



**Mesa County Workforce Center**  
**512 29 ½ Road, Grand Junction, CO 81504 (970) 248-7560**

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

1. Go to [www.connectingcolorado.com](http://www.connectingcolorado.com), under “Job Seekers”
2. Click on “**Register**”
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
  - b. If you do not yet have a Social Security Number, you can use your Visa number. Please contact the Workforce center once you have your SSN so we can update your account.
4. Enter a password question and answer.
5. Complete the **Personal Information** section.
6. Complete the **Unemployment Insurance** Section if you have filed for unemployment. Failing to keep this status updated can cause a disruption in your unemployment benefits.
7. Complete the **Veteran/Military Service** section.
8. Next you will complete the **Demographic** section.
9. Complete the **Job Preferences** section. Start with including at minimum, your “First Choice” of locations you are willing to work in.
10. You will then need to click on “**Menu of Job Titles**” and choose at least one job title that best describes what kind of work you are looking for ( these can be updated later).
11. Now click “**Save Profile Settings**”
12. 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 or email at [jobservice@mesacounty.us](mailto:jobservice@mesacounty.us).**

**We can also help with resumes, interviewing & career exploration 8am-4pm Mon-Fri.**

**Check us out online at [www.mcwfc.us](http://www.mcwfc.us)**

**JOB HOTLINE (970) 248-7575**  
**(UPDATED WITH THE DAILY JOB LISTINGS)**