

**April 2025**

## **DSP Job Board- Provider Instructions for DSPJobs.ct.gov**

### **Provider User Registration**


1. On DSP Job Board Home Page, select “Provider Access” (Red Circle) to register for the Job Portal.
2. Follow the instructions on the Provider Access Request page
3. After creating a CT.gov account, select “Sign in” (Blue Circle) and then Provider Access (Red Circle). The provider access page will look different.
4. Once DDS has approved your request, you are now able to post.

### **Provider Sign in & Job Posting**

1. Once CT.gov ForgeRock account has been created and DDS has approved your access request, you are now able to post jobs.
2. On DSP Job Board Home Page, Select “Sign in” (Blue Circle) to sign into the portal.
3. You will see a new “My Postings” tab at the top of the page, this is where all your job postings will be located.
4. To post a new job, select “New job opening” (Red Circle) on the My Postings page.
5. Fill out all the information and click “Next” (Blue Circle) on the New Job Opening (window 1).
6. All the information will transfer over, and you can fill out the remainder of the job posting. New Job Opening (Window 2). Fill everything out.
  - a. Please note Job Description and Job Requirements are rich text boxes.
  - b. Locations are selected from a list of CT cities and towns
  - c. How to apply can be URL or email.
7. If everything looks good, select submit to DDS for review, otherwise it will stay as a draft posting.
8. Once DDS approves the job posting it will be posted live on DSPJobs.ct.gov

Images referenced below:

## DSP Job Board Home Page


[Home](#) | [Provider Access](#) | [Sign in](#)

### Direct Service Professional Job Board

Welcome to the Direct Support Professionals' Job Board organized by DDS Providers.

Explore part-time and full-time positions with DDS-qualified private provider agencies across Connecticut that support individuals with intellectual disability live their best lives.

Become a DSP and make it your career—we would love to have you on the team!



## Provider Access Request Page (Not logged in)

[Home](#) | [Provider Access](#) | [Sign in](#)

### Provider Access Request

Thank you for your interest in registering for the DDS Provider Job portal.

Before you can request access you need to have a CT.gov account. If you do not have one, you can [register here](#) . If you already have a CT.gov account, simply click "Sign In" at the top right corner of the portal to get started.

## Provider Access Request Page (Logged in)

### Provider Access Request

Please use the form below to request access. A DDS representative will follow up with you as soon as they are able.

**Agency Name**

**Comments**

Submit

## My Postings Page (Logged in)

### My Postings

You may review the job postings associated with your agency below. Please note that all postings must be reviewed and approved by DDS before they will show on the portal. If you decide to change one of your postings it will be removed from the portal and resubmitted to DDS for approval.

New Job Opening

ID ↓	Job Title	Locations	Date Opened	Close Date	Status Reason
There are no records to display.					

## New Job Opening (Window 1)



[Home](#) | [Provider Access](#) | [My Postings](#) | [kevin bronson](#) ▾

### New Job Opening

Please complete the form below to list your job opening.

<b>Job Title</b>	<input type="text" value="DSP Job 1"/>
<b>Job Classification</b>	<input type="text" value="Direct Support Professional 1 Residential"/> <span>×</span> <span>🔍</span>
<b>Date Opened</b>	<input type="text" value="4/21/2025"/> <span>📅</span>
<b>Close Date</b>	<input type="text" value="M/D/YYYY"/> <span>📅</span>
<b>Short Description</b>	<div>Short Job Description that will be on the front page of the job board</div>
<div>Next</div>	

### New Job Opening (Window 2, two images)

[Edit Job Opening](#)

Please complete the form below to list your job opening.

[illegible]