



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
15. Type 624410 into the search box
16. Click the plus sign (+) to add 'Child day-care services' to your job seeker account
 - a. optionally, you can click "Companies" and search for specific employers you'd like included in your job feed.
17. Click 'Skills' in the left side menu/navigation bar
18. Click 'My Skills' in the left side menu/navigation bar
19. Review the list of skills and click the plus (+) beside each one that applies to your personal situation
20. Click 'Dashboard' in the left side menu/navigation bar
21. 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.