How to register on www.pacareerlink.pa.gov for Workshops, Job Fairs and Recruitment Events
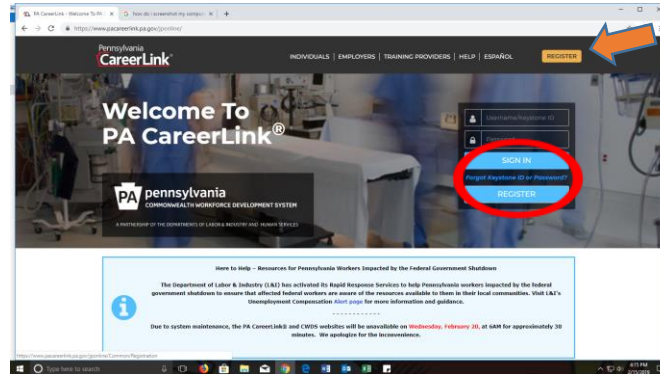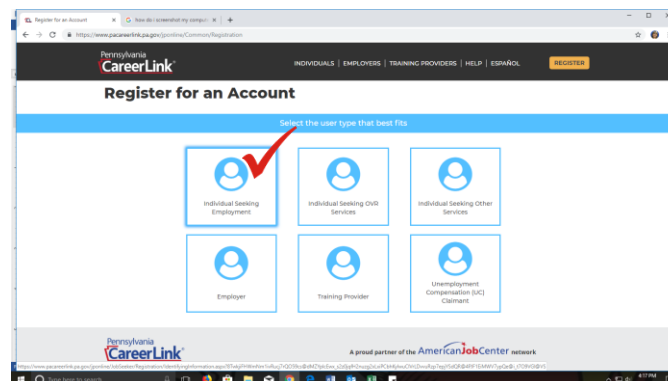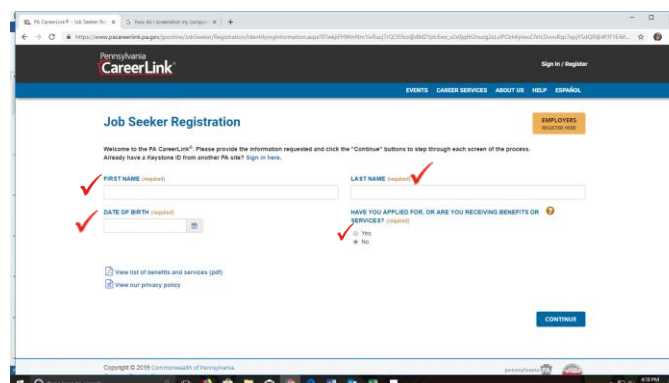
1. On the PACareerLink® homepage, click on the "Register" button located either on the top right of the screen or in the *Sign In* box area.

2. Select "Individual Seeking Employment". For this step you must have an email address in order to continue. *Note: For UC registration requirement, select "Unemployment Compensation (UC) Claimant"*
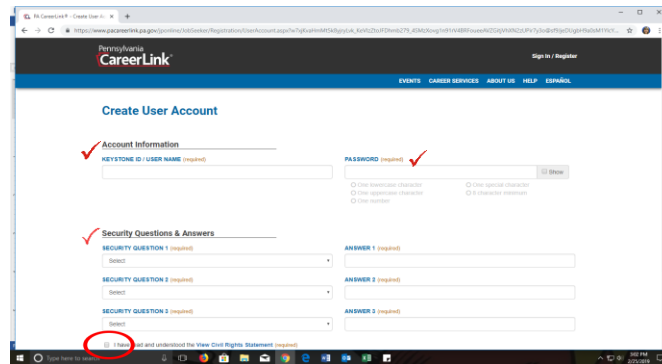

3. Enter all required (*) information on the *Job Seeker Registration* page, then press "Continue".
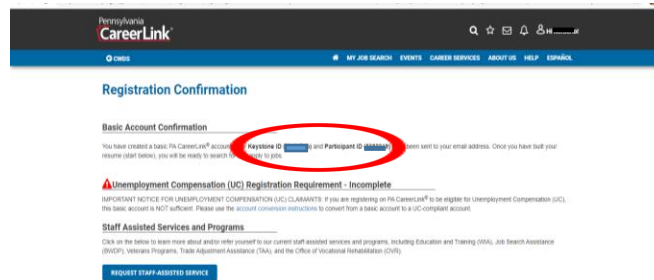
4. Enter all required (*) information (email and physical address) on the *Contact Information* page, then press "Continue". Note: the system will 'verify' your address. Make a selection from the choices and then press "Continue".
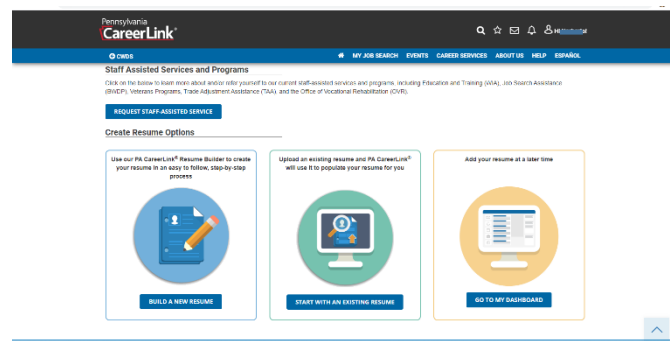
5. On the *Create User Account* page, create a unique Keystone ID and Password, select 3 different security questions and answer those accordingly, check the box at the bottom and then click on "Continue". Note: Keystone ID must be unique. The system will check to determine if your choice is already being used. The Password is case sensitive and must contain: one uppercase character, one lowercase character, one special character (ex.: @,#,$,&,/), one number, 8 characters minimum. ***Important**: **You should document your Keystone ID, Password, and Security Questions & Answers.***
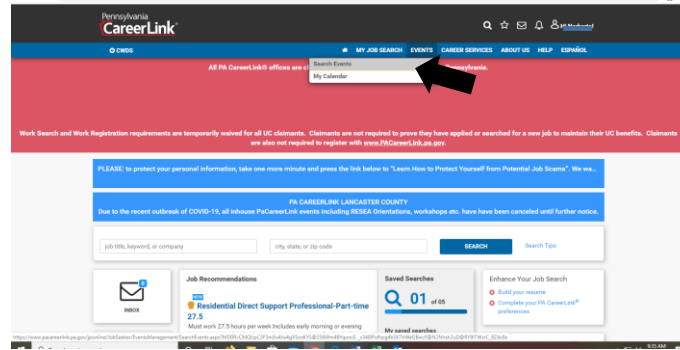

6. You should be on the *Registration Confirmation* page and are now fully registered. You will receive a confirmation email with the Keystone ID and Participant Number.
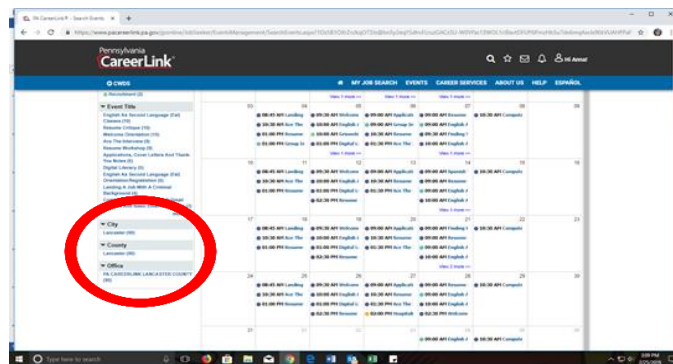

7. On the *Create Resume Options* page, you will see 3 options to choose from. Without a prepared Resume to upload select the option "Add your Resume at a later time" and click on "Go to my Dashboard".
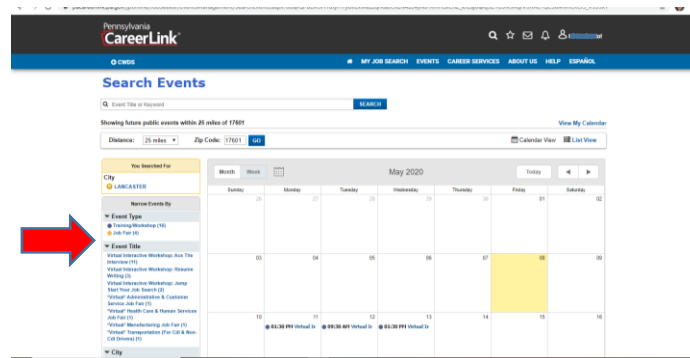
8. On your *Dashboard*, select the "Events" button on the tool bar and click "Search Events" to view the calendar:

9. When the calendar appears, on the left hand side, choose Lancaster County to view all events.

10. You can search for Job Fairs or Training/Workshops.

11. Select the event you would like to attend and then click "Register".