

Account Creation for Child Care Centre Operators

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 an Employer account, so click 'I'm an Employer'
6. Enter the following information in the fields provided
 - a. Email
 - b. Password
 - c. Password confirmation
 - d. First name
 - e. Last name
7. Click 'Save & Continue'
8. Enter the name of your organization
9. Click 'Save & Continue'
10. Enter 624410 into the search box and click the plus sign (+) to follow the 'Child day-care services sector'
11. Click 'Save & Continue'
12. Enter 4214 into the search box and click the plus sign (+) to follow the 'Early childhood educators and assistants' occupation. You may also choose to follow additional occupations if you hire for other positions in your organization
13. Tick the captcha box
14. Click 'Save & Continue'
15. Click 'Dashboard' in the left side menu/navigation bar
16. Your personalized dashboard will now be available. Here you will be able to get labour market insights based on the occupations, companies, and sectors you are following.

