

# Welcome to PA CareerLink!

This guide will provide you with page-by-page instructions on how to enroll in the new CareerLink system.

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Main Page: [www.cwds.state.pa.us](http://www.cwds.state.pa.us)

- Click on the link labeled, [New User?](#)

Opens New Page: “User Enrollment”

- Check INDIVIDUAL SEEKING SERVICES.
- Click CONTINUE

Opens New Page: “Individual Identifying Information”

- Enter all of your personal information.
  - If you do not know your social security number, enter “0000” for the last four digits.
- Click CONTINUE

Opens New Page: “Create Individual Basic Information”

- Enter the rest of your personal information.
  - You only have to put the information indicated by a red \*
- Click SAVE AND CONTINUE

Opens New Page: “Create User Account”

- Your Keystone ID will be your new username (6 – 10 both letters & numbers).
- Your password must be a minimum of 7 characters long.
  - It must meet *three* of these four requirements:
  - Capital letters, Lowercase letters, Numbers, Symbols (& \$#@).
- Choose a security question and answer that you know you will remember!
- Make sure you write all of this information down for your records!
- Click SAVE AND CONTINUE

Opens New Page: “New Participant Confirmation”

- This number is your new Participant ID Number.
- Make sure you keep this for your records as well!
- Now enter your Keystone ID and Password.
- Click LOGIN.

Opens New Page: “View Civil Rights Statement”

- Read the Civil Rights Statement.
- Check the box next to “I have read and understood the above statement.”
- Click SAVE AND CONTINUE

Opens New Page: “Create Program Referral”

- Click SKIP at the bottom of the page

Opens New Page: “Participant Home Page”

- This is your home page!
- You can create a work record, education record and much more!
- Look in the “Participant Profile” section on the left side of the page and click on each link to update your profile.
- Also, look at the “Quick Links” section to create a resume, and to create your job preferences to do a job search!

## Helpful Tips!

**Education Record:** Enter your most recent school here. If you are attending Vo-Tech school at the same time as your regular school, create a new entry for each. You must enter a start date, and unless you are still in school, you must enter an end date.

**Work Record:** List every employment you have had – babysitting, lawn care, church activities, school activities...etc. Create a new work record for each experience. Read through the required information and enter as much as you can!

**Skills, Qualifications & Achievements Record:** List all honors and awards received in and out of school. List school clubs and volunteer experiences as well. This is where you can really make yourself look good to employers! Say things like, “I am punctual and dependable,” and “I work well under pressure.”

**Certification/License Record:** Enter all certifications that you have, such as CPR, First Aid, or Vo-Tech program Certificates.

**\* Make sure you are saving all of these records as you go\***

**Creating a Resume:** All of the records that you created will be available to add to your resume. When you go to create a resume, simply check the boxes next to all of the work records, education records...etc, that you want to be included in this resume. Then click SAVE AND FINISH.

**Printing a Resume:** After you finish your resume, click on the name of the resume you want to print from the “View Resume List” page. After you view your resume, click PRINT RESUME and the bottom of the page. After the resume appears on a new page, go to FILE then PRINT to print the resume.

## CONGRATULATIONS!

You have completed the enrollment process and much more! If you are ready to do some job searching, go to the Job Preferences Link in the Quick Links section of your Home Page! You can enter all of the information that you want, to start looking and applying for jobs!