

How to Register for www.WorkinTexas.com

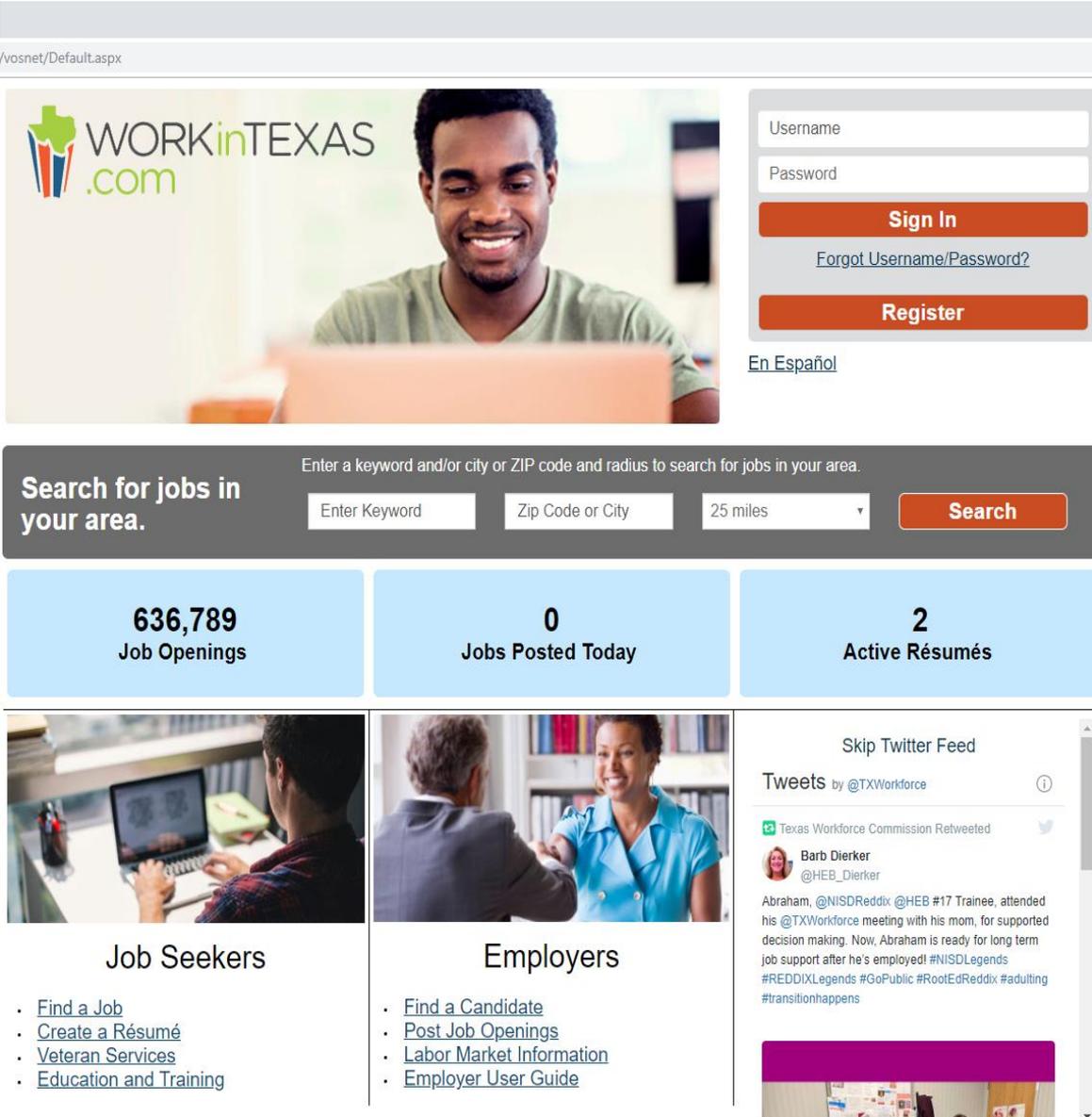


Step 1

Search for WorkinTexas.com on the Internet.

The WorkinTexas.com home page will appear.

WorkinTexas.com
Home Page



The screenshot shows the homepage of WorkinTexas.com. At the top left is the URL `/vosnet/Default.aspx`. The main header features the WorkinTexas.com logo and a large image of a smiling man at a computer. To the right is a login section with fields for Username and Password, and buttons for Sign In, Register, and a link for Forgot Username/Password?. Below the header is a search bar with the text "Search for jobs in your area." and a "Search" button. The search bar includes input fields for "Enter Keyword", "Zip Code or City", and a dropdown menu set to "25 miles". Below the search bar are three statistics: 636,789 Job Openings, 0 Jobs Posted Today, and 2 Active Résumés. The main content area is divided into two columns: "Job Seekers" and "Employers". The "Job Seekers" column has links for "Find a Job", "Create a Résumé", "Veteran Services", and "Education and Training". The "Employers" column has links for "Find a Candidate", "Post Job Openings", "Labor Market Information", and "Employer User Guide". On the right side, there is a "Skip Twitter Feed" section with a tweet from Barb Dierker (@HEB_Dierker) mentioning a meeting with Abraham, a NISD Reddix trainee.



Username

Password

Sign In

[Forgot Username/Password?](#)

Register

[En Español](#)

Search for jobs in your area.

Enter a keyword and/or city or ZIP code and radius to search for jobs in your area.

Enter Keyword Zip Code or City 25 miles

Search

636,789
Job Openings

0
Jobs Posted Today

2
Active Résumés



Job Seekers

- [Find a Job](#)
- [Create a Résumé](#)
- [Veteran Services](#)
- [Education and Training](#)



Employers

- [Find a Candidate](#)
- [Post Job Openings](#)
- [Labor Market Information](#)
- [Employer User Guide](#)

Skip Twitter Feed

Tweets by @TXWorkforce

Texas Workforce Commission Retweeted

Barb Dierker
@HEB_Dierker

Abraham, @NISDReddix @HEB #17 Trainee, attended his @TXWorkforce meeting with his mom, for supported decision making. Now, Abraham is ready for long term job support after he's employed! #NISDLegends #REDDIXLegends #GoPublic #RootEdReddix #adulding #transitionhappens

A small image at the bottom of the tweet showing a person in a room with a whiteboard.

Step 2



From the home page
click
Register

Step 3

Click

Individual

Under Option 3

to Create a

User Account.



WorkInTexas - Login and Register

vosnet/loginintro.aspx?binStartHere=True&plang=E

If you have not previously registered, please click one of the links under **Create a User Account** to create a new User ID. To view WorkInTexas with limited access, click the **Guest Access** link. In the **Already Registered** section, the username and password are required for login.

For help click the information icon next to each section.

Option 1 - Already Registered

User Name:

Password:

[Sign In](#)

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

Option 2 - Try Us Out

If you would like to view WorkInTexas as a visitor to see what services are available, please click [Guest Access](#).

English Español

Option 3 - Create a User Account

If you would like to become a fully registered user with WorkInTexas 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	Employers and Agents
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.	If you are looking for industry information, labor market information, job applicants for your business, or want to post job openings online.

[Return to Previous Page](#)

Step 4

Read and click

I agree

If you agree to the
Equal Opportunity
and
Non-Discrimination
Notice

workintexas.com/vosnet/Privacy/RegistrationAgreement.aspx?T=ind&action=&plang=E

Home Register or Sign in

WORKinTEXAS
.com

Equal Opportunity and Non-Discrimination Notice

Equal Opportunity and Non-Discrimination Notice

To Job seekers, Workforce Investment Act (WIA) applicants, participants, staff, sub-recipients, and other interested parties; you have the right to file a complaint if you feel that a violation of the Workforce Investment Act, regulations, grants or other agreements has had an adverse affect on you.

All complaints must be submitted, in writing, within one year of the alleged violation and must contain the following information: 1) Full name, address, and telephone number of person filing complaint; 2) Full name, address, and telephone number of person/agency that complaint is about; 3) Clear and concise statement of facts and dates describing the alleged violation; 4) The provision(s) of the law, regulations, grant, or other agreement believed to have been violated; 5) Grievances or complaints about individuals must indicate how the individual did not comply with the law, regulations, or contract; and 6) The remedy sought by the person filing.

The Local Area shall notify all parties of the opportunity to informally resolve the complaint. If the complaint is not resolved informally, the complainant has the right to a hearing within 30 days of filing the complaint. All parties will receive written notice of the hearing at least 10 days prior to the hearing date.

A written decision will be mailed to all parties within 60 days of the date the complaint was filed.

If a complainant does not receive a written decision within 60 days, or is not satisfied with the decision received, the complainant may file an appeal. The request for an appeal must be submitted, in writing, to:

I agree I disagree

Step 5

Read and click

I agree

If you agree to the
Privacy Agreement.

Agreement x WorkinTexas - Individual Registr x +

in-app-vos48000000.geosolinc.com/vosnet/Privacy/PrivacyAgreement.aspx?pu=False&rt=n&strAgreementLang=E

Home Register or Sign in

 **Privacy Agreement**

Privacy Agreement

I authorize the exchange of information relating to prior assessment(s) for training and employment including work history, quarterly wage data, and Unemployment Compensation benefits with this website. This Release of Information does not authorize the disclosure of any medical information or any other restricted third party information. I understand that this information will be used to determine eligibility for employment and training services, will assist in the development of my individual training plan for education and/or employment, and will be used for statistical purposes. I allow this website and the identified system partners to release to each other the requested information when I am referred to partner services. I understand the information will be used only on an as needed basis and will remain confidential, to the extent required and/or permitted by law. This information cannot be shared with any other entity without my written permission. A copy of this Release of Information is as valid as the original. This Release is valid for both program and follow-up services.

I Agree **I Disagree**



TWC collects some information in order to better understand your background and services that may be appropriate for you.

We also need some of this information for accountability purposes so that we can better measure our service results. Personal information provided during the registration process will not be shared with prospective employers unless specially noted.

• Indicates required fields.

For help click the information icon.

Name

• First Name:

Middle Initial:

• Last Name:

Security

If you are filing for Unemployment Insurance benefits or participating in another special program facilitated by Texas Workforce, you must provide your Social Security Number (SSN) to satisfy your work registration requirements. Failure to provide your SSN will result in the delay or denial of your benefits. WorkInTexas.com will not display your SSN to employers, nor will it be shared with other entities unless otherwise required by law. TWC uses job seeker data such as SSNs to evaluate how well our programs work so that we can make improvements to better serve you and other job seekers in the future and to demonstrate the effectiveness of our services to Congress, Texas Legislature and other stakeholders and ensure accountability. Your sharing this information with us will help ensure that tax dollars are well spent and that we meet the needs of employers, employees, and local communities in Texas.

Security

WorkInTexas.com is a secure site. Texas Workforce has implemented technical and organizational measures to secure your personal information from accidental loss and unauthorized access, use, alteration, or disclosure.

Social Security Number: (no Dashes)

Re-enter Social Security Number: (no Dashes)

If you have applied for Unemployment Insurance Benefits and want WorkInTexas to complete part of your work registration for you using your claim information, then enter your Social Security Number and your Personal Identification Number (PIN) for your unemployment claim.

Personal Identification Number (PIN): *If PIN is entered the SSN is required

Primary Location Information

• Country of Residence:

• Zip Code of Residence:

How did you hear about this website?

Click Next to Continue

Step 6

Complete the Registration

You will be asked information regarding

Name

(First Name & Last Name)

Security Information

(Social Security Number & PIN)

Primary Location Information

(Country of Residence, Zip Code)

Note

A SSN or PIN is NOT Required. If applying for Unemployment Insurance Benefits a SSN and PIN will BE Required.

Step 7

Complete the Login Information

You will be asked to provide the required information

Username

Password

Security Question #1

Security Question #2

Security Question #3

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in-app-vos4800000.geosolinc.com/vosnet/Registration/Ind/StateApplications/IndRegUser.aspx

Home Register or Sign in

 **TWC collects some information in order to better understand your background and services that may be appropriate for you.** We also need some of this information for accountability purposes so that we can better measure our service results. **Personal information provided during the registration process will not be shared with prospective employers unless specially noted.**

 For help click the information icon.

Login Information

* Username: 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 1:

* Security Question Response 1:

* Confirm Security Question Response 1:

* Security Question 2:

* Security Question Response 2:

* Confirm Security Question Response 2:

* Security Question 3:

* Security Question Response 3:

* Confirm Security Question Response 3:

 **Click Next to Continue**

Step 8

Continue to complete the

Registration Section

You will be asked information regarding

Residential Address
(where you live)

Mailing Address
(where you receive mail)

Contact Preferences
(how you prefer to be contacted)

Demographic Information
(add your information)

[Home](#) [Register or Sign In](#)

WORKinTEXAS
.com

TWC collects some information in order to better understand your background and services that may be appropriate for you. We also need some of this information for accountability purposes so that we can better measure our service results. Personal information provided during the registration process will not be shared with prospective employers unless specially noted.

• Indicates required fields. i For help click the information icon.

Residential Address

* I am homeless or otherwise do not have a permanent residence Yes No

* Address Line 1:

Address Line 2:

* Zip Code: [find zip code](#)

* City:

* State:

* Country:

Mailing Address

Mailing Address is the same as the residential address above

* Address Line 1:

Address Line 2:

* Zip Code: [find zip code](#)

* City:

* State:

* Country:

Contacting Information

* Please select a method in which you prefer to receive notifications:

Primary E-mail:
[Create E-mail Account](#)
[Read Our E-mail Security Policy](#)

Confirm Primary E-mail Address:

* Primary Phone: - - Ext

* Primary Phone Type:

* Primary Phone Mode:

Alternate Phone: - - Ext

Alternate Phone Type:

Alternate Phone Mode:

Text Message Cell Phone: - -

Fax: - -

Demographic Information

* Date of Birth: (mm/dd/yyyy)

Current Age:

* Gender: Female Male I do not wish to answer.

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

* Are you currently looking for work? Yes No

* Citizenship Status:

* Do you have a valid Driver's License/State ID? Yes No

State Issuing Driver's License/State ID:

Driver's License/State Id Number:

[Back](#) [Next](#) 

[Services](#) [Site Map](#) [Site Search](#) [Page Preferences](#) [Feedback](#) [Assistance](#)



You have created a login for WorkinTexas.com.

Use the Username and Password you created every time you login to WorkinTexas.

Your Username: @jsmith

[Next](#) [I will return and complete later](#)

[Services](#) [Portfolio](#) [Site Map](#) [Site Search](#) [Page Preferences](#) [Feedback](#) [Assistance](#)

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[Home](#) [Sign Out](#)

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19.0

Congratulations!
You have now

**Created a
WorkinTexas.com
login**

Click 'Next' to continue
the Application Process.

You are now on the Second Section of your Application

The Online Wizard will guide you through this section.

Click 'Next' to continue and follow the on-screen instructions until you reach the **Resume Builder** page shown on the next Flip Chart page.

The screenshot shows the 'WORKinTEXAS.com' application wizard. At the top, there are links for 'Home' and 'Sign Out'. Below the logo, the instruction reads: 'Fill out the information below to complete this section of the application.' A progress bar indicates the current step is 'Education', with 'Veteran' and 'Employment' steps marked as completed. Under the 'Education' step, there are three sub-sections: 'Education', 'Farmworker', and 'Public Assistance'. Under the 'Veteran' step, there are 'Veteran' and 'Demographic'. Under the 'Employment' step, there are 'Employment' and 'Additional Background'. A 'Hide All Steps' button is located below the progress bar. The user's name 'Smith, Jane' is displayed. A 'To Bottom' button is in the bottom right corner. The 'Education Information' section is titled and includes a disclaimer: 'TWC collects some information in order to better understand your background and services that may be appropriate for you. We also need some of this information for accountability purposes so that we can better measure our service results. Personal information provided during the registration process will not be shared with prospective employers unless specially noted.' The form contains several fields: 'Highest school grade completed:' with a dropdown menu set to 'None Selected'; 'Received High School Diploma or Equivalency?:' with radio buttons for 'High School Diploma', 'High School Equivalency (GED)', and 'None of these apply to me'; 'Highest Postsecondary Education Level Completed:' with a dropdown menu set to 'None Selected'; 'School Status:' with a dropdown menu set to 'None Selected'; 'Are you attending school full time?:' with radio buttons for 'Yes' and 'No'; and 'Receiving services from Job Corps:' with radio buttons for 'Yes' and 'No'. At the bottom, there is an 'Exit Wizard' link, a '<< Back' button, a 'Next >>' button, and a large green arrow pointing left with the text 'Click Next to Continue'.

Home Sign Out

Education Veteran Employment
Farmerworker Demographic Additional Background
Public Assistance

Hide All Steps

Smith, Jane

To Bottom

Support Information

The Texas Workforce System and other agencies can help people with lower income or income fluctuations improve their economic status. Please provide us with a little more information about your current status and support services you have received (if any). This will help us coordinate services and identify other service options that may be appropriate.

Please provide answers to the following questions if any apply within the last 6 months.

- * Have you received Temporary Assistance for Needy Families (TANF) payments? Yes No
- * Have you been determined eligible for or received Supplemental Nutritional Assistance Program Assistance (SNAP formerly known as Food Stamps)? Yes No
- * Have you received General Assistance Payments? Yes No
- * Have you received Refugee Cash Assistance Payments? Yes No
- * Have you received Supplemental Security Income (SSI)? Yes No
- * Have you received Social Security Disability Income (SSDI)? Yes No
- * My family qualifies for free or reduced-price school lunches? Yes No

Finish Application

The application has been successfully completed. Please click the Resume Builder Link below to complete your registration.

[Resume Builder](#)

Click Resume Builder to Continue

Exit Wizard

<< Back Finish

Congratulations!

This page confirms you have completed section two of your application.

The last part of your WorkinTexas.com Application will help you complete a professional resume that you can print, save and download.

Click 'Resume Builder' to continue with your registration.

You are now on the Resume Builder of your Application.

1st Give your Resume a Title

2nd Select one of the two options to create your Resume:

- Comprehensive: A step-by-step process from scratch

OR

- Upload: Attach an existing Word or PDF resume

Make a selection then click 'Next' to continue.

The screenshot shows the WORKinTEXAS.com Resume Builder interface. At the top, there are navigation links for Home and Sign Out. The main heading is "Please enter a résumé name and select a creation method." Below this, there is a note: "Indicates required fields." and an information icon with the text "For help click the information icon." A paragraph explains that users who have filed a claim for unemployment insurance benefits are required to complete the resume builder process. Below this is a section titled "Résumé Name" with a form field for "Résumé Title:" and a note: "Note: You may want to include words that highlight your skills, experience or specialty. Also, please be advised that this is a searchable field by Employers if you choose to have this résumé accessible online. Therefore you may wish to omit identifying information." A link "Show Résumé Best Practices" is provided. The next section is "Résumé Creation Method" with two options: "Comprehensive" (Build your résumé using a step-by-step process (create your résumé from scratch). 5:0 min(s) estimated) and "Upload" (Attach an existing Word or .PDF résumé (save time by using your existing résumé). 10 min(s) estimated). At the bottom, there are "Cancel" and "Next" buttons, with a large green arrow pointing to the "Next" button and the text "Click Next to Continue". The footer contains navigation links: Services, Portfolio, Site Map, Site Search, Page Preferences, Feedback, Assistance, Privacy Statement, Disclaimer, Terms of Use, Accessibility, Recommended Settings, EEO, Protect Yourself, About this Site, Contact Us, and FAQ. At the very bottom, there are Home and Sign Out links, and a copyright notice: "Copyright © 1980-2018 Geographic Solutions, Inc. All rights reserved. For more information contact Geographic Solutions." and the version number "19.0".



Please indicate whether you want your résumé to be available online.

Résumé Availability

Do you wish your résumé to be available online for employers looking to hire you?

- Yes, my résumé will be available online for employers to view.
- No, my résumé will NOT be available online.

If you select No you will still be available to apply for jobs you find online using your resume. However, verified employers will not be able to find your résumé. This is the quicker option but employers will not be able to find you.

If you select Yes you will be required to provide some information about your job requirements so that verified employers can easily find your résumé.



Now select your Resume Availability

We recommend that you select:

- Yes, my resume will be available online for employers to view.

By selecting “Yes” this will increase your job matching opportunities.

Click ‘Next’ to continue.

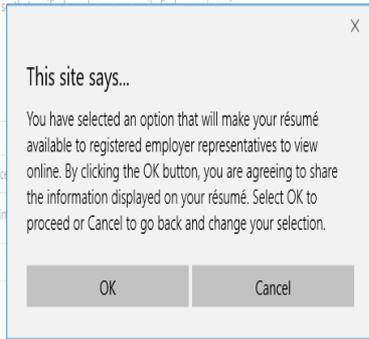
Résumé Availability

Do you wish your résumé to be available online for employers looking to hire you?

- Yes, my résumé will be available online for employers to view.
- No, my résumé will NOT be available online.

If you select No you will still be available to apply for jobs you find online using your resume. However, verified employers will not be able to find your résumé. This is the quicker option but employers will not be able to find you.

If you select Yes you will be required to provide some information about your job requirements such as...



This Pop-Up window will appear if you selected “Yes”.

Here you will need to confirm that you want your resume available online for employers to view.

Select “OK” to continue or “Cancel” to change your selection.

Next, select your
Desired Location.

Select where you want
to look for work.

We recommend that you
select:

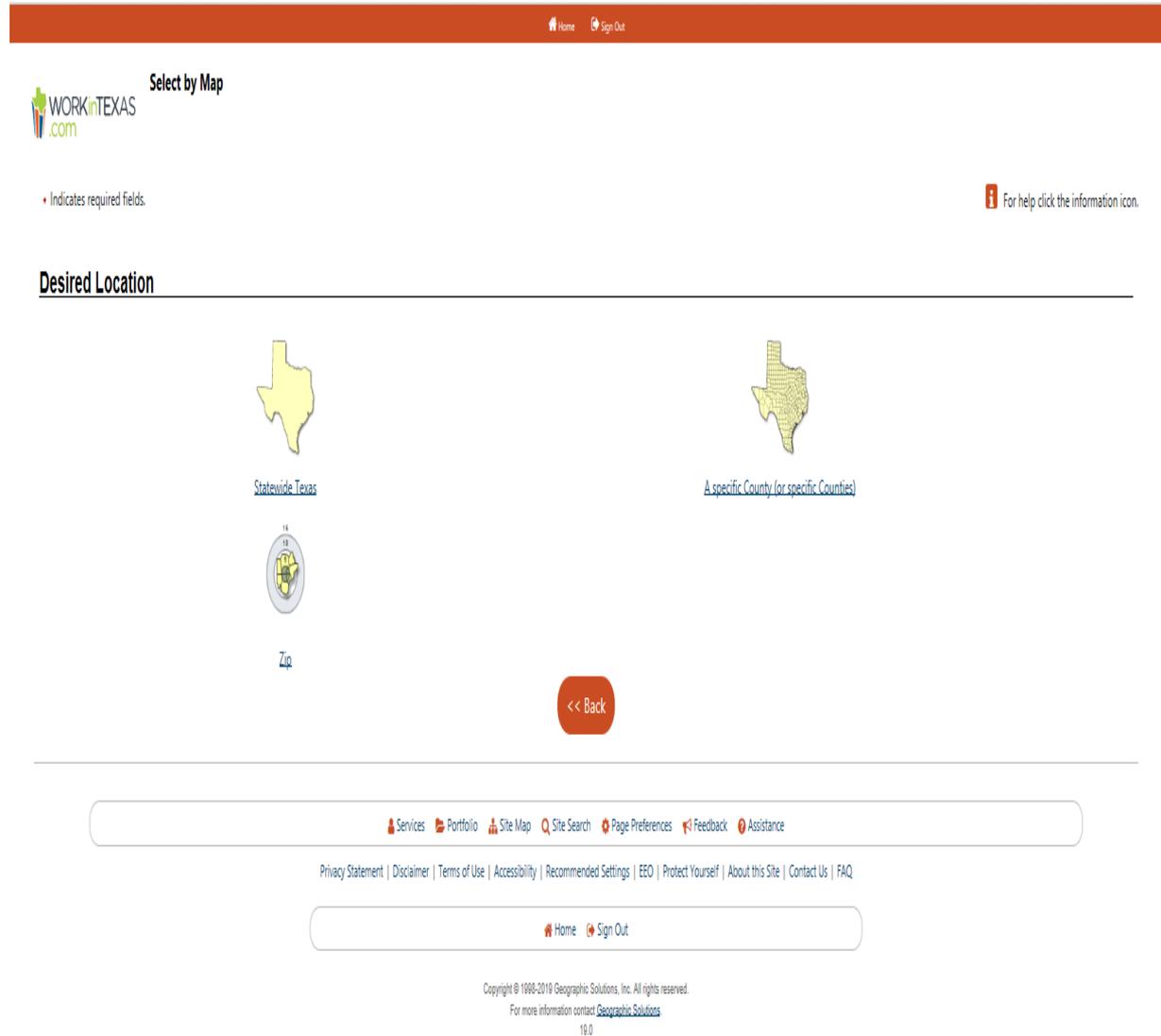
Specific County



A specific County (or specific Counties)

(you can change location
selection later if you want)

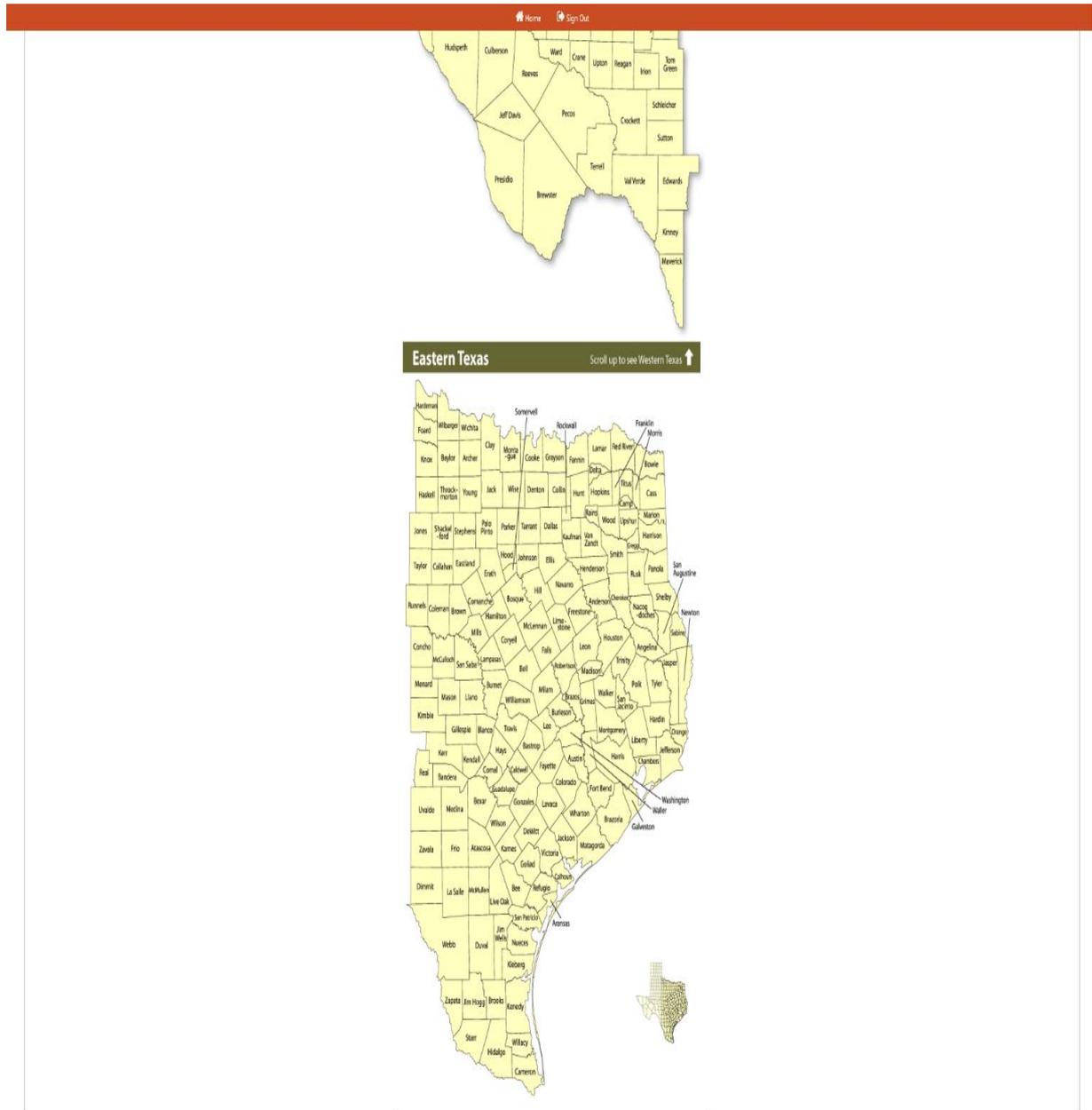
Making a selection takes
you to the next step.



The screenshot shows the 'Select by Map' page on the WORKinTEXAS.com website. At the top, there is a navigation bar with 'Home' and 'Sign Out' links. Below the logo, the text 'Select by Map' is displayed. A note indicates that a red asterisk (*) denotes required fields. An information icon with the text 'For help click the information icon.' is also present. The main section is titled 'Desired Location' and contains four selection options: 'Statewide Texas' (represented by a yellow outline of Texas), 'A specific County (or specific Counties)' (represented by a grid map of Texas), 'Zip' (represented by a globe icon), and a '<< Back' button. At the bottom, there is a horizontal menu with links for Services, Portfolio, Site Map, Site Search, Page Preferences, Feedback, and Assistance. Below this menu is a footer with links for Privacy Statement, Disclaimer, Terms of Use, Accessibility, Recommended Settings, EEO, Protect Yourself, About this Site, Contact Us, and FAQ. A second navigation bar at the very bottom contains 'Home' and 'Sign Out' links. The footer also includes copyright information for 1998-2019 Geographic Solutions, Inc. and a contact link for Geographic Solutions.

From the map you will need to select the County in which you want to search for work by clicking on the County Name.

Making a selection takes you to the next step.





Please select your desired work location.

Résumé Builder



For help click the information icon.

To sort on any column, click a column title.

Desired Location	Action
McLennan County	Edit

Update background information with the selected location

<< Back Next >>

Click **Next** to Continue

You are now on the **Last Section** of your **Application**.

The **Online Wizard** will guide you through this section.

Click 'Next' to continue and follow the on-screen instructions until you see your completed resume.

- My Individual Workspace
 - My Dashboard
 - How We Can Help You
 - Employment Strategy
 - Directory of Services
 - My Resources
- Quick Menu
 - Job Search
 - Resume Builder
 - My Portfolio
- Services for Individuals
 - Employer Services
 - Career Services
 - Job Seeker Services
 - Education Services
 - Labor Market Services
 - Community Services and Benefits
 - Financial Services
 - Veteran Services
 - Youth Services
 - Senior Services
 - Disability Services
 - Workplace Training
 - Staff Provided Services
- Other Services
 - Communication Center
 - Appointment Center
 - Assistance Center
 - Learning Center
 - Customer Satisfaction Survey

WORKINTEXAS.com Here is your completed résumé. To modify a section, click on a Section Title (e.g. Objective, Employment History). To change the formatting of this résumé (text size, etc.) or customize the display order of each section, click the Edit Template link.

Please review your résumé for accuracy before clicking the save button at the bottom of the screen.

For help click the information icon.

Résumé ID	Résumé Title	Résumé Score	Accessibility
10013	Retail	Score Now	Online

Create Date: 12/9/2019 5:15:32 PM Last Time Modified: 12/9/2019 5:53:00 PM

Résumé Layout Templates

Template 1 - System Generated

[New Template](#) [Edit Template](#) [Save As](#)

Résumé

Jane Smith
 1410 S. New Road
 Waco, TX 76711
 Phone: (254) 699-9999
 Email: jsmith@gmail.com

Objective
 A position as a manager in a specialized industry.

Ability Summary
 Experience in directly supervising sales workers in a retail establishment or department, including management functions such as purchasing, accounting, and personnel work.

Employment History

Department Manager	Start Date	End Date	Location
01/2015 - Current	Ben Buy		Waco, TX

Directly supervise and coordinate activities of retail sales workers in an establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.

Education History

Issuing Institution	Location	Degree Received	Course of Study
Mclennan Community College	Waco, TX	Associate's Degree	Business

Honors & Activities

Additional Information

Detailed References
 Jane Smith, Manager
 Waco, TX
 (254) 699-9999
 Business (available 10:00 AM to 5:00 PM)

Delete Résumé Save Résumé & Return

Click Here to Continue

Additional Résumé Options | Edit Title | Copy Résumé | Email Résumé | Download Résumé

Select another Job Seeker Service

Congratulations!

You have Created a Resume.

Your resume can now be:

- Saved
- Updated
- Printed
- Downloaded
- Emailed

All by logging into WorkinTexas.com.

Click 'Save Resume & Return' to start your job search.

Congratulations!

You have registered for WorkinTexas.com



Be sure to **remember your User ID and Password** to Login when you return to WorkinTexas.com

*Want to be the First to Know about
Job Openings & Hiring Events?*

Connect with Us



#hotworkforce

Visit a Workforce Solutions Center for additional assistance

Falls County Workforce Solutions Center

230 Coleman Street, Marlin, TX 76661

Phone Number: (254) 883-5678

Hill County Workforce Solutions Center

233 E. Elm Street, Hillsboro, TX 76645

Phone Number: (254) 582-8588

Freestone County Workforce Solutions Center

517 E. Main Street, Teague, TX 75860

Phone Number: (254) 739-2887

McLennan County Workforce Solutions Center

1416 S. New Road, Waco, TX 76711

Phone Number: (254) 296-5200

The Heart of Texas Workforce Board, Inc. is an equal opportunity employer/programs and auxiliary aids and services are available upon request to include individuals with disabilities. TTY/TDD via RELAY Texas service at 711 or (TDD) 1-800-735-2989 / 1-800-735-2988 (voice).