Creating a Profile for a Participant

When a participant does not have a profile in AlaskaJobs, the profile will need to be created. **We strongly recommend having the participant create their own profile**. They can create it using a computer or cell phone by going to alaskajobs.alaska.gov. Click on Login, then Individual, and it will take them to MyAlaska to sign in. Once the account is created, you can locate the participant. If this is not an option, please follow the steps below.

- 1. If the participant does not have a profile in AlaskaJobs:
 - a. Save a blank Word document in a location you will remember, and name it "AlaskaJobs Resume."

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Menu			삼 Home	(f) Accessibility
	ALASKA DEPARTMEN & WORKFORCE DEVE	Thi IT OF LABOR LOPMENT	elcome to s page allow m, or select	o My Staff vs you to custo another functi
My Staff Dashboard	My Staff Resources	My Staff Account	Directory of	Services
 Widgets 				

b. Click "Menu" in the top left of the screen

c. Scroll down until you see "Manage individuals" and click on it.

	Other Staff Services		
	Labor Market Services	>	
	Assistance Center	>	
	Staff Online Resources		
	Staff Online Courseware	>	
	Geographic Solutions Community Site		
	Reports Catalog		
	 My Staff Workspace 		
	My Staff Dashboard		
	My Staff Resources	>	
	My Staff Account		
	Directory of Services		
	 Services for Workforce State 	aff	
	Manage Individuals	>	
	Manage Employers	>	
	Manage Résumés	>	
	Manage Job Orders	>	
	Manage Labor Exchange	>	
	Manage Activities	>	
	Manage Providers	>	

d. Click "Create an Individual."



- e. Two registration types will appear. Comprehensive Registration or Register with a Resume.
- f. Click on "Register with a Resume" (Never use the Comprehensive Registration)



- g. Upload the blank Word document you created (AlaskaJobs Resume), then click next.i. If the participant has a resume, you can use that instead. AlaskaJobs will pre-fill some of the information for you.
- h. AlaskaJobs will create a generic username for the participant. They will be able to modify this when they register for their own AlaskaJobs profile.

ALASKA DEPARTMENT OF LABOR	We have extracted some items from the resume Please review the following information and click the <i>Save</i> butto and Password. You will need them to access this system again.
 Indicates required fields. 	
Login Information	
* User Name:	Please einer the job seeker's myAlaska username.

- i. The participant can create their own profile in AlaskaJobs by visiting alaskajobs.alaska.gov.
 - 1. Select Log In
 - 2. Select Individual

- 3. Login with their MyAlaska account
- 4. Select Register with a Resume OR Comprehensive Registration
- 5. Complete all the information that has a red asterisk next to it (*)
- 6. Click Save on the bottom once all the information is entered.

After you've created the participant's profile, Please proceed to the next section to register them