LOGIN INFORMATION

Your login information is your unique identity here at OhioMeansJobs K-12. Note: Any field with a red asterisk (*) requires completion. Otherwise, the field is optional.

Email Address
Enter an email address that you want associated with your account. Note: if you ever forget your password, you'll need your email address to verify your account by email or by answering your security question.

Password
Enter a password that is easy for you to remember, but difficult for others to guess. Your password must be:

- At least 8 but no more than 20 characters
- Both upper and lower case letters
- At least 1 number and 1 symbol (! # $ % ^ *)

Here is a sample password that meets the requirements: passWord1!

Security Question
Choose a security question from the list provided. Enter a security answer that is easy for you to remember, but difficult for others to guess. If you forget your password, you can reset it by answering your security question correctly.

Terms and Conditions
Click on the Terms and Conditions link to view the terms for using the OhioMeansJobs K-12 website. Ask your teacher or parents if you have any questions. Click on the check box to agree to the terms.
BASIC INFORMATION

Your basic information is required to create an account at OhioMeansJobs K-12. This information will be used in your profile, so enter your name and address as you want it to appear on your résumé.

Are you a student?
Select the “yes” bubble if you are a student. Then choose whether you are enrolled in school, home schooled, or not currently enrolled. Once you do this, you can enter information about the school you attend. Parents, educators, and workforce professionals will choose the “no” bubble and then select the role that best represents you. Note: you won’t be able to change your choice once your account is created.

School Name, District and County
Your school name, district and county are “auto-type” fields. This means that when you start typing, a list of options will appear. For example, if you type “east” all schools matching all or part of “east” will appear. When your school appears, select it from the list. If your school does not appear, check the box “not on list”. Parents and educators should include information for the school their children or students attend. This information can be changed or updated through Account Settings.

Expected Graduation Date
Choose the year that you expect to graduate high school.

Parent’s Email Address
If your parent or guardian has an email address you can enter it here so they can learn more about the activities you’re doing on OhioMeansJobs K-12. Parent’s email address is optional. If you don’t know it now, you can always add it later.

Gender/Ethnicity
Ethnicity and gender are optional. If you’d rather not share the information you can skip this section and click Create Account.
CAREER INFORMATION

This section is optional, so you can select “No thanks, continue to my account” to continue registration.

If you choose to complete this section, you'll provide information related to your career and education. You'll have an opportunity to update and expand upon this information when you create your resume.

Target Job Title
Enter the job title that most closely matches the job you’re looking for or think you’d like to do someday. You'll have a chance to expand on this information later. In addition to helping you focus your job search, choosing a target job will help us to recommend possible job opportunities. Employers will also have access to this information once you’re ready to look for a job, which will make it easier to match your resume with open positions.

Career Level
Select the level that most clearly reflects where you are in your career. (Most students will select Student or Entry Level). You can update this information as your career level changes.

Years of Experience
Enter your years of relevant work experience, relative to your target job. (Most students will select Less that 1 Year).

Degree/Level Attained
Select the appropriate match. (Most students will select Some High School Coursework or High School or Equivalent):

- Some High School Coursework: Currently attending high school or have taken some high school classes.
- High School or Equivalent: Earned a high school diploma or GED (General Equivalency Diploma).
- Certification: Completed an organized program of study given by a recognized body or authority in a given subject area (i.e., MCSE, Java, CFA, Series 7, etc.).
- Vocational: Received training in a special skill to be pursued in a trade (i.e., mechanical, electrical, carpentry, etc.).
- Some College Coursework Completed: Attended college but has not graduated.
- Associate Degree: Completed undergraduate studies and earned a 2-year degree at an accredited institution.
- Bachelor's Degree: Completed undergraduate studies and earned a 4-year degree (i.e., BA, BS, etc.) at an accredited institution.
- Master's Degree: Completed post-college graduate studies and earned a master's level degree (i.e., MBA, etc.) at an accredited institution.
- Doctorate: Earned degree (i.e., PhD), title or rank of doctor from an accredited institution.
- Professional: Earned a professional degree (i.e., law, medical, dental, etc.) at an accredited institution.
Security Clearance
A security clearance is a license issued by the head of a department, division, or agency of the federal government that provides the recipient with access to classified documents and/or secured facilities. (Most students will select None).

If you select ‘Active Confidential’, ‘Active Secret’, ‘Active Top Secret’, or ‘Active Top Secret/SCI’, you will be shown in the search results of authorized employers who search based on Active Security Clearance and your resume will indicate that you have an Active Security Clearance. If you select ‘None’, ‘Inactive Confidential’, ‘Inactive Secret’, ‘Inactive Top Secret’, ‘Inactive Top Secret/SCI’, your resume will indicate that you do not have an Active Security Clearance. If you have a searchable resume, but would not like your security clearance status to be indicated on your resume, please highlight the ‘Select’ Option.

WorkKeys
This is your opportunity to enter any certified WorkKeys Assessment scores. (Most students will answer No). The WorkKeys job skill assessment system is used to measure real-world skills. The system connects work skills, training, and testing for education and employers; makes it easier to meet the requirements of federal programs and legislation. WorkKeys assessments measure these foundational workplace skills:

- Applied Mathematics
- Applied Technology
- Business Writing
- Listening for Understanding
- Locating Information
- Reading for Information
- Teamwork
- Workplace Observation

From the selection of WorkKeys assessments, please enter a value for all that you were given a score. It is not required to complete every one, as it may not apply to you. When you have completed entering in all of your assessments and associated scores, click on “Submit”. All of the information you entered, with respect to WorkKeys, will now appear in your profile, and will be available for employers to see.