CALJOBS TRAINING

REGISTRATION- CREATING AN INDIVIDUAL

This presentation will explain the process of registering an individual in the CalJOBS system.

CALJOBS TRAINING

REGISTRATION- CREATING AN INDIVIDUAL

Click the Computer Icon to watch a training video on this process

01 Log in to https://www.caljobs.ca.gov/vosnet/Default.aspx

02 On the left side menu under "**Services for WorkForce**" hover over the "**Manage Individuals**" Tab then select, "**Create an Individual**."

03 Select, "**Comprehensive Registration**" and the registration screens will display. Enters the youth's information from the **Youth's CalJOBS Registration Form** and **Youth Addendum** into CalJOBS. All sections with red * asterisks are required.

04 Complete the information on the various screens until you get the option to click the "**Finish**" button. Once you have clicked it, the site will refresh. Hover over the "**Staff Profiles**" menu (top right side) and go to the "**Programs**" tab where you will see the "Wagner Peyser- Registration only " application.

NOTES:
- All males over 18 MUST register or be registered for Selective Service.
- If the youth doesn't identify a disability at the time of enrollment, it can't be changed later. Youth will need to verify their disability.
- What you mark under "Education" needs to be consistent throughout all applications.
- Documentation for citizenship is required based on answers in the Citizenship field.
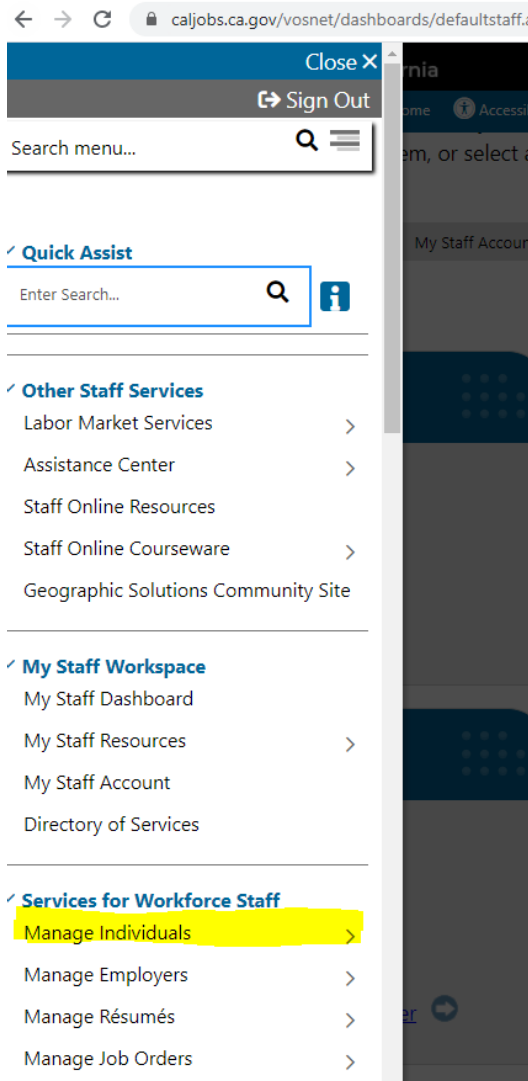
01 Log in to **https://www.caljobs.ca.gov/vosnet/Default.aspx**.

Select the "Sign In" button

NOTE: If you have login issues you may contact SacWorksSupport@seta.net

02 On the left side menu under "**Services for WorkForce**" hover over the "**Manage Individuals**" Tab then select,"**Create an Individual**".

caljobs.ca.gov/vosnet/dashboards/defaultstaff.a

Close ✕

→ Sign Out

Search menu...

✓ Quick Assist

Enter Search...

✓ Other Staff Services

Labor Market Services

Assistance Center

Staff Online Resources

Staff Online Courseware

Geographic Solutions Community Site

✓ My Staff Workspace

My Staff Dashboard

My Staff Resources

My Staff Account

Directory of Services

✓ Services for Workforce Staff

Manage Individuals

Manage Employers

Manage Résumés

Manage Job Orders
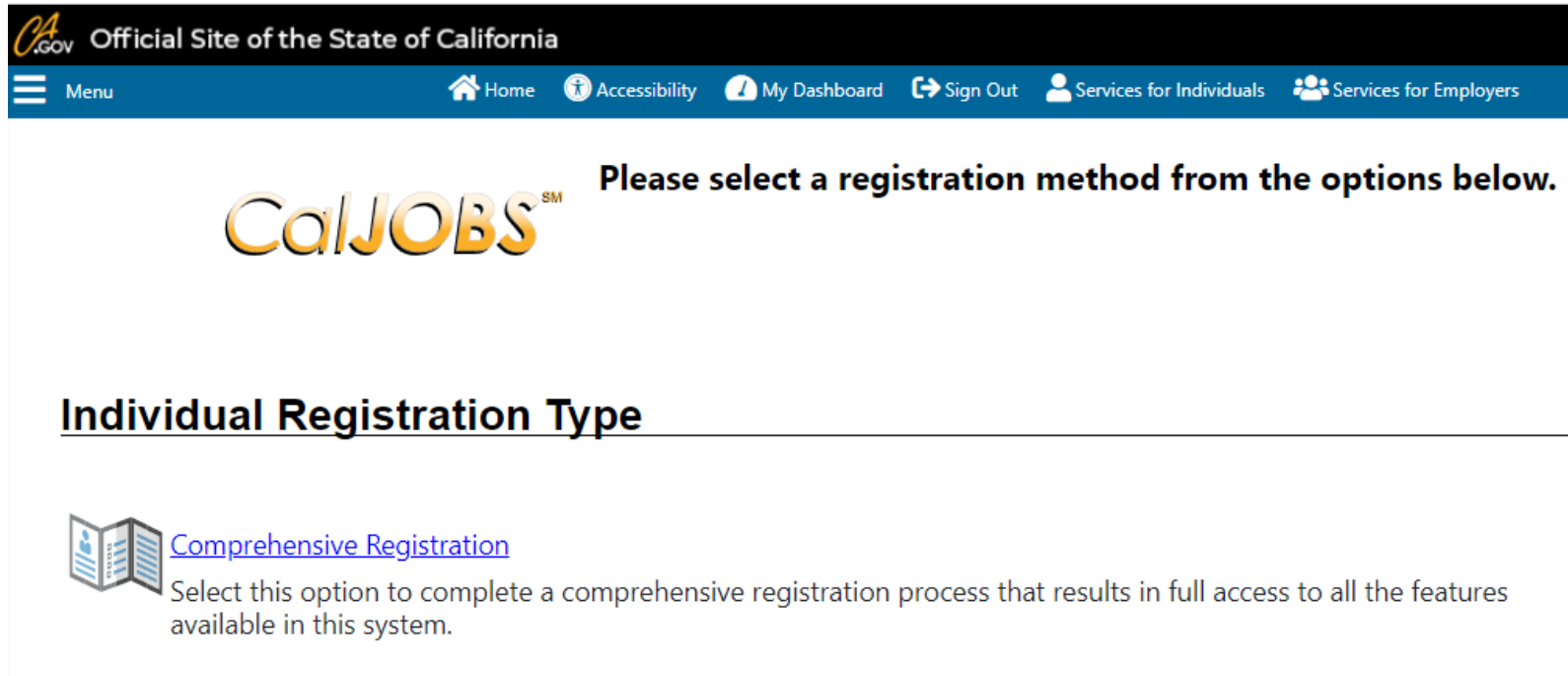
Manage Individuals

Create an Individual

One Case Note to Multiple Individuals

Assist an Individual

WIOA Pre-Applications

03 Select, "**Comprehensive Registration**" and the registration screens will display. Enter the youth's information from the **Youth's CalJOBS Registration Form** and **Youth Addendum** into CalJOBS. All sections with red * asterisks are required to be completed before proceeding further in the process.

04

Complete the information on the various screens until you get the option to click the "**Finish**" button. Once you have clicked it the site will refresh. Hover over the "**Staff Profiles**" menu (top right side) and go to the "**Programs**" tab where you will see the "**Wagner Peyser-Registration only**" application.

Official Site of the State of California

☰ Menu   🏠 Home   ⓘ Accessibility   ⓘ My Dashboard   ⤷ Sign Out   👤 Services for Individuals   👥 Services for Employers

CalJOBS℠

[Assist an individual | Staff Services]

⊞ 📁 **My Individual Profiles**   ⊞ 📁 **My Individual Plans**

⊟ 📁 **Staff Profiles**

     ⊟ 📁 General Profile

         📄 Summary

         📄 Case Notes

         📄 Activities

         📄 Documents (Staff)

         📄 Identity Issues

     ⊟ 📁 Case Management Profile

         📄 Case Summary

         📄 Programs

         📄 Plan

         📄 Assessments

     ⊞ 📁 Report Profile

Title III - Wagner-Peyser (WP)

Create Title III - Wagner-Peyser (WP) Application

WP #20440150 - Registration Only

FOR QUESTIONS ON THIS PROCESS, PLEASE CONTACT YOUR TECHNICAL ASSISTANCE MEMBER OR THE WIOA TRAINING COORDINATOR, JESSICA MEDINA.

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