

Dear Registrant,

In order to be included in our Workforce Training Grant program, you must be registered through the WorkSource Oregon Center. The following document is provided to help guide you through the process of registering. If you have any questions about filling out this form, please contact:

Penny Holmes
p Holmes@coic.org
541-548-9545

Please reference "WRT" when you speak to her.

Homepage

https://www9.emp.state.or.us/wshome/wso_welcome.cfm?p_sys=6

WorkSource Center

Welcome

I want to continue in English
 Quisiera continuar en español

[Begin](#)

*This system is for authorized use only and may be monitored. **Unauthorized use** could result in criminal prosecution or civil penalties. By continuing past this point you expressly consent to monitoring.*

Discrimination is against the law. If you feel you have been discriminated against at the WorkSource Center, you can file a complaint at your local office or call the State Equal Opportunity Officer at 1-800-237-3710 (ex. 71692) or TTY 1-800-735-2900.

Oregon

All Information collected is confidential and may be used for federal reporting purposes

WORKSOURCE OREGON

Where Employers & Job Seekers Connect

Welcome Screen

New User?

Click the link on the top left. You will be taken through the registration process as show in the following pages.

Returning Visitor?

Sign-in to re-activate your account. This is all that you will need to do for this process.

The screenshot shows the WorkSource Center login interface. At the top, a dark blue header contains the text "WorkSource Center". Below this, a white content area features the word "Login" in a red, serif font. To the left of the login form is a blue link: "New User Click Here". To the right, under the heading "Return Visitors:", there is a sub-instruction "swipe your card or enter username". Below this are two input fields: "Username:" and "Password:", both with asterisks indicating they are required. A blue "Login" button is positioned below the password field. Further down is another blue link: "Forgot your username or password?". At the bottom of the white area, there is a large, light blue "Oregon" logo in a script font. Below the logo, a small asterisked note reads: "* Indicates a required field. All information collected is confidential and may be used for federal reporting purposes." The WorkSource OREGON logo is also present at the bottom center of the white area. The entire page is framed by a dark blue footer with the text "Where Employers & Job Seekers Connect".

New Users

You must fill out the sections that have a **red asterisks***

New User


* First Name:	<input type="text"/>	
Middle Name:	<input type="text"/>	
* Last Name:	<input type="text"/>	
SSN:	<input type="text"/>	Why does WorkSource Oregon need my SSN?
Confirm SSN:	<input type="text"/>	
* Birth Date (MM/DD/YYYY):	<input type="text"/>	
* Check here to confirm your birth date is correct:	<input type="checkbox"/>	
* Username:	<input type="text"/>	Username must be at least 8 and no more than 75 characters, no spaces, cannot be all the same character, and must contain at least one letter and at least one number or special character. Username may only contain the following: <ul style="list-style-type: none">• letters (a-z,A-Z)• numbers (0-9)• @• period• dash• underline
* Password:	<input type="text"/>	Password must be at least 8 and no more than 16 characters, no consecutive spaces, cannot be all the same character, cannot be the same as Username, and must contain at least one letter and at least one number or special character. Password may only contain the following: <ul style="list-style-type: none">• letters (a-z,A-Z)• numbers (0-9)• @• period• dash• underline• spaces between characters
* Confirm Password:	<input type="text"/>	
Select password hint question:	In what city or town did you meet your spouse/significant other?	<input type="button" value="v"/>
* Answer to password hint:	<input type="text"/>	
Select a second password hint question:	In what city or town did your mother and father meet?	<input type="button" value="v"/>
* Answer to second password hint:	<input type="text"/>	
Select a third password hint question:	In what city or town was your first job?	<input type="button" value="v"/>
* Answer to third password hint:	<input type="text"/>	
Please enter an email address where we can contact you in the event changes are made to your information:	<input type="text"/>	

Welcome Back Page

Click "next" to continue your registration.

WorkSource Center

Registration - Welcome Back



Welcome back to the WorkSource Oregon Online Registration

The information that you've previously entered has been saved. The Registration process will begin at the beginning, so that you may review your information as you complete the remaining process.

The registration process will consist of approximately six screens. Please allow 30 minutes to complete the process. If you are unable to complete all the screens, you may exit and resume at a later date.


Please click the "Next" button to continue.

[Next](#)

[Exit](#)

Oregon

* Indicates a required field.
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Where Employers & Job Seekers Connect

For the next few screens, you will need to fill in the following information:

Registration Contact Information

- First Name
- Last Name
- Birthdate
- Gender
- Address, City, State, Zip
- County

Hit “next”

Registration General Information

- Do you experience a disability?
- Are you a citizen of the US?
- Are you of Hispanic or Latino ethnicity?
- Did you serve on active duty in the military? If in the National Guard or Reserves, do not consider training days such as Basic Training or Annual Training?
- Are you the spouse or dependent (per Title 38, Ch 35) of a veteran who has a 100% service-connected disability, who died of a service-connected disability, who died while on active duty, or who was/is Missing in Action (MIA) or a Prisoner of War?

Click “next”

Registration Income Status

- Are you currently employed?
- Are you currently homeless?
- Are you currently a student?
- Highest grade completed
- Do you require assistance in overcoming barriers to employment resulting from a record of arrest or conviction?
- Were most of your wages in the last 12 months from working on any or all of the following?
 - Farm
 - Orchard
 - Plant Nursery
 - Christmas tree farm
 - Packing shed
 - Ranch
- Are you receiving or have you been determined eligible to receive Unemployment Benefits?

- How many family members currently live with you?
(Including yourself, only count those related by blood, marriage or court decree and are your husband or wife and/or your dependent children.)
- Have you received any of the following public assistance in the last 6 months?
 - General Assistance
 - SNAP (food stamps)
 - Social Security Disability Insurance (SSDI)
 - Supplemental Security Income (SSI)
 - Temporary Assistance for Needy Families (TANF)
- Is your total family income over the past six months less than \$5415?
(Do not count unemployment insurance benefits, child support payments, Federal, State or Local public assistance [TANF for example], social security pension benefits, or military active duty pay.)

NOTE: ADDITIONAL QUESTIONS MAY BE ASKED AS YOU FILL IN THE ABOVE ANSWERS

Click "Next"

Registration Agreement

Click "I Agree"

The screenshot shows a web form titled "Check-in" within a "WorkSource Center" header. The form contains a welcome message for "Katy", a request for service preferences, a checkbox for "Use my account", and a "Submit" button. At the bottom, there is a logo for "Oregon" and "WorkSource OREGON" along with a confidentiality disclaimer: "All Information collected is confidential and may be used for federal reporting purposes".

Check "Use my Account" and Click "Submit".

Final

You are now registered in the system. There are no more steps to complete after this.

Main Menu

[Manage My Account](#)
[Change My Password](#)
[Logout](#)

Welcome, Katy.

To access the full range of Worksource Oregon services, please complete the following:

- ✓ Complete Registration
- Present valid identification to a Staff Member
- Complete the Initial [Skills Review](#)
- Create Job Seeker Profile in [iMatchSkills](#)
- Complete Staff Debrief

Completed steps are marked with a check.

[Refresh](#)



Resources & Services



- * [Connect to Online Job Board Postings](#)
- * [Connect to Job Search Tools](#)
- * [Connect To Education and Training](#)
- * [Connect to Career Information](#)
- * [Connect to Essential Life Resources](#)
- * [Connect to Resources for Youth, Veterans, Job Seekers with Disabilities or Limited English, and Ex-Offenders](#)

[Exit](#)