

Registering in WorkInTexas

Create and Sign Into Your Account	
<p>To create a new account:</p> <ol style="list-style-type: none"> 1. On the home page (near the Sign In button), click Register. 2. Under Option 3 – Create a User Account, click Individual. <p>When the “What would you like to do next?” page displays, you are signed in.</p>	<p>To sign into your account later:</p> <ol style="list-style-type: none"> 1. Enter your username and password. 2. Click the Sign In button. <i>OR</i> 3. If you forgot your username and/or password, click Forgot Username/Password and then select your desired retrieval option.
Equal Opportunity, Non-Discrimination and Privacy Agreements	
<ol style="list-style-type: none"> 1. The Equal Opportunity and Non-Discrimination Notice appears. 2. Click I agree. 	<ol style="list-style-type: none"> 3. The Privacy Agreement Notice appears. 4. Click I agree.
Part 1 of 2 - Log On Registration Completion	
<p>Tip: Follow the steps and fill in all required (*).</p> <p>Tip: At the bottom of each page, click Next to save progress and move forward.</p> <ol style="list-style-type: none"> 1. Using the blue text guidelines, create a Username, Password and security questions to be used in the event of a forgotten password. 	<ol style="list-style-type: none"> 2. Complete Residential Address page. 3. Complete Contacting Information page. 4. Complete Demographic Information page. 5. You will see a basic registration is complete page. <p>You have now completed your Log On Registration which is Part 1 of 2 of the required Full Registration process.</p>
Part 2 of 2 - Wagner-Peyser Application Completion	
<p>Tip: The top of the page displays a progress map of what will be completed next. This is called a wizard. The current page is displayed in yellow and completed pages are in green.</p> <ol style="list-style-type: none"> 1. Complete Education page. 2. Complete Veteran page. (If you are a Veteran, additional pages will expand that you will complete). 3. Complete Employment Information page. 	<ol style="list-style-type: none"> 4. Complete Farmworker Information page. 5. Complete Additional Demographic Information page. 6. Complete Factors That May Impact Employment Section. 7. Complete Support Information page. 8. You will see an “Application has been successfully completed” window.
Part 3 of 3 - Creating or Uploading Resume(s)	
<p>This is the last required step in completing a Full Registration: <i>Not only can you use it to apply for jobs, but registered employers can also find you when searching for candidate. The new Resume Builder is EASY to use and WorkInTexas also allows you to upload a pre-created resume.</i></p>	



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