

# How to Register for [www.WorkinTexas.com](http://www.WorkinTexas.com)




# Step 1

Search for  
WorkinTexas.com  
on the Internet.

The WorkinTexas.com  
home page will appear.

WorkinTexas.com  
Home Page

/vosnet/Default.aspx



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

<b>636,789</b> Job Openings	<b>0</b> Jobs Posted Today	<b>2</b> 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 #adulthood #transitionhappens





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](#)
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# Step 2

**Register**

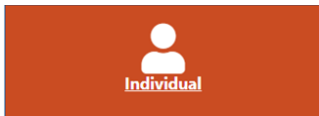
From the home page  
click  
**Register**

# Step 3

Click

Individual

Under Option 3  
to Create a  
User Account.



WorkInTexas - Login and Register: x +  
xas.com/vosnet/loginintro.aspx?blnStartHere=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



## 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

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# 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&url=n&strAgreementLang=E

Home Register or Sign in

WORKinTEXAS.com

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

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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

Next

Cancel

# 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**

jal Registr... x +

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.**

\* Indicates required fields.  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:

Back Next

 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)

HomeRegister 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.

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:

None Selected

\*Country:

United States

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:

None Selected

\*Country:

United States

Contacting Information

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

None Selected

Primary E-mail:

Create E-mail Account

Read Our E-mail Security Policy

Confirm Primary E-mail Address:

\*Primary Phone:

Ext

\*Primary Phone Type:

None Selected

\*Primary Phone Mode:

Voice

Alternate Phone:

Ext

Alternate Phone Type:

None Selected

Alternate Phone Mode:

None Selected

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

None Selected

\*Do you have a valid Driver's License/State ID?

☐ Yes ☐ No

State Issuing Driver's License/State ID

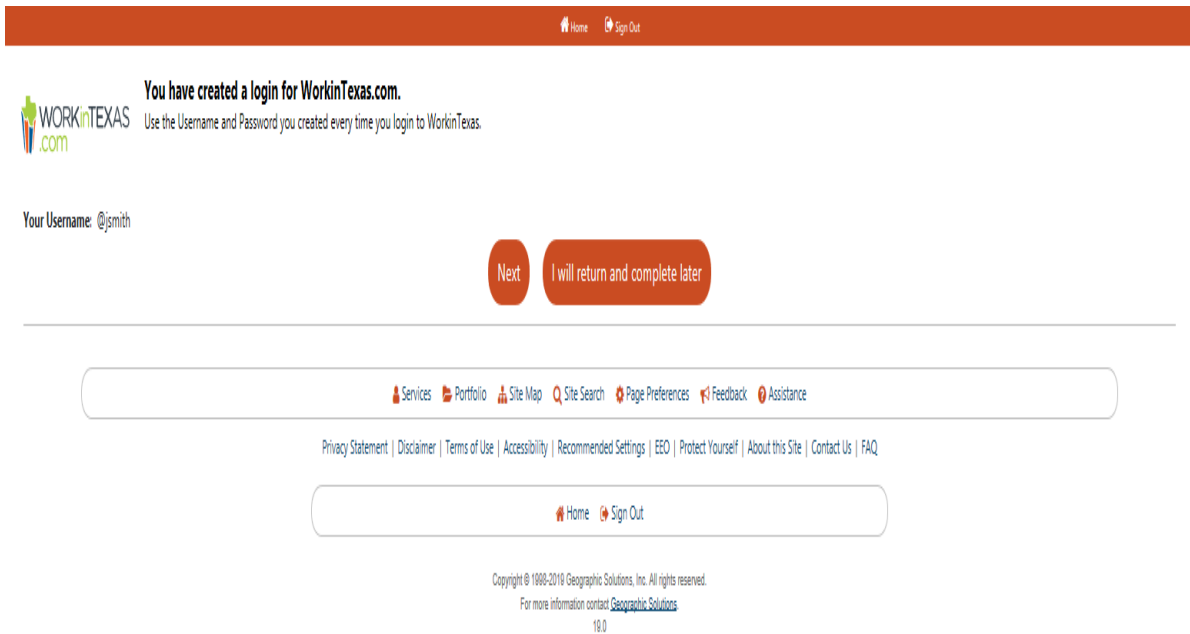
None Selected

Driver's License/State Id Number:

BackNext

Click Next to Continue

ServicesSite MapSite SearchPage PreferencesFeedbackAssistance



**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.

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

 Fill out the information below to complete this section of the application.

Education

Veteran

Employment

☒ Education

☒ Veteran

☒ Employment

☒ Farmworker

☒ Demographic

☒ Additional Background

☒ Public Assistance

[Hide All Steps](#)

Smith, Jane

[To Bottom](#)[Exit Wizard](#) [Back](#) [Next >>](#) [Click Next to Continue](#)

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

[Education](#) [Veteran](#) [Employment](#)  
[Farmer/worker](#) [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.

1<sup>st</sup> Give your Resume a Title

2<sup>nd</sup> 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.

HomeSign Out

Please enter a résumé name and select a creation method.

Indicates required fields.

For help click the information icon.

If you have filed a claim for unemployment insurance benefits, you are REQUIRED to complete the resume builder process. The information gathered during this process will also allow staff to match your experience and work preferences to job openings.

Please create a resume to complete your registration. We will now take you through the steps of creating a professional resume or job application. Resumes can be placed online making them available to the top employers in your area.

Résumé Name


\*Résumé Title:

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.

Show Résumé Best Practices


Résumé Creation Method

☒ Comprehensive

Build your résumé using a step-by-step process (create your résumé from scratch).

52.0 min(s) estimated

☐ Upload

Attach an existing Word or .PDF résumé (save time by using your existing résumé).

10 min(s) estimated

CancelNext

Click Next to Continue

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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.

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Next >>

Click **Next** to Continue

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## 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 site says...  
You have selected an option that will make your résumé available to registered employer representatives to view online. By clicking the OK button, you are agreeing to share the information displayed on your résumé. Select OK to proceed or Cancel to go back and change your selection.

OK Cancel

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.


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

 **Select by Map**

• Indicates required fields.

[For help click the information icon.](#)

**Desired Location**

  
[Statewide Texas](#)

  
[A specific County \(or specific Counties\)](#)

  
[A specific County \(or specific Counties\)](#)

Zip

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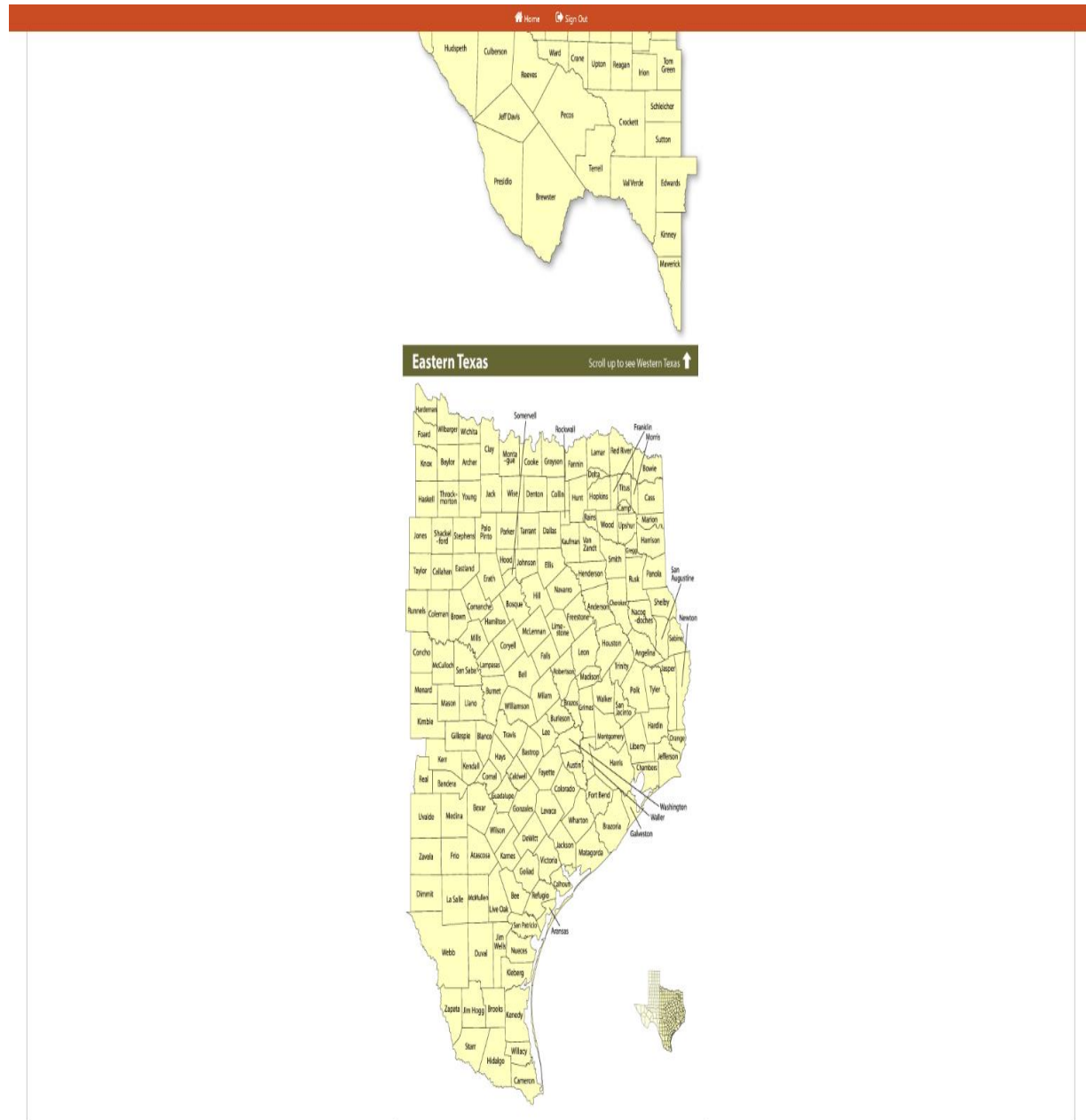
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From the map you will  
need to select the  
County in which you  
want to search for work  
by clicking on the County  
Name.

Making a selection takes  
you to the next step.



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

 Please select your desired work location.

### Resume Builder

Title and Source

Title and Source

Employer Search Items

Templates

Education

Certifications

Employment

Job Skills

Technical Skills And Tools

Ability Summary


Objective

Honors & Activities

Additional Information

Contact

References

 For help click the information icon.


To sort on any column, click a column title.

Desired Location	Action
<a href="#">McLennan County</a>	<a href="#">Edit</a>

☒ Update background information with the selected location

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[Next >>](#)



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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.

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.

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) 699-3999  
 Email: jsmith1@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  
 01/2015 - Current Best 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](#)  
 Extracurricular Activities  
 Department Manager  
 01/2015 - Current Best 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.

[Educational History](#)  

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

[Honors & Activities](#)  
 Additional Information  
[Unrated References](#)  
 Jane Smith, Manager  
 Waco, TX  
 (254) 699-3999  
 Business Reference (request for 5 years).

[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

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 For more information, contact [Support@WorkinTexas.com](#)

# 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

### **Freestone County Workforce Solutions Center**

517 E. Main Street, Teague, TX 75860

Phone Number: (254) 739-2887

### **Hill County Workforce Solutions Center**

233 E. Elm Street, Hillsboro, TX 76645

Phone Number: (254) 582-8588

### **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).*