

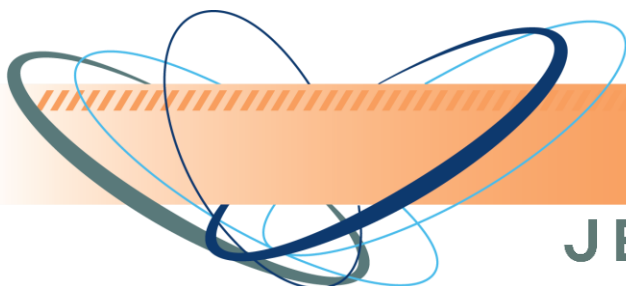
Registering with Connecting Colorado

Where do I begin?

1. Open the internet and go to www.connectingcolorado.com.
2. Under 'Job Seekers,' click on 'Register & Upload your resume'.
3. You will be asked to enter your Social Security Number, create a password, and create a security question and answer. Be sure to write down the password you choose as you will need it when you return to the website to search for jobs and/or update your account.
4. You can choose to upload your resume or skip resume upload to do it at a later time.
5. Complete the 'Profile Settings', the questions marked with a red asterisk (*) are required to move forward.
6. Complete the 'Account Settings', some information may already be filled out from previous sections.
7. Complete the 'Job Match Settings' for your job preferences (this section is two different screens). These sections are how Connecting Colorado "matches" you with listed jobs. Choose job titles and skills that best fit what you are looking for.
8. When you have completed the last page, and read the Equal Opportunity statement, click 'I Understand' at the bottom of the page to finalize your registration.

How can I update my information?

1. Open the internet and go to www.connectingcolorado.com.
2. Under 'Job Seekers,' enter your social security number and password in the spaces provided; click the 'Sign In' button. If you forgot your password, click on the 'Forgot Password' link and follow the directions to reset your password.
3. To update your personal information, click on 'Personal Information' or 'Profile Settings' on the left side of the screen. Review the information and make changes as necessary.
4. To update your job title and skills, click on 'Job Experience & Skills' and 'Job preferences' under the 'Job Match Settings' heading on the left side of the screen. Review the information and make changes as necessary.



How do I attach my resume?

1. Open the internet and go to www.connectingcolorado.com.
2. Under 'Job Seekers,' enter your social security number and password in the spaces provided; click the 'Sign In' button. If you forgot your password, click on the 'Forgot Password' link and follow the directions to reset your password.
3. To attach your resume, click on 'My Documents' on the left side of the screen.
4. Name your document (for example: "John Doe Resume").
5. Click on the 'Choose File' button to locate your resume on the computer and click on 'Open' or double click the document to upload.
6. Click 'Attach' to complete the upload. The file will show '(Not anti-virus scanned yet)'. You can upload up to three documents.

How can I search for jobs?

1. Open the internet and go to www.connectingcolorado.com.
2. Under 'Job Seekers,' enter your social security number and password in the spaces provided; click the 'Sign In' button. If you forgot your password, click on the 'Forgot Password' link and follow the directions to reset your password.
3. You may perform a custom job search by completing the information requested at the top of your profile home page. You can enter a job title, keyword, and/or job #, as well as location, job type, and industry.
4. When you find a job you are interested in, click the job title to open the complete listing. Then click on 'How to Apply' for employer contact information.
5. On your profile home page there is a section for "Job Alerts", this is a list of jobs that match your registration information/skills with the jobs posted on the website.
6. You can also click on your 'toolbox' to find links for other useful job search tools.

