HOW TO REGISTER WITH MONTANA JOB SERVICE

Step 1 in this process is to read through the information explaining the things you can do when you register and use the Montana Electronic Jobs System.

Once you read through the information, click on the Accept button. If you click the Decline button, you will not be able to proceed with your registration.
Step 2 - CREATE YOUR USER INFORMATION

- Enter a Username   (This can be your name or anything you want. **Do not use spaces like: John D Smith** - Make it one word)
- Enter a Password    (This MUST be at least 8 characters long and contain a CAPITAL letter, small letter and a number)
- Enter Your Legal Name -  First,  Middle Initial and  Last
- Enter Your Social Security number like this example:  123456789  (Do not use dashes)
- Once you have filled in all information, click the Next button.
- If you receive a message that states your information does not match information in our system, this likely means that you have already registered with Montana Job Service at some time. Please contact your nearest Job Service office for help.

![Create Job Seeker User Form](image-url)
Step 3 - BASIC INFORMATION

- Enter a valid E-mail address (IF) you wish to receive job leads from us that match your occupational interests and goals
- You MUST enter a phone number. If you do not have a phone, enter: 000-000-0000
- Enter Your Mailing Address
- When completed, click on **Save and Continue**

**HELPFUL TIP** - The Menu button near the top of each page may be clicked to access other links and to **Sign Out**.
STEP 4 – EMPLOYMENT HISTORY

- Tell us whether or not you are working now
- IF you have NEVER had a job, click on the button that says – I Have No Employment History
- If you do have previous work experience, click the Add button
- Click the Add Detail button to tell us what kind of wage you desire and other information such as if you are a Military Veteran

HELPFUL TIP – If you wish to add detail and tell us what your lowest acceptable salary is, remember that our system matches you to job leads using this information in addition to your prior job history, job interests and goals. Entering a wage DOES NOT represent that this is the wage you will work for. It is used by our system to generate job matches for you. To receive more leads to jobs that may interest you, enter a lower wage. For example: Entering $8.00 per hour will likely provide you with many more job leads than if you enter a higher wage such as $20.00 per hour.
You MUST enter your present or former Employer's company name.

You MUST enter your present or former Job Title - Examples: Office Clerk -or- Construction Worker.

You MUST enter the starting and ending dates for this employer.

If you are still working for this employer, leave the ending date field blank.

You MUST enter a job description. For help with writing about your duties, visit: [http://www.onetcodeconnector.org/](http://www.onetcodeconnector.org/)

If you had more than one previous job experience, click on the Add Another button.

If you enter a previous job experience that you are no longer interested in doing again, check this box.

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Job Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Lowest Acceptable Salary: \$7.90  Hourly
STEP 5 – CAREER GOAL OR DESIRED JOB

- Enter your primary career goal or desired job - Do not enter an objective statement that is non-descriptive. Indicate what you want and enter traditional job titles such as: Office Clerk, Secretary, Carpenter, Laborer, Mechanic, etc...

  DO NOT USE UNKNOWN OR UNCOMMON JOB TITLES SUCH AS: Teammate, or Flagpole Topper

- If you are interested in more than one type of job, click the Add button

- You may add up to three (3) desired occupations

- When completed click the Save and Continue button
STEP 6 - EDUCATION

- If you did not finish High School AND DO NOT have a GED or other equivalent, click here to proceed to the next step.
- If you have completed High School or have a GED, click on the arrow here and select.
- If you enter a level of education, you MUST enter the School Name & Description.
- After entering your High School or GED information click the Add Another Button to enter any College, University or Technical School education.
- When completed click on Save and Continue.
**STEP 7 - ADDITIONAL INFORMATION**

- Every Question on this page requires an answer in order to complete your registration.
- If you aren't sure if you are a Veteran or eligible spouse of a Veteran, [Click Here](#) to check your eligibility.
- If you aren't sure if you are a Migrant Worker, [Click Here](#) to learn more.
- When completed click on **Save and Continue**

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Information</td>
<td></td>
</tr>
<tr>
<td>Employment History</td>
<td></td>
</tr>
<tr>
<td>Goals</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>Additional Information</td>
<td>This information is collected for statistical purposes only and is not reported to employers.</td>
</tr>
<tr>
<td>Gender</td>
<td><em>Male</em> ○ <em>Female</em></td>
</tr>
<tr>
<td>Race</td>
<td><em>Asian</em> ○ <em>Black or African American</em> ○ <em>American Indian or Alaska Native (South/Central/North American Native)</em> ○ <em>Native Hawaiian or other Pacific Islander</em> ○ <em>White (Including origins from Europe, Middle East or North Africa)</em></td>
</tr>
<tr>
<td>Are you disabled?</td>
<td>○ <em>Yes</em> ○ <em>No</em></td>
</tr>
<tr>
<td>Are you homeless?</td>
<td>○ <em>Yes</em> ○ <em>No</em></td>
</tr>
<tr>
<td>Are you a veteran or a Transitional Service Member?</td>
<td>○ <em>Yes</em> ○ <em>No</em></td>
</tr>
<tr>
<td>Are you an &quot;Eligible Spouse&quot; of a veteran?</td>
<td>○ <em>Yes</em> ○ <em>No</em></td>
</tr>
<tr>
<td>Are you a migrant worker?</td>
<td>○ <em>Yes</em> ○ <em>No</em></td>
</tr>
</tbody>
</table>
CONGRATULATIONS! - YOU'RE NOW REGISTERED

- When you have completed your registration, you will be presented with your own personal home page. This is the page you will see each time you log into your account from a Montana Job Service website.
- You may edit any of the information you have previously entered by clicking on the Profile Tab.
- You may download your Job Service resume and also re-arrange the information on your resume.
- Your registration is good statewide and you must log into your account at least once every 90-days to keep it active.
- REMEMBER that your Job Service Resume download is a PDF file format. To EDIT your resume, simply click on the Profile Tab and change or add the information you want to appear on your resume. Once you save your changes, the new information will automatically appear on your resume.

John Q. Citizen

123 ANYWHERE STREET
BILLINGS, MT 59102
(406) 555-1212

Account Status:

☐ Email me jobs
☐ Show my resume to employers
☐ Email career related info

Your Resume

- Download Resume (pdf)
- Re-Arrange Resume

Finding Potential Jobs...

Advance Your Career

Use the tools below to take your job search and career to the next level.

- Jobs I've Viewed
- Local Workshops
- Labor Market Info

REMEMBER TO SIGN OUT WHEN YOU LEAVE THE PAGE BY CLICKING ON MENU