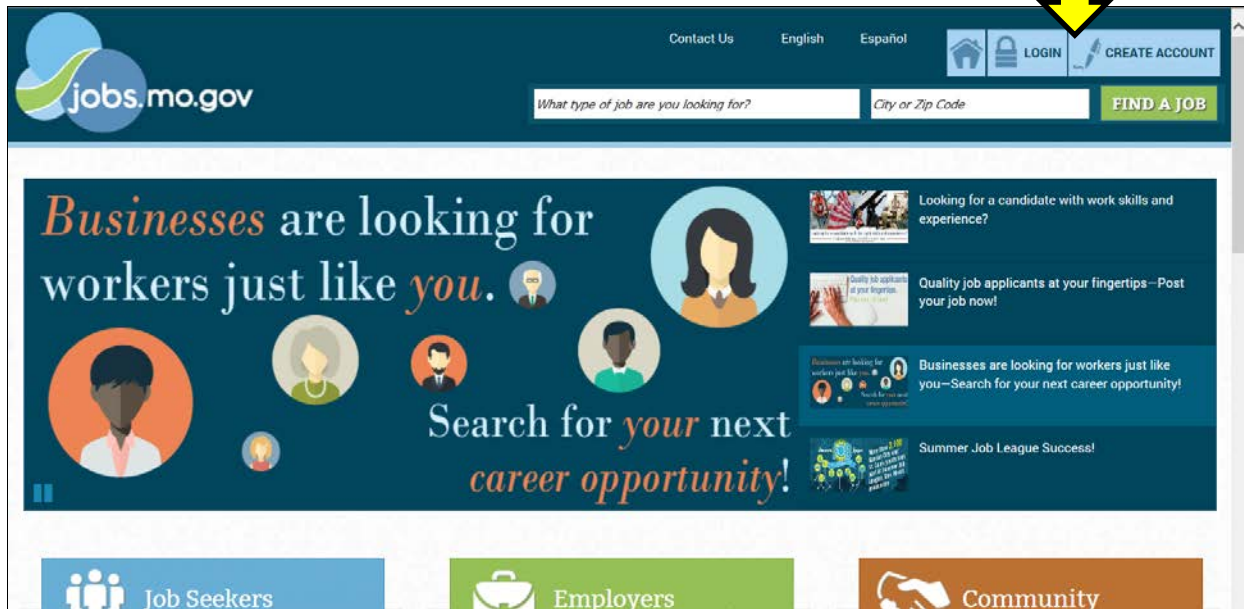


Navigating jobs.mo.gov

The home page appears below. Select “LOGIN” if the applicant already has an account; or “CREATE ACCOUNT” if the applicant has never registered at jobs.mo.gov.



If “CREATE ACCOUNT” is selected, the following page displays. **All fields with a ★ require an entry. For FSD to receive verification electronically, the applicant should enter their SSN to match our data with DWD data.** If the applicant does not enter a SSN or does not have an SSN, then they should click “Why do you need my SSN?”.

Navigating jobs.mo.gov

The pop up box shown below will appear when “Why do you need my SSN?” is selected. Click on “Yes, create a random ID number” if not entering a valid SSN.

The screenshot shows the 'Account' tab selected in the top navigation bar. A pop-up dialog titled 'Why do you need my SSN?' is displayed in the center. The dialog contains the following text:

The Division of Workforce Development (DWD) will use your social security number (SSN) only for calculation of program performance measure outcomes and will never share your SSN. You do not have to provide an SSN to use JOBS.MO.GOV. However, you must input a valid SSN in order for your job search activities to be linked with your Unemployment Insurance (UI) claim for reporting purposes.

If you would like to continue creating an account with your SSN, click on the NO button below. If you would like to continue without providing your SSN, click on the Yes button below and we will provide you with a random identification number that you may use to access the services available on JOBS.MO.GOV.

At the bottom of the dialog are two buttons: 'Yes, create a random ID number.' and 'No, I will enter my SSN.'

In the background, the 'User Information' section is visible, showing fields for First Name, Middle Initial, Last Name, SSN, Confirm SSN, Date of Birth, and Gender. A 'Continue' button is located at the bottom of the form.

Once all required are fields are populated, select “Continue” at the bottom of the page. The Account Information page then displays as shown below.

The screenshot shows the 'Account' tab selected in the top navigation bar. The 'Account Information' section is displayed, containing the following fields:

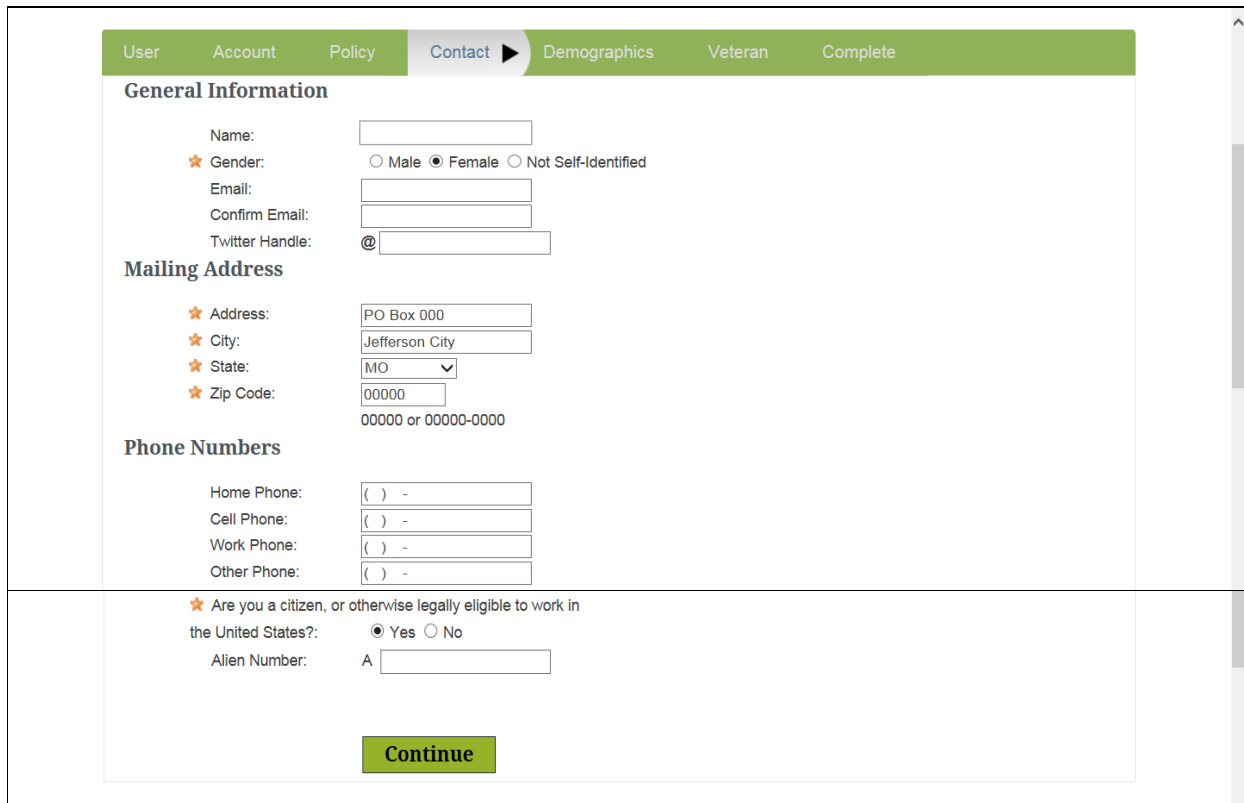
- Username:
- Password:
- Confirm Password:
- Security Question:
- Security Answer:

A 'Continue' button is located at the bottom of the form.

Once all required are fields are populated, select “Continue” at the bottom of the page. The Policy page then displays. After reading through the policy, select “Continue” at the bottom of the page.

Navigating jobs.mo.gov

Next, the Contact Page displays as shown below. All fields with a ★ require an entry.



The screenshot shows the 'Contact' page of the jobs.mo.gov website. The navigation bar at the top includes links for User, Account, Policy, Contact (active), Demographics, Veteran, and Complete. The main content area is divided into three sections: General Information, Mailing Address, and Phone Numbers. Each section contains several required fields, indicated by a star icon (★).

General Information

- Name:
- ★ Gender: ☐ Male ☒ Female ☐ Not Self-Identified
- Email:
- Confirm Email:
- Twitter Handle: @

Mailing Address

- ★ Address:
- ★ City:
- ★ State:
- ★ Zip Code:
- 00000 or 00000-0000

Phone Numbers

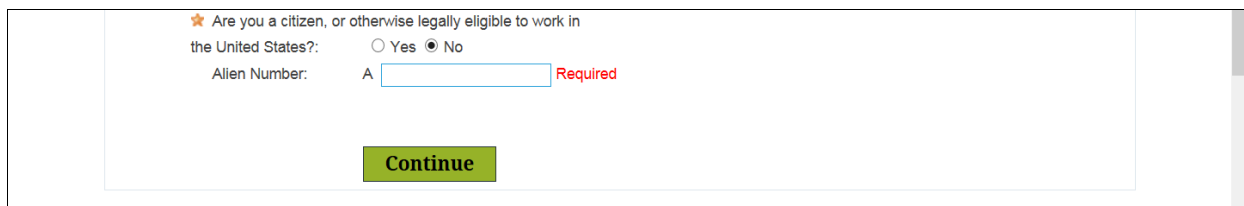
- Home Phone: () -
- Cell Phone: () -
- Work Phone: () -
- Other Phone: () -

★ Are you a citizen, or otherwise legally eligible to work in the United States?: ☒ Yes ☐ No

Alien Number: A

Continue

If “No” is marked for the question regarding citizenship/eligible to work in the US, an Alien Number should be entered in the field as shown below.



This screenshot shows a close-up of the 'Are you a citizen, or otherwise legally eligible to work in the United States?' question. The 'No' option is selected. The 'Alien Number' field is highlighted with a red border and the word 'Required' in red text, indicating it is a mandatory field.

★ Are you a citizen, or otherwise legally eligible to work in the United States?: ☐ Yes ☒ No

Alien Number: A Required

Continue

When all required entries are completed, select “Continue” at the bottom of the page.

Navigating jobs.mo.gov

The Demographics page displays next. **All fields with a ★ require an entry.** When complete, select “Continue” at the bottom of the page.

UserAccountPolicyContactDemographicsVeteranComplete

Demographic Information

★ Are you currently employed?:
☐ Yes ☒ No

★ If unemployed, were you laid off by your last employer?:
☐ Yes ☒ No

★ Current school status:
Not Attending - Graduate

★ Years of elementary/high school grades completed:
High School Diploma

★ Are you attending college or have a college degree or certificate?
None

★ Do you have limited/no ability in speaking, reading, writing or understanding English language or is your native language other than English?
No

★ In the last year have you earned 1/2 of your income from farmwork?
No

★ Worked at least 25 days or parts of days in farmwork?
No

★ If you worked for one employer last year, did you have a break (lay off) of employment during this time?
No

★ Do you have a disability?:
☐ Yes ☒ No ☐ Not Self-Identified
Category of Disability:
Please Select the Category of Your Disab
Are you homeless?:
☐ Yes ☒ No

★ What is your ethnicity/race?:
☐ American Indian or Alaska Native (South/Central/North American Native)
☐ Asian
☐ Black or African American
☐ Native Hawaiian or other Pacific Islander
☒ Not Self-Identified
☐ White (Including origins from Europe, Middle East or North Africa)

★ Are you Hispanic?
Not Self-Identified

Continue

The next page that displays is the Veteran Record information. If not a Veteran, select “Continue Without Adding a Veteran Record”.

UserAccountPolicyContactDemographicsVeteranComplete

Veteran Record

Your profile does not have an existing Veteran Record. If you meet one of the following requirements and would like to add a record, click the Add Veteran Record button below.

Have you served in the military or a National Guard/Reserve Unit?

or

Are you the Spouse of a veteran who:

Was killed in action or is currently listed as missing in action?

Died because of a service connected disability?

100% disabled as a result of a service related injury?

or

Are you the spouse of a deployed Missouri National Guard or Reserve member?

Add Veteran RecordContinue Without Adding a Veteran Record

Navigating jobs.mo.gov

The next page shows the registration is complete. Select the “Continue” button at the bottom of the page.

The screenshot shows the 'Registration Complete' page on jobs.mo.gov. At the top, there is a navigation bar with links: User, Account, Policy, Contact, Demographics, Veteran, and Complete (highlighted with a right arrow). Below the navigation bar, the heading 'Registration Complete' is displayed. The main content area contains the following text: 'Thank you for registering with jobs.mo.gov', 'Your account has been created. Click the button below in order to add more information to your profile.', and a 'Continue' button at the bottom.

The Privacy Control window will pop up. Select any services provided by DWD that you are interested in receiving. Then select the “Save and Close” button at the bottom.

The screenshot shows the 'Privacy Control' window overlaid on the jobs.mo.gov account page. The window title is 'Privacy Control'. The text inside reads: 'The Division of Workforce Development (DWD) would like permission to contact you about free services we provide. At no time will anyone with the Division of Workforce Development attempt to sell you anything.' Below this, there are several sections of checkboxes:

- ☒ Employers may view my profile.
- Please let us know what information you are interested in receiving**
 - ☒ Send me automated job match notifications.
 - ☒ Send me automated workshop and appointment reminders.
 - ☒ Job Fairs/Workshops
 - ☒ Youth (15-24)
 - ☒ Veterans Service Members
 - ☒ Employment Tips
 - ☒ Continuing Education
- Please provide your methods of contact. (Check all that apply)**
 - ☒ Text () -
 - ☒ Email
 - ☒ Phone () -
 - ☒ Mail:

Below the contact methods, there are fields for address information:

- ★ Address: Po Box 000
- ★ City: Jefferson City
- ★ State: MO (dropdown menu)
- ★ Zip Code: 00000 (text field)
- 00000 or 00000-0000

At the bottom of the window, there is a note: 'To make changes to the privacy options in the future, click on "Edit Contact and Privacy" from your Account Home page.' and a green 'Save & Close' button.

Navigating jobs.mo.gov

The “My Profile” page will display. This page shows when the individual registered or last logged-in to their account on jobs.mo.gov. If FSD does not receive verification the individual registered electronically, this is the page the applicant is required to print and submit to FSD to verify they have met this eligibility requirement.

Account Home

TALIFY

MISSOURI CONNECTIONS

MISSOURI'S HOT JOBS

ONLINE LEARNING

My Profile

Name:

Profile Status: **Incomplete**

Email:

Add your email address!

Add: [Education Information](#)

Last Login: 12/3/2015 10:26:17 AM

See Details

[View/Edit Profile](#)

[View Resume](#)

[Find a Job](#)

Career Center staff can add typing scores to your job matching criteria. [Find a Career Center now.](#)

Download MOjobs App

Take Missouri's premier job matching system wherever you go. MOjobs allows you to access your job search right on your phone! Available on Apple and Android platforms.

Download on the App Store

ANDROID APP ON Google play

Message Center

[View Messages](#)

Jobs Reviewed

My Saved Job Search Criteria

Contact Information

[Edit Contact and Privacy](#)

Po Box 000

Jefferson City, MO 00000

Phone:

Email:

[Change Login Password and Security Question](#)

Local Career Center

[See Map](#)

No local career centers found.

Navigating jobs.mo.gov

Temporary Assistance applicants that registered with jobs.mo.gov **before applying for Temporary Assistance** are required to login and update (if needed) their information at jobs.mo.gov. After selecting “LOGIN” on the home page, the following page displays:

The screenshot shows the login page for jobs.mo.gov. At the top, a blue header reads "Login to jobs.mo.gov". Below this, a message states: "We're here to connect you with your next job! Our personal assistance will help increase your success in finding the job that's right for you. Create an account today!". The main content area is divided into two sections. On the left, under the heading "Log In:", there are input fields for "Username:" and "Password:". Below these is a "Log In" button with a circular arrow icon. A link "Did You Forget Your Username or Password?" is positioned below the button. At the bottom of this section is a "Create An Account" button. On the right, there is a promotional banner for "MO jobs" with the text "DOWNLOAD Missouri's newest job-search tool today!" and "ON-THE-GO". Below the banner, it says "Get tips and best practices for using" and features a "FREE Webinar" button with the jobs.mo.gov logo.

The “My Profile” page will display. This page shows when the individual registered or last logged-in to their account on jobs.mo.gov. **If FSD does not receive verification the individual registered electronically, this is the page the applicant is required to print and submit to FSD to verify they have met this eligibility requirement.**

The screenshot shows the "Account Home" page. At the top, a blue header reads "Account Home". Below this, there are four icons: "TALIFY", "MISSOURI CONNECTIONS", "MISSOURI'S HOT JOBS", and "ONLINE LEARNING". The main content area is divided into two columns. On the left, under the heading "My Profile", there are fields for "Name:" and "Email:". The "Email:" field is highlighted with a yellow arrow and has a red message "Add your email address!". To the right of the "Email:" field is a "Profile Status: Incomplete" message and a link "Add: Education Information". Below these are "Last Login: 12/3/2015 10:31:34 AM" and a link "See Details". At the bottom of this section are links "View/Edit Profile", "View Resume", and "Find a Job". A red message states: "Career Center staff can add typing scores to your job matching criteria. Find a Career Center now." Below this are two green buttons: "Jobs Reviewed" and "My Saved Job Search Criteria". On the right, there is a section "Download MOjobs App" with text "Take Missouri's premier job matching system wherever you go. MOjobs allows you to access your job search right on your phone! Available on Apple and Android platforms." and buttons for "Download on the App Store" and "ANDROID APP ON Google play". Below this is a "Message Center" section with a link "View Messages". Then, a "Contact Information" section with a link "Edit Contact and Privacy" and fields for "Po Box 000", "Jefferson City, MO 00000", "Phone:", and "Email:". Below these are links "Change Login Password and Security Question" and "Question". At the bottom, a "Local Career Center" section with a link "See Map" and text "No local career centers found."