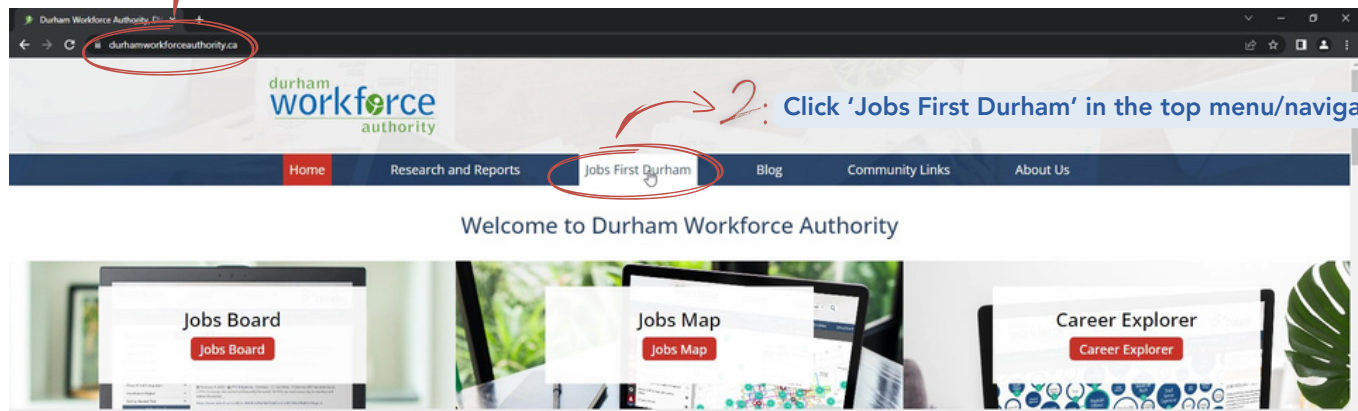




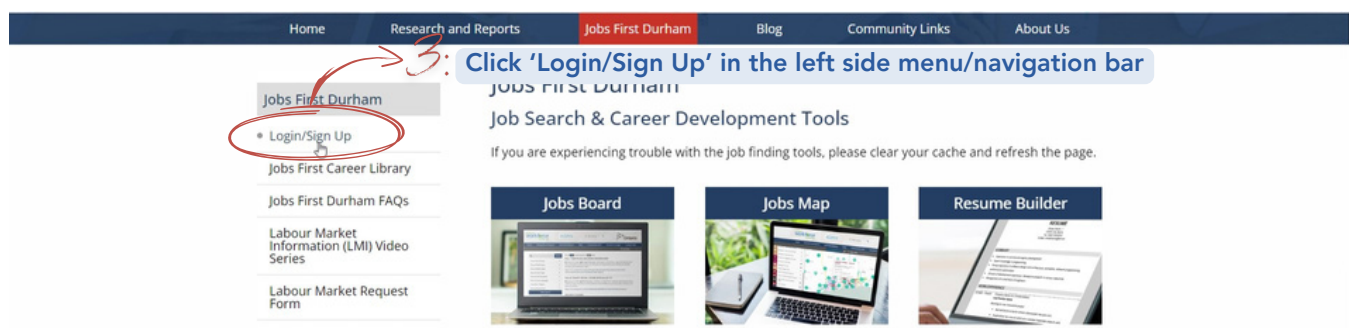
Account Creation for Future Educators



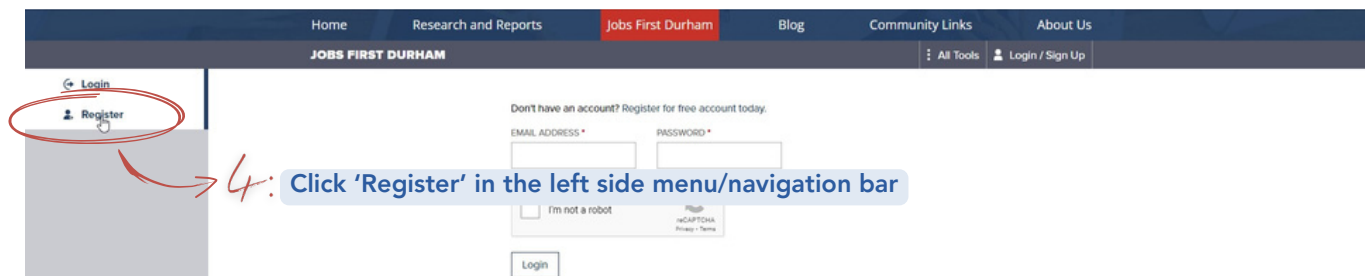
1: Visit www.durhamworkforceauthority.ca



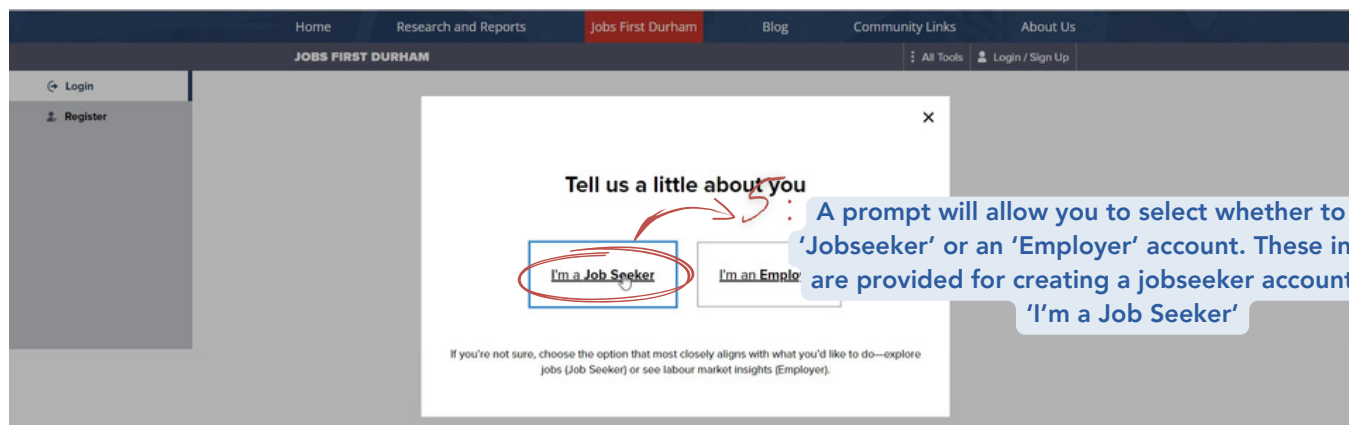
2: Click 'Jobs First Durham' in the top menu/navigation bar



3: Click 'Login/Sign Up' in the left side menu/navigation bar



4: Click 'Register' in the left side menu/navigation bar



5: A prompt will allow you to select whether to create a 'Jobseeker' or an 'Employer' account. These instructions are provided for creating a jobseeker account, so click 'I'm a Job Seeker'

6: Enter the following information in the fields provided

- a. Email
- b. Password
- c. Password confirmation
- d. First name
- e. Last name

7: Tick the box acknowledging terms and conditions of use

8: Tick the captcha box

9: Submit the form, and you will be logged into your new JFD job seeker account!

10: Click 'Following' in the left side menu/navigation bar

11: Click 'Occupations' in the left side menu/navigation bar

12: Type 4214 into the search box

13: Click the plus sign (+) to add 'Early Childhood Educators and Assistants' to your job seeker account

14: Click 'Sectors' in the left side menu/navigation bar

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15: Type 624410 into the search box

16: Click the plus sign (+) to add 'Child day-care services' to your job seeker account

17: Optionally, you can click "Companies" and search for specific employers you'd like included in your job feed.

Dashboard
Jobs
Skills
Resumes
Following
Occupations
Companies
Sectors
QUICK LINKS
Job Board

Enter the name of a sector or NAICS number in the search box below to add more sectors to your Following list:

624410
624410 - Child day-care services

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18: Click 'Skills' in the left side menu/navigation bar

19: Click 'My Skills' in the left side menu/navigation bar

Dashboard
Jobs
Skills
My Skills
My Skill Paths
Resumes
Following

Enter the name of a sector or NAICS number in the search box below to add more sectors to your Following list:

Search Industries...

You aren't following any sectors right now.

20: Review the list of skills and click the plus (+) beside each one that applies to your personal situation

Early Childhood Education
Education Theory
First Aid
Fluent French
Foods
Gmail
Reliability
Research
Risk Management
Security Policies
Stewardship

✓ Early Childhood Education has been added to your profile.

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21: Click 'Dashboard' in the left side menu/navigation bar

22: Click on 'MY JOBS FEED'

Welcome back, Stat

1146 New Jobs This Week
JOB BOARD >

50 Jobs in My Feed
MY JOBS FEED >

649 Companies Looking For Your Skills
JOB POSTINGS >

Dashboard
Jobs
Skills
Resumes
Following
QUICK LINKS

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The following jobs are available based on the industries, occupations and companies you are following:

RECE Instructor
Tiny Hoppers Early Learning Centre
★ This job is in demand.
2023-06-08 · · · Early childhood educators and assistants (Following)
Go to Job Post Save Job Post Share Not Interested

Registered Early Childhood Educator
Kinderbrook Montessori School

Your personalized jobs feed will now be available. These job posts will only be for occupations, sectors and employers you have chosen to follow. Postings that match your skill set will include a small green icon indicating the percentage of skills you have included in the job posting. For example: 67% Skills Match

Dashboard
Jobs
My Saved Jobs
My Jobs Feed
Skills
Resumes
Following
QUICK LINKS
Job Board