

Steps to Create a Job Seeker Account

1. Go to <https://www.kansasworks.com/ada/r/> and click “**Job Seekers**”
2. Click on “**Create a Job Seeker Account**” located under Create a Profile. Scroll down the form and complete all areas; Account information, Profile information. Required information has a red asterisk. If you think you already have an account, click on “Forgot Username or Password”.
3. **Review Terms of Agreement.** Data Privacy Notice Agreement and the Equal Opportunity Statement. To continue you must accept the Data Privacy Notice Agreement and the Equal Opportunity Statement.
4. **Review the Authorization for the Release of Information.** If required, fill out your username and password to verify your selection.
5. **Registration Information** – some fields may self-populate from what you have already submitted. Fill out by scrolling down and selecting continue when asked. Fill out all required fields.
6. **Edit Work Wanted.** Type in the job you are seeking. A dropdown menu will appear. Select from the dropdown list or continue typing.
7. **Select “Update Work Wanted”** Select the best match provided. If there is not a good match go back to enter a different job title.
8. **Demographic Information Review and Edit** Scroll or page down to review all your information. To edit, select the pencil icon. You can change your information at a later date by clicking on “My Profile” on your home page.
9. **Resume.** If your state requires you to create a resume you will be directed to the **Build A Resume** page. If your state does not require a resume your registration is complete. If you are not required to create a resume, but want to add one you may do so by going to your home page and selecting **Create a Resume**. Once you have entered or created at least one resume the top section of your home page will display three automatic job matches.