

### How to Register in Connecting Colorado as a Job Seeker:

1. Go to [www.connectingcolorado.com](http://www.connectingcolorado.com), under “Job Seekers” on the left side
2. Click on “Register & Upload Your Resume”
3. Enter your Social Security Number and create a Password \_\_\_\_\_
  - a. Passwords must be 8 – 12 characters; contain 1 uppercase letter, 1 lowercase letter and 1 number
4. Enter a security question and answer, then click “Save Account Settings”
5. Attach a Resume or skip it by clicking on “Continue without Resume”
  - a. You can view or attach a resume from the “Resume” tab at anytime once you are registered
6. Complete the Profile Settings, then click on “Save Profile Settings” at the bottom of the page
  - a. Fields marked with an \* are required and must be complete before moving on
7. **Please note the following:**
  - a. Connecting Colorado is not compatible with Yahoo email addresses.
  - b. If you have a Yahoo email address you will not be able to receive notifications and you must select “Do Not Contact Me” in order to move on.
  - c. Unemployment Insurance applicants with Yahoo email addresses will have to contact Employment Services at (970) 248-7560 in order to register for Unemployment Insurance.
8. Enter your Job Preferences. Fields with \* are required. Then click on Save Job Matching Settings
9. Complete the Job Experience and Skills page
10. Click on the “Job Title/Skills” tab, then click on “Common Skills”
11. Select the skills that you have, then click “Save Job Match Settings” at the bottom of the page
12. Click on “New Job Title”, then select the Category your desired job is in
13. Click on the job title of your desired job, enter the number of years and months that you have experience working in the job, then select the related job skills you have
  - a. If you have no experience in the job title, but it is your desired job, you may enter in a zero.
14. Repeat steps 11 through 12 for up to four different job titles, then click “Save Job Match Settings” on the bottom of the page
15. Next you will be brought to the “Account Settings” page to set up job alerts
  - a. First set up a new User Name, which you will use in the future for logging-in
  - b. Under Preferred Contact Method:
    - i. Select how you want to receive notifications.
    - ii. Select the type of desired notifications for automated job matching, saved search results and event notifications
  - c. Verify your email address, then click on “Save Account Settings” at the bottom of the page
16. The last step is to review the “Equal Employment Opportunities Rights” page and click on the “I Understand” button at the bottom.

**You have now completed the Connecting Colorado registration process**

**Remember, you can [update](#), [activate](#), or [inactivate](#) your account online!**

**If you need help, call us at (970) 248-7560 for assistance.**