



OhioMeansJobs K-12

June 2014

OhioMeansJobs.com



Getting Started

User Registration

OhioMeansJobs.com



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



Enter job title Enter keywords in Enter job location OH [SEARCH JOBS](#)

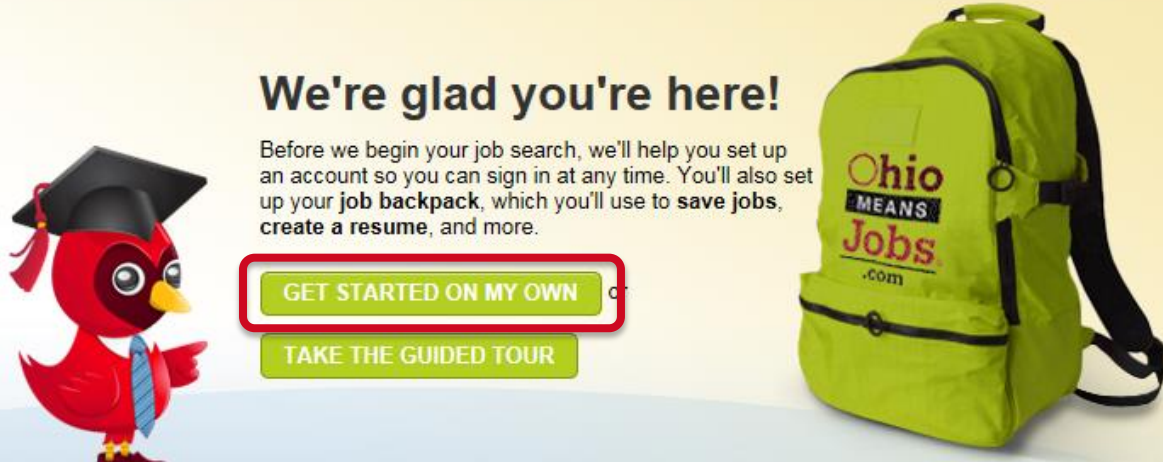
- Explore It**
Types of jobs, positions, industries ▶
- Plan It**
Education, training, skills ▶
- Fund It**
Budgeting tools, scholarships, info ▶
- Find It**
Jobs, resumes, applications ▶

We're glad you're here!

Before we begin your job search, we'll help you set up an account so you can sign in at any time. You'll also set up your **job backpack**, which you'll use to **save jobs**, **create a resume**, and more.

[GET STARTED ON MY OWN](#)

[TAKE THE GUIDED TOUR](#)



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

Create Account

Ohio MEANS Jobs .com EXPLORE IT PLAN IT FUND IT FIND IT SIGN IN

Enter job title Enter keywords in Enter job location OH SEARCH JOBS

Create Account

* Required Information

Login Information

*Email Address:

*Reenter Email Address:

*Password: A minimum of 8 and a maximum of 20 characters.
A combination of upper and lower case letters.
At least one number.

*Re-enter Password: At least one symbol (@ # % * ^ & ^)

*Security Question:

*Security Answer:

*Re-enter Security Answer:

I agree to OhioMeansJobs terms and conditions.

Basic Information

Salutation:

*First Name:

Middle Name:

*Last Name:

*Home Address:

Home Address:

*City:

*State:

*Postal/ZIP Code:

*Primary Phone: Home

Secondary Phone:

*Are you a student?: Yes No

Gender / Ethnicity

Ethnicity:

Gender:

CREATE ACCOUNT

[Need help?](#)

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:*	<input type="password"/>	A minimum of 8 and a maximum of 20 characters.
Re-enter Password:*	<input type="password"/>	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.

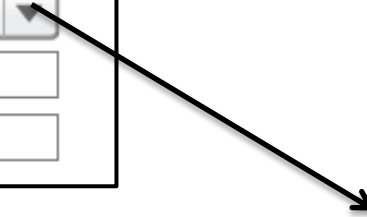
Tip: write down your email address and password. Keep them in a place that you can access easily in case you forget them later.

Security Question and Answer

Security Question:*

Security Answer:*

Re-enter 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?

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

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

Security Question:*

Security Answer:*

Re-enter Security Answer:*

I agree to OhioMeansJobs [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

Basic Information

Salutation:

* First Name:

Middle Name:

* Last Name:

* Home Address:

Home Address:

* City:

* State:

* Postal/ZIP Code:

* Primary Phone:

Secondary Phone:

* Are you a student?: Yes No

* School Name:

- or - Home schooled Not currently enrolled

* District:

* County:

* Expected Graduation Date:

Parent's Email Address:

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.

Create Account

Gender / Ethnicity

Ethnicity:

Gender:

CREATE ACCOUNT




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.

Create Account

Ohio
MEANS
Jobs
.com

EXPLORE IT 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 information about your career.
It's okay if you don't want to, this entire page is optional.

NO THANKS, CONTINUE TO MY ACCOUNT

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 for any employer.
 I am authorized to work in this country for my present employer only.
 I require sponsorship to work in this country.

I am willing to relocate:

- Yes --SELECT-- ▼
 No

I am willing to travel:

- SELECT - ▼

Maximum miles willing to commute one-way? :

--SELECT-- ▼

Security Clearance:

- SELECT - ▼

Do you have **Workkeys scores** available to enter?

- Yes
 No

UPDATE ACCOUNT

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*.

Create Account



EXPLORE IT PLAN IT FUND IT FIND IT

Carolyn George ▼



BACKPACK

Enter job title in Enter keywords in Enter job location OH [SEARCH JOBS](#)

If you'd like, you can fill in details about your future career plans. It's okay if you don't know, this entire page is optional.

[NO THANKS, CONTINUE TO MY ACCOUNT](#)

Career Plans

What are your future employment plans?

- Seek immediate full-time employment in my current field
- Seek immediate full-time employment in a new field
- Seek immediate part-time employment in my current field
- Seek immediate part-time employment in a new field
- Attend school/training
- Obtain additional certification
- I already have a job lined up
- Start my own business
- Retirement/leaving the workforce
- Undecided
- Other

Where do you look to find employment opportunities? (Choose all that apply)

- OhioMeansJobs.com
- Newspapers
- Facebook
- Twitter
- LinkedIn
- Other

Use this section of your account to review and update information about your future career plans.



Tip: this page is optional - Click *No Thanks, Continue To My Account*.

Account Settings



Carolyn George ▾

BACKPACK

[Saved Searches](#)

[Saved Jobs](#)

[Resumes](#)

[Account Settings](#)

[Privacy](#)

[Sign Out](#)

Explore It

Types of jobs, positions, industries ▶

Plan It

Education, training, skills ▶

Fund It

Budgeting tools, scholarships, info ▶

Find It

Jobs, resumes, applications ▶



Regional Articles

Get info about your region



Explore It

Discover all that OhioMeansJobs has to offer to help you manage your career.

Plus even more...

[Career Exploration Resources](#)



Career Exploration

Search Jobs

Find thousands of jobs and internships.

Resumes

Build or upload your resume so thousands of employers can find you.



Education and Training

Workshops

Find online and local workshops to improve your skills and abilities.

Webinars

Learn useful information to better manage your career.



Finance and Budget Tools

Ohio-Based Employment Programs

Find programs that can provide you with assistance in building your skills, financing your education and more.

Budgeting for Your Career

Figure out how much you need to

Tip: *Account Settings* allow you to view and update your information.

Account Settings



EXPLORE IT PLAN IT FUND IT FIND IT

Carolyn George ▾



BACKPACK

in

OH ▾

SEARCH JOBS

My Account

Your account includes your contact and login information, email preferences, and other account-related details.

Login Information

Username: carolyn.george.ode
Password: [Change password](#)
Email Address: carolyn.george.ode@gmail.com
Security Question: Where were you born? [Reset](#)

[Edit](#)

Basic Information

First Name Carolyn
Last Name George
Address 25 South Front Street
Columbus, Ohio 43215, US
Primary Phone 614-995-5042
Your role: Student
School Name: East High School
District: Akron City
County: Summit
Expected Graduation Date: 2020
Parent's Email Address: tisha.mcgloughlin@education.ohio.gov

[Edit](#)

Your OhioMeansJobs account includes your contact and login information, email preferences, and other account-related details. To review and update a section of your account, click [Edit](#).



Tip: click *Edit* to update your information.

Backpack



Enter job title Enter keywords in Enter job location OH [SEARCH JOBS](#)

- Explore It**
Types of jobs, positions, industries
- Plan It**
Education, training, skills
- Fund It**
Budgeting tools, scholarships, info
- Find It**
Jobs, resumes, applications
- Regional Articles**
Get info about your region

Plan It

Plan for greater career success.

Plus even more...
[Career Exploration Resources](#)



Career Planning

Career Profile
Explore and compare career options based on your interests.



Education and Training

Assessments and Training
Test and improve your skills.



Career Pathways

Learn about different career focused education paths.



CareerTech and Apprenticeship

Information on alternative training programs.

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

Backpack



EXPLORE IT PLAN IT FUND IT FIND IT

Carolyn George



Enter job title Enter keywords in Enter job location OH [SEARCH JOBS](#)



Welcome,
Carolyn George
East High School



Career Plans

1 OF 5 CAREER PLANS

Dental Hygiene

Updated 6/4/2014

33% complete



[CREATE A NEW CAREER PLAN](#)

Assessments and Training

COMPLETED ASSESSMENTS	SCORE	COMPLETION DATE
WorkKeys® Applied Mathematics Practice Test 1	--	Not Completed
WorkKeys® Locating Information Practice Test 1	--	Not Completed
WorkKeys® Reading for Information Practice Test 1	--	Not Completed
Computer Basics 2: Personal Computer Fundamentals	--	Not Completed

[VIEW TESTS](#)

Calendar

UPCOMING EVENTS

- Submit online application 2/14
- Find a professional organization. 3/3
- Submit Transcript 4/10

Visit the [Events](#) page or schedule deadlines for career activities in your own custom [Career Plan](#).

[VIEW CALENDAR](#)

Resumes

PUBLIC RESUME RATING

0 in the last 30 days

[MANAGE RESUMES](#)

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

Questions?

Carolyn George

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Tisha McGlaughlin

Tisha.McGlaughlin@education.ohio.gov | 614-466-5756

Career Connections

Office of Career-Technical Education

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

education.ohio.gov/CareerConnections

Social Media

facebook

Ohio Families and Education
Ohio Teachers' Homeroom

Linked in

ohio-department-of-education

Storify

storify.com/ohioEdDept

twitter

@OHEducation

You Tube

OhioEdDept