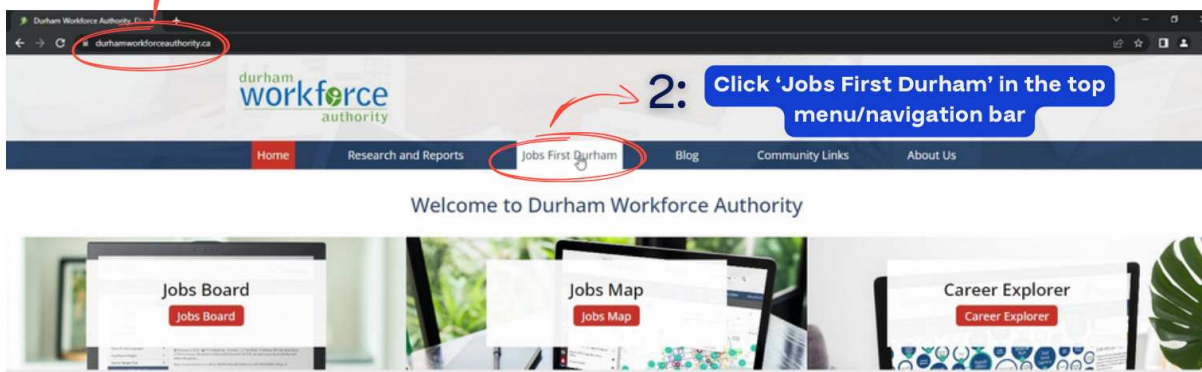


CREATE YOUR ACCOUNT

1: Visit www.durhamworkforceauthority.ca

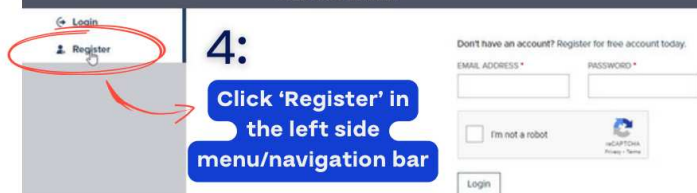


2: Click 'Jobs First Durham' in the top menu/navigation bar

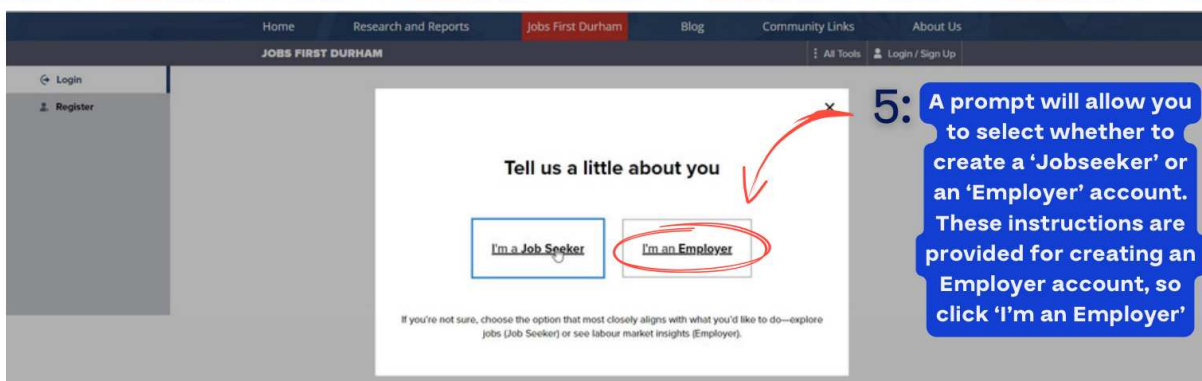
3: Click 'Login/Sign Up' in the left side menu/navigation bar



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'

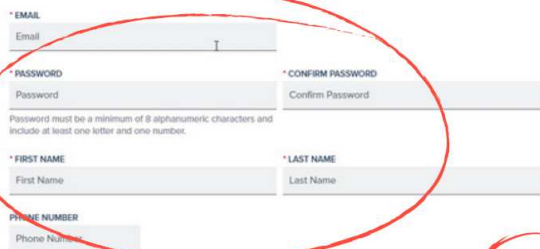


CUSTOMIZE YOUR DASHBOARD

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'

Save & Continue

8:

Enter the company you work for or want to follow in the search bar and click on the plus sign (+)

What company do you currently work for?

* CURRENT COMPANY

Child Care Centre x

9:

Click 'Save & Continue'

Save & Continue

10:

Enter the sector(s) you would like to follow in the search bar, and click on the plus sign (+) ex. 624410 for Child Day-Care Services.

What sectors would you like to follow?

The following sectors are associated with your employer. Add or remove sectors to help us customize your experience:

WHAT SECTORS WOULD YOU LIKE TO FOLLOW?

624410 - Child day-care services x

11:

Click 'Save & Continue'

Save & Continue

12:

Enter the occupation(s) you would like to follow in the search bar and click on the plus sign (+)

What occupations would you like to follow?

The occupations listed below are associated with your employer. Add or remove occupations to help us customize your experience:

WHAT OCCUPATIONS WOULD YOU LIKE TO FOLLOW?

6322 - Cooks x 4214 - Early childhood educators and assistants x 1241 - Administrative assistants x

13:

Tick the captcha box



14:

Click 'Save & Continue'

Save & Continue

USE WORKFORCE INSIGHTS

