

Create Your Jobseeker Account

A free Jobs First Durham account can help you find local Early Learning & Child Care opportunities, follow the occupations and employers that interest you, compare your skills with job postings, and manage your job search through a personalized dashboard.

Before you begin

Have your email address and a secure password ready. Account creation generally takes less than ten minutes.

1. Open Jobs First Durham

- 1 Visit durhamworkforceauthority.ca.
- 2 Select **Jobs First Durham** from the main navigation menu.
- 3 Select **Login/Sign Up** from the Jobs First Durham menu.
- 4 Select **Register**.
- 5 When asked which type of account you want to create, select **I'm a Job Seeker**.

2. Enter Your Account Information

- 6 Enter your **email address**, **password**, **password confirmation**, **first name**, and **last name** in the fields provided.
- 7 Select the box acknowledging the platform's terms and conditions of use.
- 8 Complete the captcha by selecting the **I'm not a robot** box.
- 9 Submit the form. You will be signed in to your new Jobs First Durham jobseeker account.

3. Follow Early Learning & Child Care

10

Select **Following** from the left-side navigation menu.

11

Select **Occupations**.

12

Enter **42202** in the occupation search field.

13

Select the **plus sign (+)** to follow **Early childhood educators and assistants**.

14

Select **Sectors** from the left-side navigation menu.

15

Enter **624410** in the sector search field.

16

Select the **plus sign (+)** to follow **Child day-care services**. You can also select **Companies** and follow specific employers you want included in your job feed.

4. Add Your Skills

17

Select **Skills** from the left-side navigation menu.

18

Select **My Skills**.

19

Review the available skills and select the **plus sign (+)** beside each skill that reflects your education, experience, certifications, and abilities.

5. Open Your Personalized Dashboard

20

Select **Dashboard** from the left-side navigation menu.

21

Your personalized job feed is ready. It will show postings connected to the occupations, sectors, and employers you follow. Matching postings may display a green indicator showing how closely the posting aligns with the skills in your profile.

Keep your profile current

Update the occupations, employers, and skills you follow as your career goals change. A complete profile helps Jobs First Durham provide more relevant opportunities and insights.

Ready to create your account?

CREATE YOUR FREE JOBS FIRST DURHAM ACCOUNT

durhamworkforceauthority.ca/portal/