

OhioMeansJobs K-12



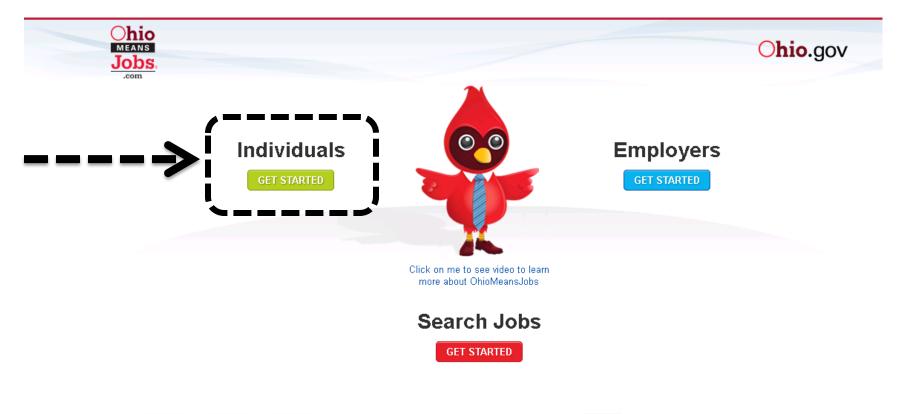
OhioMeansJobs.com



Getting Started

User Registration

OhioMeansJobs.com Home Page





IN-DEMAND REPORTS



TRAINING

CAREER PLANNING



PROGRAMS















PATHWAYS

BUDGET CALCULATOR

SEARCH

PROFILE

Ohio Regional Articles | Workforce Professionals

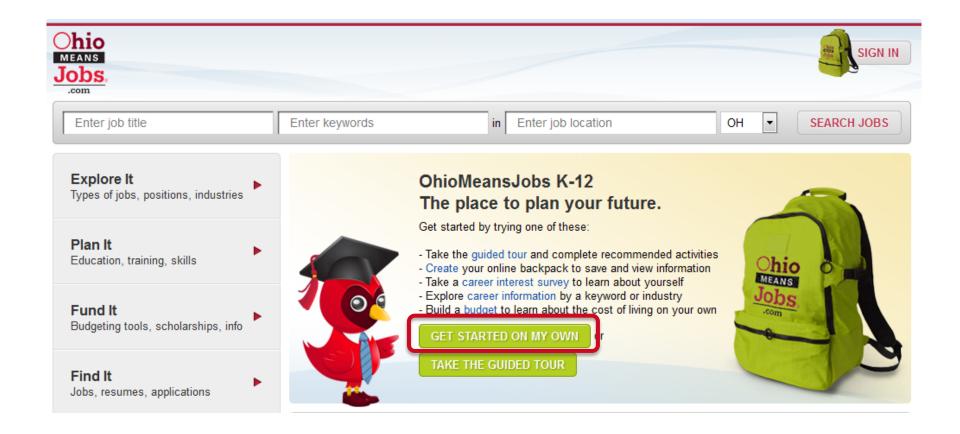
Tip: icons below "Search Jobs" are for adult job seekers, and will not direct users to OhioMeansJobs K-12.

OhioMeansJobs.com: Choose K-12 Student

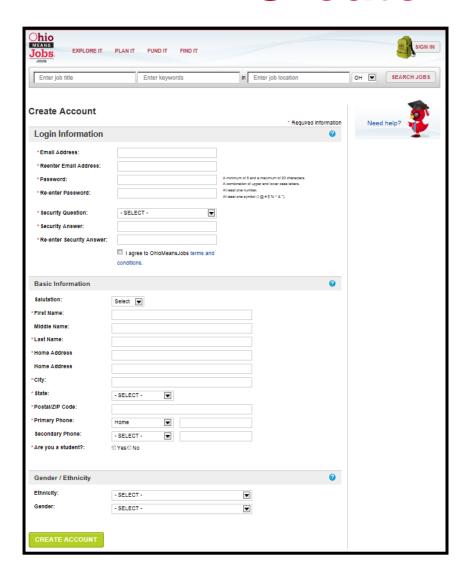


Tip: always look for the cardinal with the graduation cap, OWEN. He will provide tips and help as you use OhioMeansJobs K-12. Remember to always click on OWEN wearing his graduation cap to enter OhioMeansJobs K-12, when visiting OhioMeansJobs.com.

OhioMeansJobs K-12



Tip: click Get Started On My Own to begin registration.



Login Information

An email address is required for your "username". The next slide includes help for creating a free email if you don't already have one.

Basic Information

Name and address are used when creating a résumé and should reflect formal, given names rather than nicknames.

Gender/Ethnicity are optional and do not require a response for creating an account.

Tip: items with a red asterisk (*) are required. Click (**?) for help with this section.

Login Information

Login Information	
*Email Address:	
*Reenter Email Address:	

1. Enter your email address.

Note: If you don't have an email address, you can:

- get free email at Google, Yahoo, or Hotmail
- ask your parent or teacher for help
- 2. Re-enter your email address in the space provided.

Tip: items with a red asterisk (*) are required.

Password

Password:*

Re-enter Password:*

A minimum of 8 and a maximum of 20 characters.

A combination of upper and lower case letters

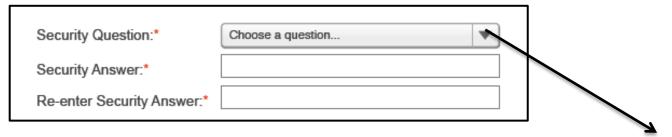
At least one number

At least one symbol (excluding ' @ & - " <)

- 1. Enter your password
 - At least 8 but no more than 20 characters
 - Both upper and lower case letters
 - At least 1 number and 1 symbol (! # \$ % ^ *)
- 2. Re-enter your password in the space provided.

Tip: write down your email address and password. Keep them in a place that you can access easily in case you forget them later.

Security Question and Answer

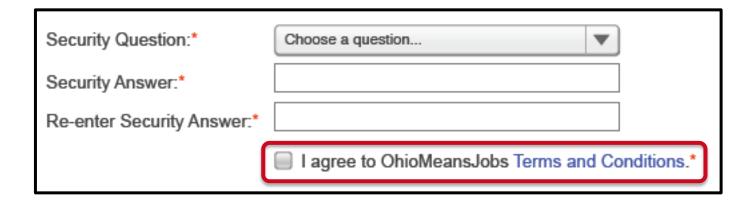


- 1. Choose a Security Question from the list provided.
- 2. Enter your Security Answer.
- 3. Re-enter your Security Answer.

What is your favorite pet's name?
Where were you born?
Who was your childhood hero?
What is your favorite pastime?
What is your favorite sports team?
What is your favorite season?
What is/was the last name of your favorite teacher?

Tip: write down your Security Answer. Keep it in a place that you can easily access later in case you forget it later.

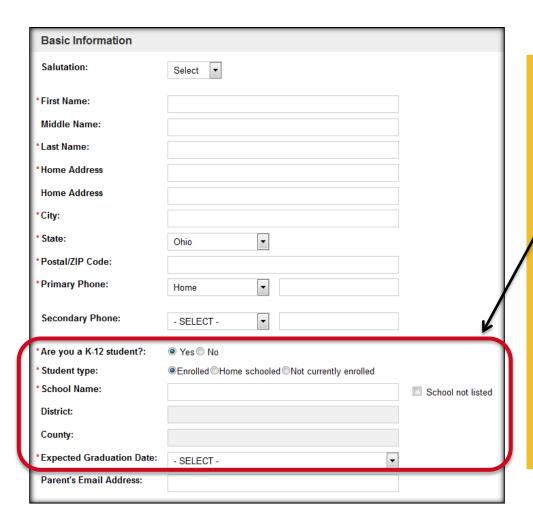
Terms and Conditions



- 1. Click on the *Terms and Conditions* link to view the terms for using the OhioMeansJobs website.
 - Ask your teacher or parents if you have any questions.
- 2. Click on the check box to agree to the terms (required to create your account).

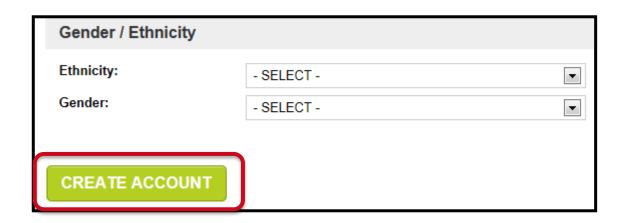
Tip: Terms and Conditions include privacy policy for OhioMeansJobs and any rules for using the site.

Basic Information



- 1. Enter your contact information in the required fields.
- 2. This information is also used for your résumé, so enter your given name and not a nickname.
- 3. Select the "yes" bubble for student. Once you do this, you can enter information about the school you attend. Teachers and parents will choose the "no" bubble and then select teacher or parent.
- 4. School Name, District and County are "auto-fill fields". This means that when you start typing a list of options will appear. For example, if you type "east" all schools matching all or part will appear. Then, select your school from the list. If your school does not appear, enter the entire name in the box without selecting from the list.
- 5. Parent's email is optional. If you don't know it now, you can always add it later.

Tip: if you don't know your district or county, ask a teacher or parent. You can always change this information later in your Account Settings.





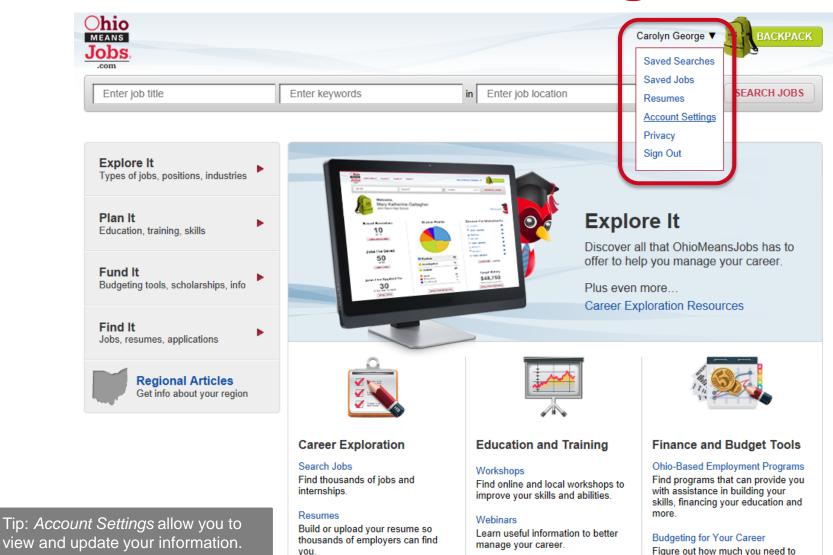
- 1. Gender/Ethnicity is optional and does not require a response to create your account.
- 2. The next two pages are also optional.
- 3. Click *Create Account* to complete the OhioMeansJobs K-12 registration.

Tip: the next two pages are optional.

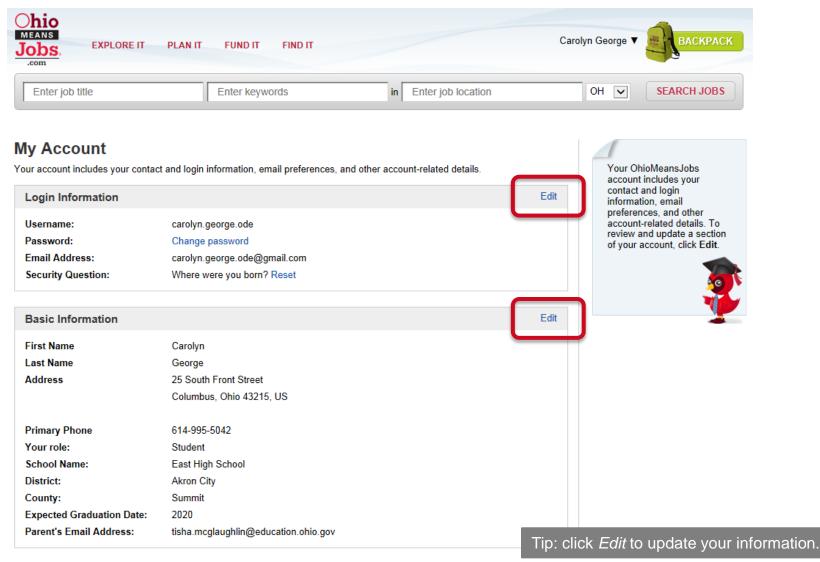
Ohio MEANS Jobscom	PLAN IT FUND IT FIND IT		Carolyn George ▼ BACKPACK		
Enter job title	Enter keywords	in Enter job location	OH SEARCH JOBS		
If you'd like, you can fill in informa It's okay if you don't want to, th		NO THANKS, CONTINUE TO MY			
Career Info					
Target Job Title:					
Career Level:	- SELECT -	▼			
Years of Relevant Work Experience:	- SELECT -	•			
Degree/Level Attained:	- SELECT -	▼			
Work Status - US	I am authorized to work in this country				
I am willing to relocate:	☐ I am authorized to work in this countrol ☐ I require sponsorship to work in this countrol ☐ YesSELECT ☐ No				
I am willing to travel:	- SELECT -	•			
Maximum miles willing to commute one-way? : Security Clearance:	SELECT	•			
	- SELECT -	.			
Do you have Workkeys scores available to enter?	O Yes No		Tip: your account is now created and your name appears at the top, right corner of the page next to the Backpack. This page is optional - Click No Thanks, Continue To My Account.		
UPDATE ACCOUNT					

Ohio MEANS Jobs. EXPLORE IT PLAN IT	FUND IT FIND IT		Carolyn George ▼	ВАСКРАСК		
Enter job title	Enter keywords	in Enter job location	OH 💌	SEARCH JOBS		
If you'd like, you can fill in details about your for it's okay if you don't know, this entire page	uture career plans. e is optional.	NO THANKS, CONTINUE TO MY ACCOUNT	accoun	Use this section of your account to review and		
What are your future employment plans? Seek immediate full-time employment in	about y	update information about your future career plans.				
Seek immediate full-time employment in Seek immediate part-time employment	n a new field					
Seek immediate part-time employment						
 Attend school/training Obtain additional certification 						
I already have a job lined up						
Start my own business						
Retirement/leaving the workforce						
Undecided Other						
- Other						
Where do you look to find employment of	ppportunities? (Choose all t	hat apply)				
☐ OhioMeansJobs.com						
Newspapers						
Facebook						
☐ Twitter ☐ LinkedIn			T: (1:			
Other				age is optional - Click <i>No</i>		
			Thanks, C	Continue To My Account.		

Account Settings

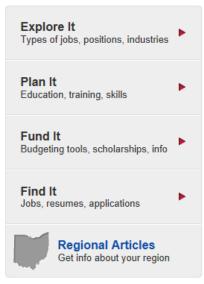


Account Settings



Backpack







Tip: after you log in, you can access your Backpack from any screen by clicking in the top-right corner.



focused education paths.



Information on alternative training programs.

Backpack





Tip: from your *Backpack* homepage, you can edit your account information, print and access what you've saved and continue assessments or planning.

Pharmacists

Updated 9/9/2014

Questions?

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Career Connections

Office of Career-Technical Education

25 S. Front Street, Columbus, Ohio 43215 | 800-700-6247





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