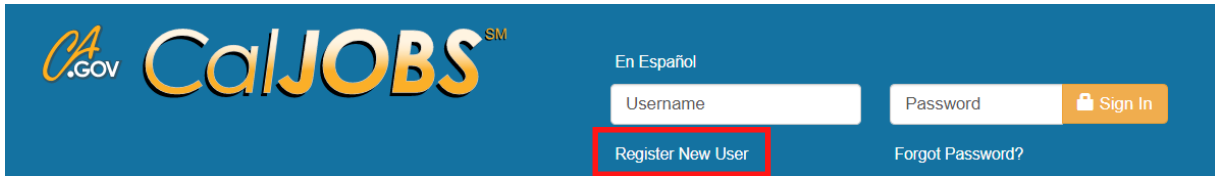


Create a CalJOBS Account




1. Go to caljobs.ca.gov and click **Register New User**



2. Scroll to **Option 3 - Create a User Account** and select **Individual**

Option 3 - Create a User Account

If you would like to become a fully registered user with CalJOBS 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	 Employer 22 min(s) estimated	 Provider 10 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 career guidance, search for training and education programs, find information on local employers, etc.	Register as this account type on behalf of your company. Here you will gain access to industry data, labor market information and job applicants for your business. You can also post job openings online.	Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses.

3. Read the Privacy Agreement and select **I Agree**

Privacy Agreement

Privacy Statement

The Employment Development Department (EDD) recognizes that your privacy is a personal and fundamental right without exception. The EDD will value and protect your privacy and place strict controls on the gathering and use of personally identifiable data. Your personal information is not disclosed, made available, or otherwise used for purposes other than those specified at or before the time of collection, except with your consent or as authorized by law or regulation.

For more information about the terms for using this site, refer to the [Conditions of Use](#) policy.

Privacy concerns specific to EDD:

EDD will only gather information through lawful means. Subsequent use of the information is limited to purposes not inconsistent with the purpose(s) given at the time of collection. California law permits that some information submitted or accessed by you to become public record under the Public Records Act. There are limitations that protect your personal information from inclusion within public records.

Internet mail is a communication tool; however, any data you send via Internet mail is not secured or encrypted. If you complete a survey or send the Department an e-mail message, your e-mail address and the information submitted will be collected and may be provided to other State agencies to better serve your needs. Do not send any confidential or personal information via Internet mail such as your social security number, account number, credit card number, or other data that could be compromised.

You are responsible for protecting the confidentiality of your user ID, password and PIN (personal identification number) that you use to interact with EDD electronically or by telephone. Providing this information to anyone else will allow them to access your confidential information.

I Agree **I Disagree**

4. Provide the information requested such as Login Information, Social Security, Location, and Demographic Information.

CalJOBS SM **Please enter the following login information and click the Next button when you are finished.**
Be sure to remember your User Name and Password. You will need them to access this system again.

* Indicates required fields. For help click the information icon next to each section.

Please do not use any personal identification information as your user name (e.g. Social Security Number or FEIN). You will need your User Name and Password for all future activities in this system. Please write this information down and keep it in a secure place. To ensure account security, we strongly urge you NOT to share your User Name or Password with anyone for any reason.

Login Information

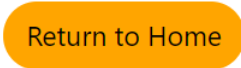
* **User Name:** Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _)

* **Password:** Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! * _ +).

* **Confirm Password:**

* **Security Question:**

5. Select **Next**



6. Access your **Dashboard** for Career Services, Job Seeker Services, Community Resources, Financial Planning Resources, and more!

The screenshot shows the CalJOBS dashboard interface. The top navigation bar includes 'Home', 'My Dashboard' (highlighted with a red box), 'Sign Out', 'Services for Individuals', and 'Services for Employers'. The main content area is divided into several sections:

- Career Services:** Career Explorer, Career Informer, and More Career Services.
- Financial Services:** Overall Budget Planning, Training Budget Planning, and More Financial Services.
- Community Services And Benefits:** Programs and Services, My Benefits Plan, and My Calendar.
- My Personal Profile:** My Background, Employment Histories, Education Histories, Certificates, and View your Personal Profile and Contact Information.
- Job Seeker Services:** Job Search and Résumé Builder.
- Current Month's Events:** Workshop/Training (1), Job Fair (0), Meetings (0), Rapid Response (0), Orientation (0), Employer Recruitment Event (0), and Other Events (0).

The 'My Calendar' section shows a calendar for October 2020 with dates 13 and 15 highlighted.