How Do I? for Individuals
OhioMeansJobs (OMJ) is committed to providing job seekers with the resources to plan for their future and obtain a career to help them excel in life. OMJ offers several step-by-step “How Do I…?” guides to ensure job seekers take advantage of the myriad of tools available to help them succeed in a competitive economy.

Step 1: Go to https://OhioMeansJobs.com
Step 2: Click on “Individuals – Get Started”.

![OhioMeansJobs.com homepage](image-url)
Step 3: Click the “Ready to explore on your own – Get Started” button.

Step 4: Select “None of the above. I’m an Individual interested in all OhioMeansJobs.com resources.” and click the “Next” button.
Step 5: Scroll to the bottom of the page where “Quick Links” are listed. Click on “How Do I?”
Step 6: A list of topics is displayed. You know you are in the Individual section by the heading.
Step 7: Click on a topic heading for a drop-down with a summary of the topic and link to the step-by-step instructions.