

# How to Create a CalJOBS User Account Guide

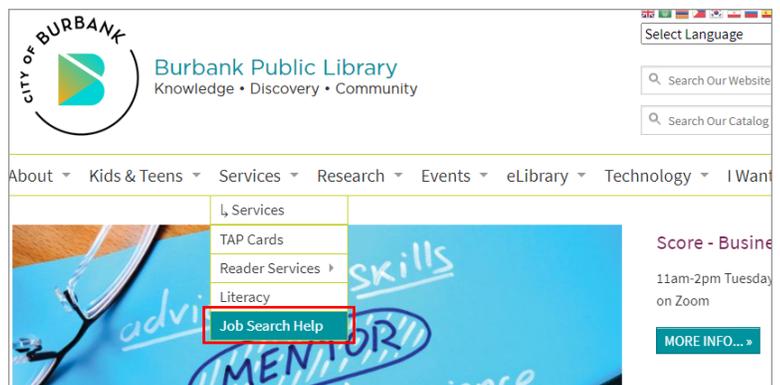
## Burbank Employment Connection at Burbank Public Library

• Last Updated August 30, 2021 •

CalJOBS is a resource for job seekers to search for employment, post their resume, find career guidance, and sign-up for education programs. Businesses can post job openings, perform industry data research, find Labor market information, and search for job applicants.

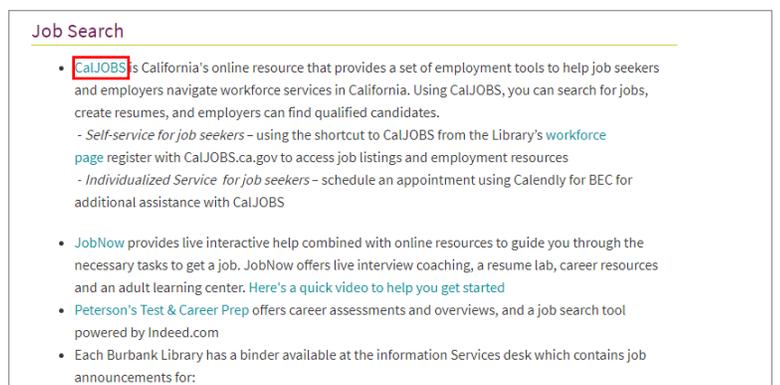
### Step 1

Go to the Burbank Public Library homepage at [www.burbanklibrary.org](http://www.burbanklibrary.org). Under “Services” on the main menu, select **Job Search Help** to find the Workforce page.



### Step 2

Click on the **CalJOBS link**, under the JOB SEARCH heading.



### Step 3

On the CalJOBS website, click on the **Sign In** button to register for an account.



## Step 4

Scroll down to Option 3 (Create a User Account), and select **Individual**.

**Option 3 - Create a User Account**

If you would like to become a fully registered user with CalJOBS and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

Individual 14 min(s) estimated	Employer 14 min(s) estimated	Provider 10 min(s) estimated
Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc.	Register as this account type on behalf of your company. Here you will gain access to industry data, labor market information and job applicants for your business. You can also post job openings online.	Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses.

## Step 5

Read the Privacy Agreement and select **I Agree**.

**Privacy Agreement**

before the time of collection, except with your consent or as authorized by law or regulation.

For more information about the terms for using this site, refer to the [Conditions of Use](#) policy.

**Privacy concerns specific to EDD:**

EDD will only gather information through lawful means. Subsequent use of the information is limited to purposes not inconsistent with the purpose(s) given at the time of collection. California law permits that some information submitted or accessed by you to become public record under the Public Records Act. There are limitations that protect your personal information from inclusion within public records.

Internet mail is a communication tool; however, any data you send via Internet mail is not secured or encrypted. If you complete a survey or send the Department an e-mail message, your e-mail address and the information submitted will be collected and may be provided to other State agencies to better serve your needs. Do not send any confidential or personal information via Internet mail such as your social security number, account number, credit card number, or other data that could be compromised.

You are responsible for protecting the confidentiality of your user ID, password and PIN (personal identification number) that you use to interact with EDD electronically or by telephone. Providing this information to anyone else will allow them to access your

## Step 6

Create **User Name**, **Password**, re-enter the Password, select a **Security Question** from the dropdown menu, enter a response for the Security Question, and create a **PIN**.

Please Note all questions with a red \* must be answered.

**Login Information**

\* **User Name:**  Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . \_)

\* **Password:**  Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! \* \_ +).

\* **Confirm Password:**

\* **Security Question:**

\* **Security Question Response:**   Special characters are not allowed.

**PIN ID:**   Enter a 4 digit number

## Step 7

Enter your **Social Security number** and **re-enter Social Security number** to confirm.

**Social Security Number**

\* **Social Security Number (SSN):**  Do not enter dashes (for example, 999001111)

\* **Re-enter Social Security Number:**

### Step 8

Enter **Country** and **zip code**. Make a selection for authorization to work in the USA. (Depending on the answer to question “are you authorized to work in the USA,” limited help may be provided.)

**Primary Location Information**

\* Country:

\* Please enter your zip code:  [Find zip code](#)

\* Are you authorized to work in the United States?  Yes  No

### Step 9

Enter your **email address**, then **re-enter your email address** to confirm.

**E-mail Address**

Primary E-mail:

[Create E-mail Account](#)

[Read Our E-mail Security Policy](#)

Confirm Primary E-mail Address:

### Step 10

Enter your **Date of Birth**, select your **Sex** (at birth), select **Selective Service** response from dropdown menu. Selecting a Gender ID and Sex ID answer from the drop-down menu are optional. Check off the “I’m not a robot” box and click on **Next>>** to complete registration.

*Please note: Males, 18 through 25 years of age, are required to register for selective services. Some exceptions apply. Verdugo Jobs Center staff will connect with selective services to confirm status.*

**Demographic Information**

\* Date of Birth:  (MM/DD/YYYY)

Age:

\* What sex were you assigned at birth, on your original birth certificate?:  Female  Male  Prefer not to disclose

\* Have you registered with the Selective Service?  [\[ Selective Services web site \]](#)

How would you describe yourself?

What would you consider your sexual identity to be?

I'm not a robot

**Next >>**

### Step 11

Once **Next>>** is selected registration is complete, your account is created and you will be taken to your **My Individual Workspace** page.

Sign up for training opportunities and job search assistance through America’s Job Centers at no cost.

