

# *How To Create a JobAps Account*



# Where Do I Begin?

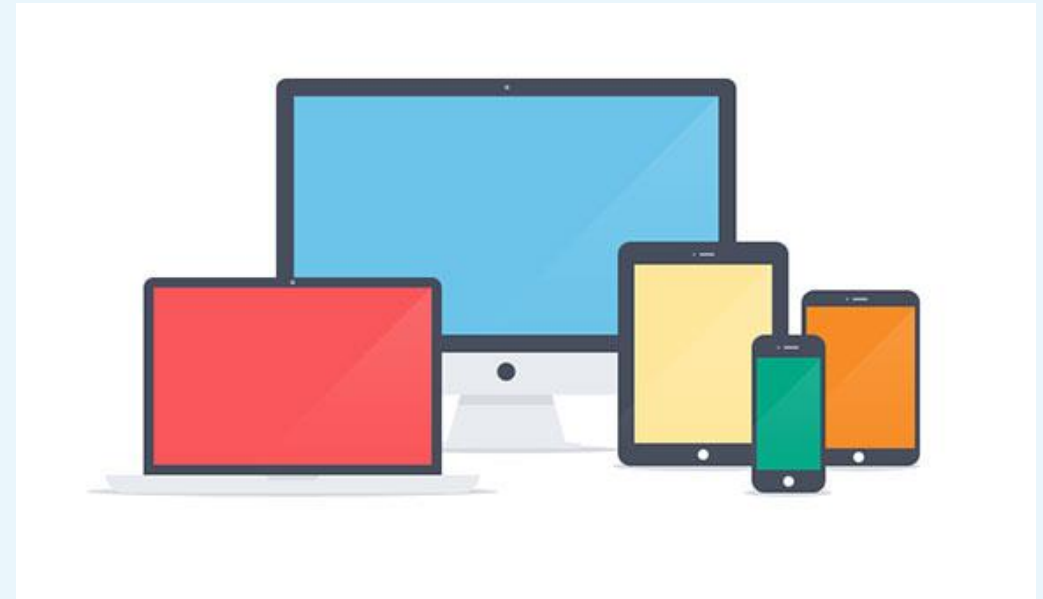
- Locate a device
- Set up an e-mail account
- Register for the Online Employment Center



# Locate a Device

## Options could be:

- Mobile phone
- Tablet or computer
- Public library
- State of CT DAS computer kiosks, 450 Columbus Blvd, Hartford (street entrance)
- [American Job Center](#) locations
- Friends and family



# Set Up an E-mail Account

You will need an email address as all correspondence is handled through email.

Set a professional tone with your e-mail address. Avoid edgy, controversial, or potentially offensive references. Consider something similar to these examples:

- [will.jones@hotmail.com](mailto:will.jones@hotmail.com) or [will.jones528@hotmail.com](mailto:will.jones528@hotmail.com)
- [felicia.t.ortega@gmail.com](mailto:felicia.t.ortega@gmail.com) or [felica.t.ortega122@gmail.com](mailto:felica.t.ortega122@gmail.com)
- [adams.michael@yahoo.com](mailto:adams.michael@yahoo.com) or [adams.michael1130@yahoo.com](mailto:adams.michael1130@yahoo.com)

**Note:** The document to the right is located on the CT Department of Labor website:  
<http://www.ctdol.state.ct.us/progsupt/unemplt/M1A/Createe-mail.pdf>

## ANYONE CAN HAVE AN E-MAIL ADDRESS!

To create an E-mail account and have an E-mail address you do not need to have a computer in your home!

All you really need is access to a computer!

Here are just a few places where you can use a computer:

- ♦ Public Library
- ♦ CTWorks Career Centers
- ♦ Internet cafes
- ♦ Friends and family

**Creating an E-mail account is fast, easy and free!**

### Here's how:

- Choose an E-mail provider (such as Yahoo, Google or Hotmail\*)
- Log onto that provider's website and click on the link or button for mail
- Click on the link or button to "sign up" or "create an account"
- Follow the instructions
  - You will be asked some personal information such as your name, gender and/or birth date
  - You will be prompted to create a login name (the name before the @ symbol)
  - You will create a personal Password
  - You will answer some security questions in case you forget your Password
  - For verification purposes, you will type in the letters and/or numbers you see
  - You will read and accept the terms of agreement
  - You will click on a "Create an Account" button

**Congratulations! You now have an e-mail address!**

\* CT DOL is not affiliated with, nor does it endorse, any particular E-mail provider.

# Register for the Online Employment Center

Select  
New User  
Registration

The screenshot shows the homepage of the Connecticut State Department of Administrative Services' Online Employment Center. At the top, there is a blue header with the 'ct.gov' logo and the text 'Connecticut's Official State Website'. Below this is a banner featuring the state seal and the text 'Connecticut State Department of Administrative Services'. On the left side, there is a dark grey sidebar menu with the following items: 'Job Openings', 'My Applications', 'New User Registration', 'Job Classes', 'Interest Cards', and 'Closed Jobs', each with a right-pointing chevron. A light blue speech bubble points to the 'New User Registration' link. The main content area is titled 'Job Openings' and includes social media links (Facebook, Twitter, LinkedIn, YouTube). The central section is titled 'STATE OF CONNECTICUT EXECUTIVE BRANCH ONLINE EMPLOYMENT CENTER' and contains text about finding job openings and applying. Below this is a search bar labeled 'Narrow Your Job Search ...' and a help section titled 'How do I...' with a dropdown menu 'Choose a Help Topic'. At the bottom, there is an orange button labeled 'Open Job Quick Links' with a lightning bolt icon, followed by a list of job categories: 'Open to the Public (151)', 'Open Only to Statewide Employees (6)', and 'Open Only to Agency Employees (33)'.

Connecticut's Official State Website

Connecticut State Department of Administrative Services

Job Openings

My Applications

New User Registration

Job Classes

Interest Cards

Closed Jobs

Follow us on: [f](#) [t](#) [in](#) [@](#)

STATE OF CONNECTICUT EXECUTIVE BRANCH  
ONLINE EMPLOYMENT CENTER

To quickly find current job openings of interest, you may narrow your job search by using the filter options: Keyword, Location, Agency, Recruitment Type and/or Job Category. To receive an e-mail about future job openings, fill out interest cards.

Applicant Tips on [How to Apply](#)

Learn about our employer value proposition, watch our employees speak about their careers and how they **MAKE AN IMPACT!**

[Narrow Your Job Search ...](#)

[How do I...](#) Choose a Help Topic

**Open Job Quick Links**

- Open to the Public (151)
- Open Only to Statewide Employees (6)
- Open Only to Agency Employees (33)

# What Information do I Need to Register?



- First Name
- Last Name
- Middle Initial
- First 3 Letters of Last Name at Birth
- Last 4 Digits of Primary Phone Number
- Your Most Recent Zip Code Number
- Last 4 Digits of Your Social Security Number
- Month of Birth
- Day of Birth
- E-mail Address
- Create a UserID – up to 10 characters
- Create a Password – 8 characters minimum; must include both letters and digits
- Write down your UserID & Password for future use

# Step 1 – Create Account

Job Openings >

My Applications

New User Registration

Job Classes

Interest Cards >

Closed Jobs >

Click  
New User  
Registration

## Master Application

Use as a template for any application

Recruitment #AF-010101-000

Created	7/1/2017 12:01:00 AM
Job Type	Open to the Public
Close Date	Continuous Recruitment

[Go Back](#) [Apply](#) [View Benefits](#)

[in](#) [f](#) [t](#) [G+](#) [e](#)

### INTRODUCTION


Please note that this bulletin is **\*not\*** an open job.

This is your **Master Application** which can be updated whenever your skills, employment history, education, etc. changes. The Master Application can be used to copy into an application for an open job so that you don't have to re-type your information each time you create a new application. For a list of open jobs, please click the [www.jobapscloud.com/ct](http://www.jobapscloud.com/ct) to view the State of Connecticut's main Open Jobs page.

[in](#) [f](#) [t](#) [G+](#) [e](#)

Click on the link below to apply:

Fill out the Application NOW using the Internet.



# Step 2 – Create Account

## INTRODUCTION

Read the  
Introduction


Please note that this bulletin is ***\*not\**** an open job.

This is your **Master Application** which can be updated whenever your skills, employment history, education, etc. changes. The Master Application can be used to copy into an application for an open job so that you don't have to re-type your information each time you create a new application. For a list of open jobs, please click the [www.jobapscloud.com/ct](http://www.jobapscloud.com/ct) to view the State of Connecticut's main Open Jobs page.



Click on the link below to apply:

Fill out the Application NOW using the Internet.

 Apply Online



Click **Apply  
Online**



# Step 3 – Create Account

Read the Terms of Use Agreement.

Job Openings	>
My Applications	>
New User Registration	>
Job Classes	>
Interest Cards	>
Closed Jobs	>

## Terms of Use Agreement

### Application Instructions for Master Application

PLEASE FILL OUT THE APPLICATION COMPLETELY.

- You are required to complete all questions with an **asterisk**.
- This application will be used as part of the selection process. Your responses will be used to determine whether or not you meet the minimum qualifications of the job. If an exam is required, your application and answers to supplemental questions will determine if you meet the minimum qualifications of a competitive job class.
- Clearly describe your qualifications in detail. Credit cannot be given for education, training, experience, knowledge, skills, and abilities that you fail to indicate.
- Do not leave any answer spaces blank; if a question does not apply, write "N/A".
- Although you may upload a resume to further describe your qualifications, it does not substitute for completing the application form. An incomplete application form may result in disqualification. Do NOT write "see resume" in your work history, education, or responses to any supplemental questions.
- Failure to comply with these instructions may result in disqualification.
- Read the job posting carefully for specific filing instructions, supplemental questions, and final filing dates.

### Your Responsibilities as the Applicant

1. Create a user account.
2. Before submitting your application to the State of Connecticut, it is your responsibility to ensure correctness of all information submitted in the application. If you would like a copy of the application for your records, it is your responsibility to print a copy of the application.  
**You are required to provide a valid email address. Check to be sure that you receive an email confirming that your application was sent to the State of Connecticut.**  
This email is sent immediately upon receipt of your application. You should receive this confirmation email within one day after clicking on the "Submit" button.
3. If you do not receive the confirmation email, it is your responsibility to contact the State of Connecticut, Statewide Human Resources Management. If you fail to do so, your application may not be considered for the opening for which you have applied.

Read Your  
Responsibilities  
as the Applicant

# Step 4 – Create Account

Continue reading and then accept the Terms of Use Agreement.

## Note

Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the internet.

1) Read the Note

The State of Connecticut, and the developers of the State of Connecticut online employment application system are not responsible or in any way liable for any computer hardware or software malfunction which may affect your employment application or the applicant selection process. By accepting the Terms of Use Agreement set forth here, you agree to all of the above terms and you agree to use this online employment application system only for the submission of bona fide employment applications to State of Connecticut. Any other use of this online employment application system shall be a violation of this Terms of Use Agreement.

☐ I agree with the above terms of use.

I am a NEW USER

I have REGISTERED PREVIOUSLY

Cancel


2) Check the I agree box then click

I am a NEW USER

**Note:** In accordance with the Terms of Use Agreement, you can create only 1 (one) profile on the OEC.

# Step 5 – Create Account - New User Registration Screen

Connecticut's Official State Website



Connecticut State  
Department of Administrative Services

Job Openings >

My Applications >

New User Registration >

Job Classes >

Interest Cards >

Closed Jobs >

## New User Registration

Start here to create a new account if you are not yet a registered user.

Do not create multiple accounts. If you have forgotten your UserID or password, please use the [Forgot Your UserID?](#) and [Forgot Your Password?](#) links to retrieve your login information. Passwords are case-sensitive.

Do not share accounts. Each user must have a unique, separate account. If you share your account, your application information will not be accurate because the profile information (name, address, phone, e-mail) will be overwritten for all applications tied to this account.

Account-sharing may result in applicants being removed from consideration for job openings.

Job Title: Master Application  
Job Number: AF -010101-000

You are required to provide the following information.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Middle Initial	<input type="text"/>
First 3 Letters of Last Name at Birth	<input type="text"/>
Last 4 Digits of Your Primary Phone Number	<input type="text"/>
Your Most Recent Zip Code	<input type="text"/>
Last 4 Digits of Social Security Number	<input type="text"/>
Month of Birth	<input type="text" value="Select One"/>
Day of Birth	<input type="text" value="Select One"/>

Type in  
Information

# Step 6 – Create Account - New User Registration Screen



**Important:** Write down your UserID and Password for future use. UserID's and passwords are case sensitive. If you are having trouble registering the first time, try a different UserID as the one you are trying may already be taken.

Please confirm that your e-mail address is correct.

e-mail address

confirm e-mail  
address

Please give yourself a UserID which is at least 8 characters.

UserID

(up to 10 characters)

Please select a Password which is at least 8 characters and a combination of letters and digits.

Password

(8 character minimum, must include both letters and digits)

Re-enter Password

Record your UserID and Password for completing or copying another application in the future.



Submit Registration

Back

Clear Registration

# Now that you have an account set up, you can:

- ❖ View and Apply for Job Openings
- ❖ Request to activate Mandatory Rights, *if eligible*
- ❖ Request to place your name on a Statewide Transfer list (non-mandatory), *if eligible*
- ❖ Request to Rescind your Resignation or Retirement, *if eligible*

