

Create Your Employer Account

A free Jobs First Durham employer account gives child care operators a personalized dashboard for monitoring local hiring demand, wages, skills, companies, sectors, and occupations. Follow the steps below to create and customize your account.

Before you begin

Have your email address, a secure password, and your organization name 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 an Employer**.

2. Enter Your Contact Information

- 6 Enter your **email address**, **password**, **password confirmation**, **first name**, and **last name** in the fields provided.
- 7 Select **Save & Continue**.

3. Personalize Your Employer Profile

- 8 Search for the organization you work for or want to follow, then select the **plus sign (+)** beside its name.
- 9 Select **Save & Continue**.
- 10 In the sector search field, enter **624410**. Select the **plus sign (+)** to follow **Child day-care services**.
- 11 Select **Save & Continue**.

4. Choose the Occupations You Follow

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In the occupation search field, enter **42202**. Select the **plus sign (+)** to follow **Early childhood educators and assistants**. You can also follow other occupations your organization recruits.

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Complete the captcha by selecting the **I'm not a robot** box.

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Select **Save & Continue**.

5. Open Your Personalized Dashboard

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

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Your personalized dashboard is ready. Use it to explore labour market insights based on the occupations, companies, and sectors you follow.

What you can monitor

Use your dashboard to review local wage insights, job-posting activity, employer demand, recruiting activity, and other workforce information relevant to your organization.

Ready to create your account?

CREATE YOUR FREE JOBS FIRST DURHAM ACCOUNT

durhamworkforceauthority.ca/portal/