



## A Desk Aid for Job Seekers

Register with [WorkInTexas.com](http://WorkInTexas.com)

**\*Notes** **Do NOT use the Back Button while in WorkInTexas.com.** This may cause you to lose information you have entered.  
**Throughout the registration process, fields with a red asterisk are required fields.**  
**Avoid locking yourself out.** If you enter incorrect logon information 2 times, use the FORGOT PASSWORD link to reset your password. If you try a 3<sup>rd</sup> time and you are wrong again, Workforce Center Staff will have to reset you.

**Step 1:** Using the web browser of your choice (Internet Explorer, Google Chrome, etc.), go to [www.workintexas.com](http://www.workintexas.com).

**Step 2:** Click on the blue "Job Seeker Registration >" button.

**Step 3:** Read the Job Seeker Use Agreement and click the "I Accept" button.

**Step 4:** Complete the Create Logon screen and click "Next."

- Create your User ID and password with things you will remember.
- When selecting security question, we recommend you do not use a question that involves a favorite as favorites often change.

**Step 5:** Review the Create Logon Confirmation screen and click "Next."

- If you have not already done so, make a note of your User ID for log on later.

**Step 6:** If you entered your social security number on the Create Logon screen, skip to Step 7. If you did not enter your social security number on the Create Logon screen, you will be on the Registration-Social Security Number screen. Review and complete, if applicable, and click "Next" to continue.

- If you are filing for Unemployment Insurance, failure to provide your social security number could result in the delay or denial of your benefits.

**Step 7:** On the Registration Introduction page, click the "Continue Registration" button on the right hand side of the screen under the Work Registration header.

**Step 8:** Complete Steps 1 through 6 of the registration process.

**Step 9:** Review the Registration Confirmation screen.

- If you have not already done so, make a note of your User ID for log on later.
- ***The My Résumé on this page is your résumé as it will appear to employers in WorkInTexas.com.*** To update your WorkInTexas.com résumé refer to the "A Desk Aid for Job Seekers: Create a Résumé" flyer available in your Welcome Packet or at your nearest Workforce Solutions of Central Texas office.

Workforce Solutions of Central Texas is an equal opportunity employer/program.  
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1-800-735-2989 (TDD) ♦ 1-800-735-2988 (VOICE) ♦ RELAY TEXAS.....7-1-1