WHAT YOU'LL NEED TO ENROLL ON PA CAREERLINK® ONLINE

To create your account, you'll need to create a Keystone ID and a password that you'll use for future logins. You'll also need to know your full social security number and will want to have your work history handy. Following are step instructions to enroll, and remember, our team is always available to assist you!

https://www.pacareerlink.pa.gov/jponline/

1. Click on "**Register as a New User**"
   - Enter first and last name, and date of birth.
   - If registering for UC compliance, say "**YES**" to the next question, enter **SSN twice** and say "**YES**" to the next question. Click "**Continue**".
   - If you are **not** registering for UC compliance, say "**NO**" to the next question. Click "**Continue**".
   - If you already have an account in the system, the next page will ask for your **social security number**. Verify the information and update anything that has changed. Otherwise, you will be taken to the next screen labeled "**Contact Information**".
   - Fill in all required fields containing a red asterisk and click "**Continue**".
   - You will then be taken to the next screen labeled "**Create User Account**".

2. Create Login Information
   - Create a Keystone ID: Must be 6-10 characters; can be letters, numbers, or both (NOT case-sensitive).
   - Create a Password: Must be at least 8 characters and contain 1 capital letter, 1 lower case letter, and 1 number. You may not use any part of your name.
   - Hint Question: Click arrow and choose from list.
   - Hint Answer: Answer the question that you have selected from the list. You must select 3 different questions with 3 different answers. Click "**Continue**".
   - Click "**OK**" and use the Keystone ID and password that you just created to sign in OR the system may prompt you to "Create PA CareerLink® Resume". In that case, see instructions to "Create a Resume".
   - To log in, enter the Keystone ID and Password you just created and click on "Sign In". You are now on your home page.

3. Create a Resume
   - Click "**My Job Search**" at the top of the screen in the blue bar, and click "**My PA CareerLink® Resume**". Scroll down to "**Experience**" and click "**+**".
   - Fill in any field marked with a red asterisk, click "**Check Spelling**" then "**Save**" at the bottom right corner. Click "**+**" if you have more work experience to enter. If not, move onto the next category.
   - If you would prefer to upload your own resume, at least one work record must be entered on the PA CareerLink® resume, then you may do so!
     - To Upload Your Existing Resume
       - Click "**My Job Search**" at the top of the screen in the blue bar.
       - Click "**Resume List**".
       - Click "**UPLOAD**", name your resume, then click "**Choose File**". Find the file and double click on it to upload it to your PA CareerLink® Online.
       - Click "**Save and Finish**". This will return you to your dashboard.

4. Indicate Your Preferences
    - Click on "**Hi (your name)!**" at the top right corner of the screen, then "**My Preferences**".
    - Select **"Yes" or "No"** to "DO YOU WANT EMPLOYERS TO FIND YOU?"
    - Select **"Yes" or "No"** to "DO YOU WANT TO KEEP YOUR NAME CONFIDENTIAL?"
    - Select your "**Highest Level of Education**", "**Shift Preference**", and "**Job Type Preference**".
    - The system will default to a 10-mile radius from your home zip code to indicate how far you are willing to travel to work. You may change this number if desired.
    - Choose "**Yes" or "No**" to "Are you willing to relocate?"
    - Click on "**Save and Finish**".

5. Use PA CareerLink® Online
    Now you'll be ready to simply login using your Keystone ID and password whenever you'd like to access all of the tools available on PA CareerLink® Online—including of course access to thousands of open job positions.