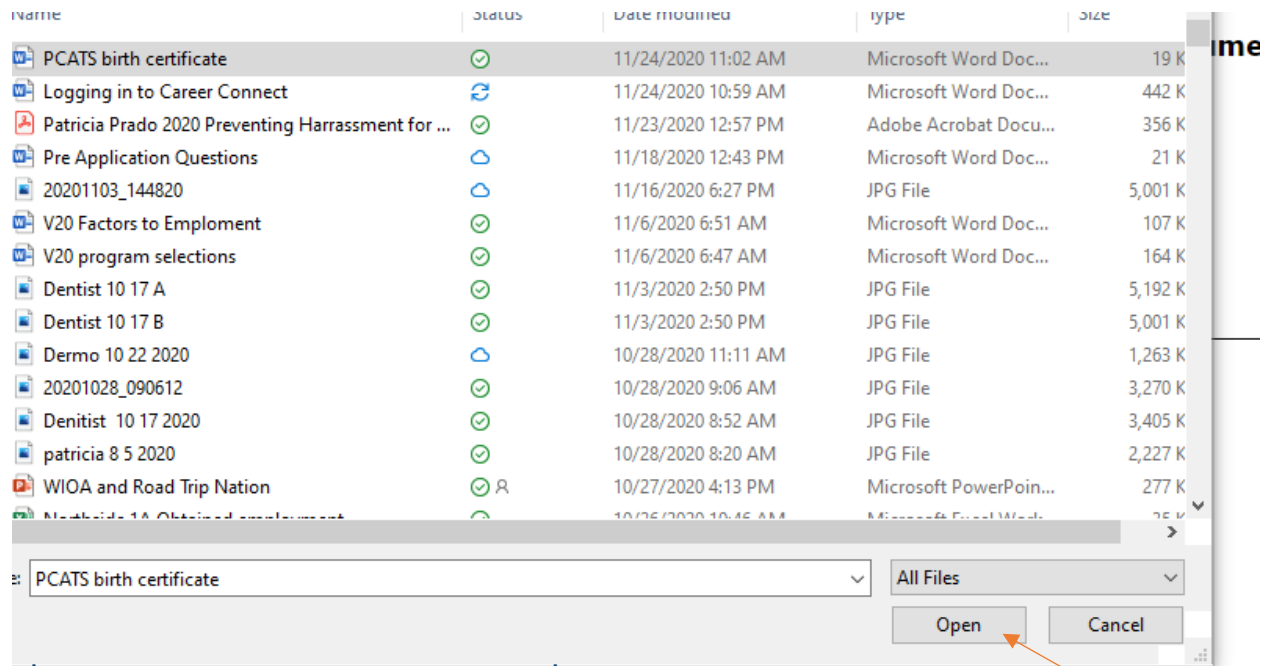


Multiple documents can be uploaded simultaneously, but must be selected one-by-one.

Save

Cancel

- A dialogue box / pop-up window will come up. Select the document you wish to upload and click open.
- Make sure you have named your document appropriately and be sure the image or copy is clear.



## Uploading from Tablet or Phone:

- If you are on a device with a camera such as a phone or tablet, you will have options to upload from a camera, photo file, or other files. (Note that the pictures below are samples, you may have different options/icons on your device.)
- Simply choose the location you have the document stored and click on the document or take a photo of the document and upload it.



Figure 1 Android screen

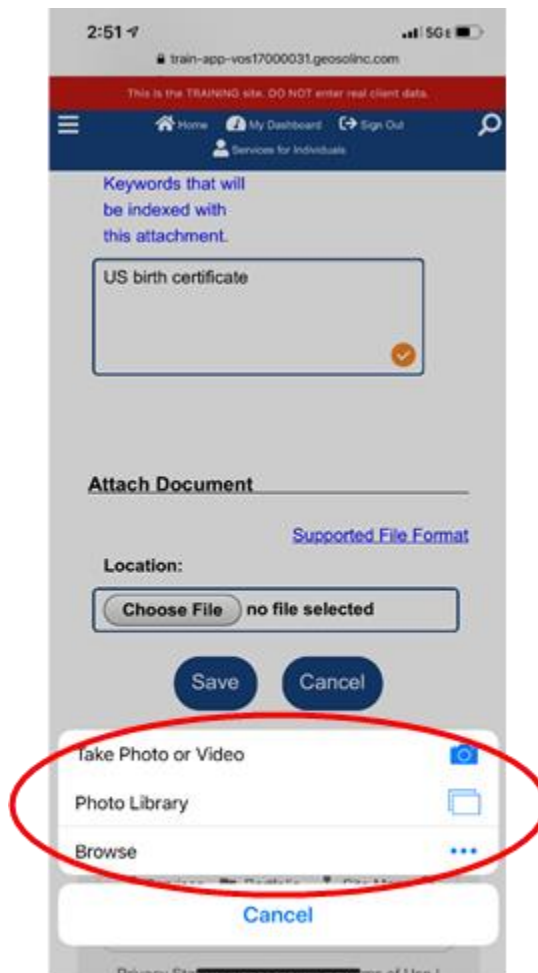


Figure 2 iPhone screen

- After selecting the file or photo, click “Save”.



Please follow the instructions listed below to add a document into the system.

♦ Indicates required fields.

## Document Information

<b>Document Description:</b>	<div>Birth Certificate</div>
<b>* Document Tags:</b> Keywords that will be indexed with this attachment.	<div>Do not enter Personal Identifiable Information (PII) into this field. US birth certificate</div>

## Attach Document

<div></div>	<div>Select File</div>
PCATS birth certificate.docx	<div>Remove</div>

Multiple documents can be uploaded simultaneously, but must be selected one-by-one.

Save

Cancel



- Once the document has uploaded successfully it will look like this showing the title of the document you uploaded under the box.
- **Note:** If you need to delete a document and upload again, just click remove.
- Continue to follow the steps in uploading a document until you are finished with submission of your eligibility documents.
- If you are using the same document for multiple purposes (for example a driver's license for age and address) you only need to upload it once.

[ Individual Portfolio ]

My Individual Profiles

- Personal Profile
  - General Information
  - Background
  - Activities
  - Paths
  - Memo
  - Documents
- Search History Profile
- Self Assessment Profile
  - Job Skills
  - Personal Skills
  - Work Interests
  - Work Values
  - Tools and Technology
  - Multiple
- Communications Profile

My Individual Plans

General Information

Background

Activities

Paths

Memo

Documents

Show Filter Options (Results are being filtered)

Click a column title to sort.

Name	Tags	Class	Create Date	Expiration Date	Action
PCATS_birth_certificate.docx	US birth certificate	Birth Certificate	11/24/2020		<a href="#">View</a> <a href="#">Delete</a> <a href="#">Meta Data</a>

Congratulations! You have uploaded your documents successfully!

**Please contact your agency and let them know so they can review and complete your eligibility.**