

Create a CalJOBS Account




Go to caljobs.ca.gov and click **Sign In/Register**.



Scroll 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 13 min(s) estimated	 Employer 22 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.

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

Privacy Agreement

Privacy Statement

The Employment Development Department (EDD) recognizes that your privacy is a personal and fundamental right without exception. The EDD will value and protect your privacy and place strict controls on the gathering and use of personally identifiable data. Your personal information is not disclosed, made available, or otherwise used for purposes other than those specified at or 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 confidential information.

I Agree I Disagree

Provide the information requested such as Login Information, Social Security, Location, and Demographic Information.

CaIJOBSM **Please enter the following login information and click the Next button when you are finished.**
Be sure to remember your User Name and Password. You will need them to access this system again.

* Indicates required fields. For help click the information icon next to each section.

Please do not use any personal identification information as your user name (e.g. Social Security Number or FEIN). You will need your User Name and Password for all future activities in this system. Please write this information down and keep it in a secure place. To ensure account security, we strongly urge you NOT to share your User Name or Password with anyone for any reason.

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:**

Select **Next**.

Next >>

Return to Home

Access your **Dashboard** for Career Services, Job Seeker Services, Community Resources, Financial Planning Resources, and more!

▼ Widgets

▼ My Employment Plan

0 Job Requests
0 requests for internal jobs
0 links to apply on external sites
[1 Résumés \(Viewed by 0 Employers/Employers\)](#)
[0 Saved Virtual Recruiter Job Alerts](#)
[View Your Employment Plan](#)

▼ My Benefit Plan

[0 WIOA Requests](#)
Enrolled in 0 courses
[0 TAA Requests](#)
Enrolled in 0 courses
[View Your Benefit Plan](#)

▼ Job Seeker Services

[Job](#)
Search Find current job openings.

[Resume Builder](#)
Create, store, and update your resume online.

[Virtual](#)
Recruiter Create a job search system alert.
[More Services for Job Seekers](#)

▼ My Correspondence

[0 Cards](#)
[0 Correspondence Templates](#)
[Log in to the Correspondence Center](#)

▼ My Calendar

April 2024

d	l	m	m	j	v	s
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

[0 Quotes](#)
[18 Events](#)

▼ Need help or more information

[Help](#)
Center Find answers to your questions or issues.

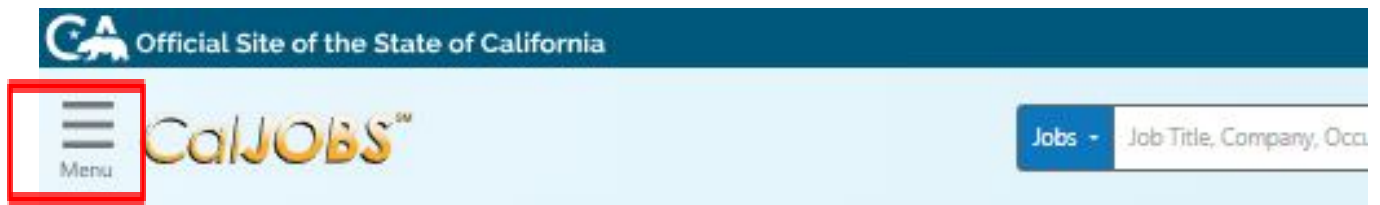
[Learn](#)
Center Watch training videos and tutorials at your own pace.

Note that help is available on most pages by clicking on the information icon ?

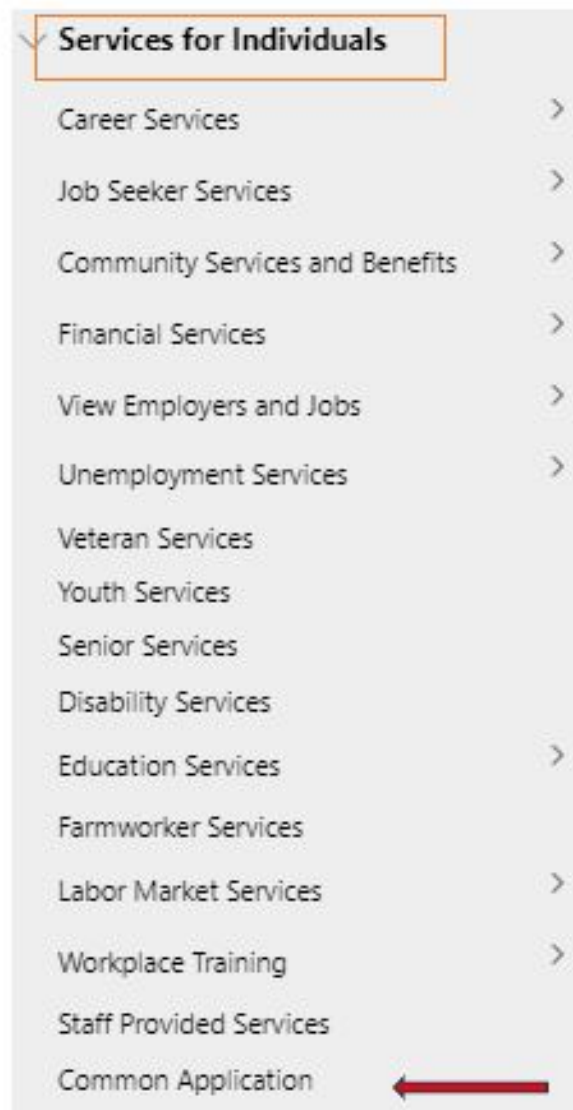
▼ Career Services

[Career Explorer](#)

To Create a WIOA Title I application, complete the **Common Application**. To access **Common Application**, look for the Menu tab next to the CalJOBS logo.



Scroll down to the **Services for Individuals** section and select the **Common Application**.



You have the following three options: Currently Enrolled, Programs You May be Eligible For, and Programs You're Not Eligible For. Select **Programs You May Be Eligible For**. Review the information under each program card and check the **Interested** checkbox under each program that you would like to apply for.

▼ Currently Enrolled

▼ Available Programs

Adult Services (WIOA)

The **WIOA Adult** program improves the quality of the adult workforce, reduces welfare dependency, and enhances the productivity and competitiveness of the nation's workforce. The program provides adults with workforce preparation, career services, training services and job placement assistance needed to increase occupational skill attainment, obtain industry recognized credentials, and secure a good job that provides earnings that lead to self-sufficiency.

Interested

Dislocated Worker Services (WIOA)

The **WIOA Dislocated Worker** program provides a variety of services to workers who have been impacted by plant closures, workforce reductions, and natural disasters that lead to job loss. The goal is to provide dislocated workers with the tools and support needed to obtain credentials and occupational skills leading to jobs in high growth industries and high demand occupations. The program enhances the quality, productivity and competitiveness of the workforce while meeting the needs of employers.

Interested

Youth Services (WIOA)

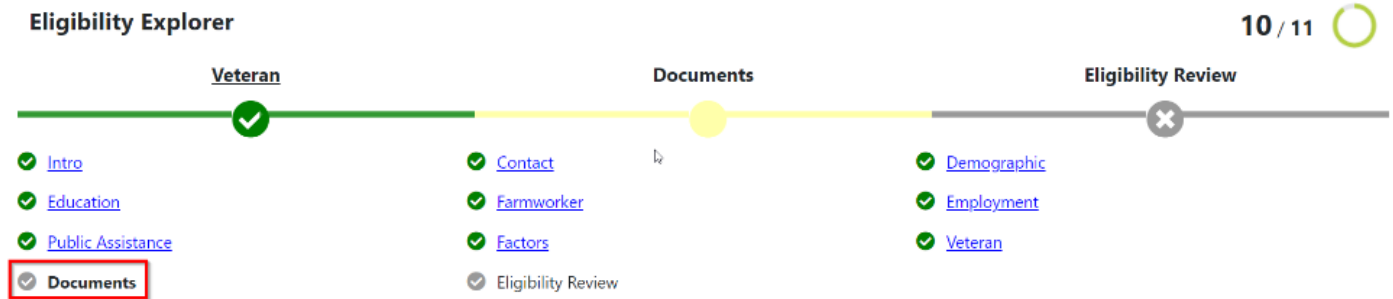
The **WIOA Youth** program is federally funded to provide a comprehensive system of training and support services for young adults 14 - 24 years of age in preparation for the workforce. The program is dedicated to academic excellence, career preparation for youth in the workplace and community, the development and support of work experiences, and active leadership roles for participants.

Interested

Click **Next** at the bottom of the page to start the **Common Application**.

<< Back Next >>

Complete each section by verifying that the pre-populated information from your CalJOBS registration is correct. Also, make sure to enter information into the required fields.

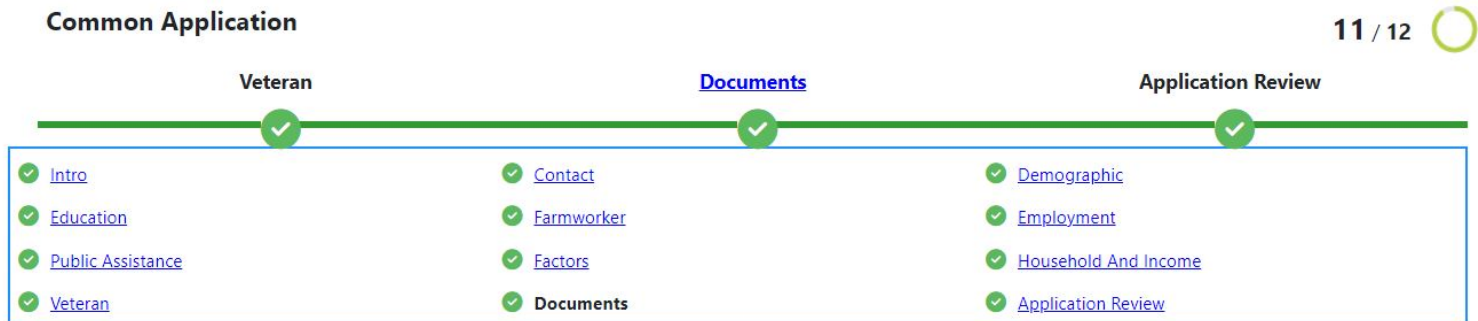


Once you are done completing a section, click **Next** to move onto the next section of the Common Application.



Documents Section

The second to last section of the Common Application is the Documents section. In this section you can **upload documentation required for eligibility**. If you are unable to upload your documents, you may skip this step and bring them when you meet with a vocational counselor.



Click on the documentation name (Social Security Documentation, Address Documentation, etc.) in the Documentation Required column or click on the Upload link next to the documentation type that you would like to upload.

Documents



You are missing documentation required for eligibility. Please upload the necessary files listed. If you are unable to upload your documents, you may skip this step and bring them when you meet with staff.

Documentation Required	Uploaded?	Action
Social Security Documentation		Upload
Address Documentation		Upload
Citizenship Documentation		Upload
Education Level Documentation		Upload
Education Status Documentation		Upload

Select the type of document you are uploading. Then click the **Select File** button to select a file for upload. Finally, click the **Upload File** button to upload the file.

Social Security Documentation

Please select the type of document you are uploading. Then click the "Browse" or "Choose File" button to select a file for upload:

- DD-214 Report of Transfer of discharge
- Employment Records
- IRS Form Letter 1722
- Letter from Social Service Agency
- Unemployment Wages Records
- Social Security Benefits
- Social Security Card
- W-2 Form
- Letter/Printout from Social Security Office
- Public Assistance Record/Printout
- Agency Award Letter
- Unemployment Wage Records

File Name	Upload Date	Action
No Files Uploaded		
<input type="text"/>	<input type="button" value="Select File"/>	<input type="button" value="Upload File"/>

Click **Close** to close the pop-up window.



You will now see a **green check mark** in the Uploaded column letting you know that the required documentation has been uploaded.

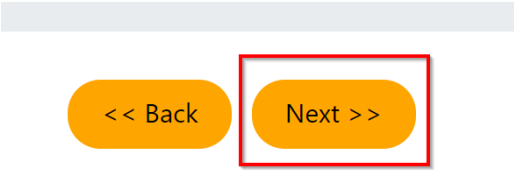
Documents



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Documentation Required	Uploaded?	Action
Social Security Documentation		Upload
Address Documentation		Upload
Citizenship Documentation		Upload
Education Level Documentation		Upload

When you are done uploading the required documentation, click **Next** to move onto the final section (Application Review) of the Common Application.



Application Review Section

The last section of the Common Application is the **Application Review** section.

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Application Review

A horizontal green bar with a white checkmark in a green circle at its center.

- [Demographic](#)
- [Employment](#)
- [Household And Income](#)
- Application Review**

In this section, you can see what services you may be eligible for.

Name, thank you for filling out the Common Application

Based upon the information you provided we have filled your pre-application for the following programs:

- [Adult Services \(WIOA Title I\)](#)
- [Dislocated Worker Services \(WIOA Title I\)](#)

You can also view and/or print a summary of your application by clicking on **View Summary Report** or view/print a list of documents that you have uploaded by clicking on **View Documents List**.

What's Next

Our staff will contact you regarding your eligibility. To continue with your eligibility please review the document list as the documents will be required to complete your eligibility. During the eligibility interview, additional questions will be asked.

[View Summary Report](#)

[View Document List](#)

Next, submit the Common Application by clicking on **Finish**.

[<< Back](#)

[Finish](#)

Last and **MOST IMPORTANT** step:

Please **call (707-445-7745)** or **email**

hwc@co.humboldt.ca.us The Humboldt Workforce Coalition to be added to the waitlist.

Please note that wait times can vary depending on factors such as your eligibility status and our vocational counselors' capacity to take on new clients.