

## Eastern Carolina Workforce Development Board, Inc.

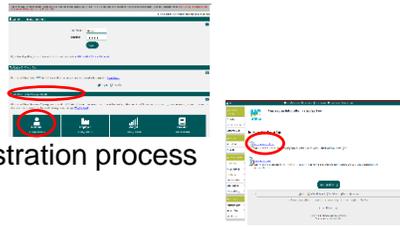
### NCWorks Online Registration Instructions for Individual New Users

Go to the North Carolina NCWorks Online Portal: [www.ncworks.gov](http://www.ncworks.gov)

★ Click Register

★ Select Option 3 - Create a User Account → **Individual**

★ Select Comprehensive Registration and begin the registration process



★ Record Your Registration Information in the space provided below for future reference and keep in a safe place.

*If you need assistance in completing the online registration, you may contact your local NCWorks Career Center for assistance.*

#### 1. Login Information – ★ *indicates fields you must complete*

- ★ **User Name:** create a user name that has between 6 – 20 characters (*may include special characters, letters or numbers*)
- ★ **Password:** create a password that has between 8 – 18 characters. Password must include at least one uppercase letter, one lowercase letter, one number and one special character. *Allowable special characters are: (!), (@), (#), (\$), (%), (^), (\*), (.), (\_) – these characters are all located on the # keys of the keyboard & are created by holding the shift key and then the key with the character you want, except for the period (.) which is located on the last row of keys on the keyboard. Example: Sample1!*
- ★ **Confirm Password:** you will need to type the password that you just created again.
- ★ **Security Question:** select one of the security questions provided in the dropdown box (your selections will be displayed by clicking the arrow (▼) in the far right of the box)
- ★ **Security Question Response:** type in the answer to the security question that you selected above.

User Name: _____
Password: _____
Security Question Response: _____

#### 2. Social Security Number - ★ *indicates fields you must complete*

- ★ **Social Security Number (SSN)** - enter your 9-digit social security number and do not include the dashes.
- ★ **Re-enter Social Security Number** - enter your 9-digit social security number again without the dashes.

#### 3. Primary Location Information - ★ *indicates fields you must complete*

- ★ **Country** - indicate the country you live in. This should be United States.
- ★ **Please enter your zip code** - enter the 5-digit zip code for your address
- ★ **Are you authorized to work in the United States?** - click “Yes” if you are a US Citizen or have papers that allow you to legally work in the United States, otherwise, click “No”

#### 4. Email Address - ★ *indicates fields you must complete*

- ★ **Primary E-mail** - if you have an email account you may enter your email address here
- ★ **Confirm Primary E-mail Address** - type in your email address again
- Secondary E-mail** - you may enter a second email account you want to receive emails to
- ★ **Confirm Secondary E-mail Address** - type in your second email address again

#### 5. Demographic Information - ★ *indicates fields you must complete*

- ★ **Date of Birth** - enter your date of birth in 2-digit month, 2-digit day, 4-digit year format (mm/dd/yyyy) or use the calendar.
- ★ **Gender** - enter your gender (female or male)

\* **Have you registered with the Selective Service?** - if you are a male born on or after January 1, 1960, the law requires that you register with Selective Service. If you are not sure if you are registered please check your registration at [www.sss.gov](http://www.sss.gov). Females are not required to register so the system will indicate N/A.

\* **Have you been arrested/convicted of a crime?** - click on “Yes” if you have been arrested/convicted of a crime, otherwise click “No” or you may click “I do not want to answer”. Please note that there may be additional services/programs available.

**Click Next**

6. Name - \* *indicates fields you must complete*

\* **First Name** - type in your legal first name, please do not use a nickname or alias

**Middle Initial** - if you have a middle name, please type in the initial or leave blank

\* **Last Name** - type in your legal last name

**Click Next**

7. Residential Address - \* *indicates fields you must complete*

Are you homeless? – click on “Yes” if you are currently homeless otherwise click “No”

\* **Address Line 1** - type in your residential street address (where you live)

**Address Line 2** - if you live in an apartment, Mobile Home Park, etc., type in the apartment or lot number

\* **Zip Code** - the zip code you entered previously should be what is displayed in this field, if not, type in your 5-digit zip code

\* **City** - based on the zip code entered, the city should be displayed in this field, if not, select your city of residence from the dropdown box by clicking the arrow (▼) in the far right of the box

\* **State** - based on the zip code entered, the state should be displayed in this field, if not, select your state of residence from the dropdown box by clicking the arrow (▼) in the far right of the box

\* **Country** - based on the country of residence you previously entered that is what should be displayed in this field (it should be United States)

8. Mailing Address - \* *indicates fields you must complete*

*This is where you receive your mail. If you receive your mail at your residential address, click the box for Use residential address. If not you will need to complete the items below. You will see a message that address has been standardized.*

\* **Address Line 1** - type in your mailing street address (where you receive your mail)

**Address Line 2** - if you receive mail at an apartment, Mobile Home Park, etc., type in the apartment or lot number

\* **Zip Code** - the zip code you entered previously should be what is displayed in this field, if this is not the correct zip for where you receive your mail, please type in the 5-digit zip code

\* **City** - based on the zip code entered, the city should be displayed in this field, if this is not the correct city for where you receive your mail, please select the city from the dropdown box by clicking the arrow (▼) in the far right of the box

\* **State** - based on the zip code entered, the state should be displayed in this field, if this is not the correct state for where you receive your mail, please select the state from the dropdown box by clicking the arrow (▼) in the far right of the box

\* **Country** - based on the country of residence you previously entered that is what should be displayed in this field (it should be United States)

**Click Next**

9. Phone Numbers - \* *indicates fields you must complete*

\* **Primary Phone** - type in the telephone number that you mainly use to receive calls including the area code

\* **Primary Phone Type** – indicate the type of phone number this is. *Example: home, cell, etc.*

**Alternate Phone** - type in another telephone number that you may be reached at if you cannot be reached at your primary phone number

**Alternate Phone Type** - indicate the type of phone number this is. *Example: home, cell, etc.*

**Text Message Cell Phone Number** - if you wish to receive text messages, please indicate a cell phone number that you receive text messages on. *Please remember that normal text messaging rates apply and only Virtual Recruiter Alerts are sent via text.*

**Fax** - if you have a fax number, you can enter that number here.

10. Preferred Notification Method - *\* indicates fields you must complete*  
**\* Please select a method in which you prefer to receive your notifications** - select the way you would prefer to receive notices/alerts by selecting from the dropdown box using the arrow (▼) in the far right of the box
11. Site Access  
**How did you hear about this web site?** - select from the dropdown box using the arrow (▼) in the far right of the box, how you heard/learned about this web site  
**Click Next**
12. Citizenship - *\* indicates fields you must complete*  
**\* Citizenship** - select from the dropdown box using the arrow (▼) in the far right of the box, your citizenship status.
13. Disability  
**Do you wish to disclose a disability?** - select “Yes, I have a disability I wish to disclose” if you have a documented disability, select “No, I do not have a disability” if you do not have a disability, or select “I do not wish to answer” if you do not want to provide that information. *Providing this information is optional and refusal to provide disability information will not subject you to any adverse treatment. All information is kept confidential.*  
**Click Next**
14. Education Information - *\* indicates fields you must complete*  
**\* Your Highest Education Level Achieved** - select from the dropdown box using the arrow (▼) in the far right of the box, the highest grade level you completed. *If you received a GED please select that you received a High School Equivalency.*  
**\* Are you a current high school student who is required to take WorkKey Assessments or a recent graduate that has already taken them?** - click “Yes” if you are a current high school student that must take the WorkKey Assessments or a recent graduate and have already taken the WorkKey Assessments, otherwise click “No”.  
**\* Are you attending school?** - select from the dropdown box using the arrow (▼) in the far right of the box, your current school status.  
**Click Next**
15. Employment Information - *\* indicates fields you must complete*  
**\* Current Employment Status** - select from the dropdown box using the arrow (▼) in the far right of the box, what your current employment status is.  
**\* Type of business worked in** - select from the dropdown box using the arrow (▼) in the far right of the box, the type of business you currently work in or the type of business you last worked in.  
**\* Unemployment Eligibility Status?** - select from the dropdown box using the arrow (▼) in the far right of the box, if you are receiving unemployment insurance (UI) benefits, please select “Claimant”, if you are no longer receiving benefits because they are exhausted, select “Exhaustee”, if you are not receiving or have not exhausted your benefits, select “Neither Claimant nor Exhaustee”.  
**\* Are you currently looking for work?** – click “Yes” if you are currently looking for work, otherwise click “No”.  
**Within the last 12 months, have you received a notice of termination or layoff from your job or received documentation that you are separating from military service?** - click “Yes, I have recently received a notice of termination or military separation” and indicate the date of layoff, termination or military separation, otherwise select “No, I have not recently received a notice of termination or military separation”.  
**Have you applied for any of the following services within the last 30 days?** - click the box next to any of the services listed that you have applied for within the last 30 days. *(Supplemental Nutrition Assistance Program - SNAP - was formerly known as Food Stamps)*
16. Farm Worker Information - *\* indicates fields you must complete*  
**\* Have you worked as a farmworker in the last 12 months?** - click “Yes” if you have performed any work as a farm worker or food processor for at least 25 days within the past 12 months, otherwise click “No”.  
**Click Next**

17. Job Title - *\* indicates fields you must complete*

- \* **What is your desired job title?** - type the job title that you desire (ex. Chef).

Job Occupation -

Based on what you type in above you will get a list of suggested occupations. Select from the dropdown box using the arrow (▼) in the far right of the box to select an occupation that closely matches the job title you have typed in. If you do not see one that closely matches the job title you have typed in, you can use the link below (search for an occupation) to do a search for an occupation that may match your job title more closely. Once you have selected an occupation the Occupation Title and Code fields will show your selection. *Please keep in mind that not all occupations will be an exact match for the job title you typed and you may have to search other job titles that do similar work.*

**Click Next**

18. Ethnic Origin - *\* indicates fields you must complete*

- \* **Are you of Hispanic or Latino heritage?** - click “Yes” if you are of Hispanic/Latino heritage, click “No” if you are not of Hispanic/Latino heritage, or click “I do not wish to answer if you are not sure or do not want to answer this question.
- \* **Race – please check all that apply** - please indicate the race or races that you have origins from by clicking the box next to the race, or if you do not want to answer this item, please select “I do not wish to answer” by clicking the box next to it.

**Click Next**

19. Military Service - *\* indicates fields you must complete*

- \* **Are you currently in the military, a veteran or the spouse of a veteran?** - click “Yes” if you are on active-duty in the military, a veteran or the spouse of a veteran, otherwise, click “No”.
- \* **Are you a caregiver who is a spouse or family member to a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit?** - click “Yes” if you are the spouse or family member of an armed forces member who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit, otherwise, click “No”.
- \* **Are you a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit?** - click “Yes” if you are a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit, otherwise, click “No”.

**Are you the Spouse of someone in the active-duty military service, National Guard or Reserves who is currently activated?** - click “Yes” if you are the spouse/dependent of active-duty military member or activated National Guard or Reserves member, otherwise, click “No”.

**Are you a current member of the North Carolina National Guard?** - click “Yes” if you are a current member of the NC National Guard, otherwise, click “No”.

**Click Next**

20. Public Assistance - *\* indicates fields you must complete*

- \* **Has your household received Temporary Assistance for Needy Families (TANF) payments?** - click “Yes” if your family has receive TANF payments within the last 6 months, otherwise, click “No”.
- \* **Have you been determined eligible for or received Supplemental Nutritional Assistance Programs Assistance (SNAP formerly known as Food Stamps)** - click “Yes” if within the last 6 months you have been determined eligible for or received SNAP benefits, otherwise, click “No”.
- \* **Have you received General Assistance Payments?** - click “Yes” if you received General Assistance payments within the last 6 months, otherwise, click “No”.
- \* **Have you received Refugee Cash Assistance Payments?** - click “Yes” if within the last 6 months you have received Refugee Cash Assistance payments, otherwise, click “No”.
- \* **Have you been supported through the State’s Foster Care System?** - click “Yes” if you have been supported by Foster Care within the last 6 months, otherwise, click “No”. *This does not include if you are a Foster Parent/Guardian providing care.*

**Click Finish – Congratulations, you have completed the registration process for NCWorks Online.**