

Fresno Regional Workforce Investment Board

A proud member of America's Job Center of CaliforniaSM Network

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Information Bulletin

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To: All Fresno Regional Workforce Investment Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: June 25, 2014

Subject: Client Access to CalJOBS

Applicable Program: All

Revision History: Initial Release

The purpose of this Information Bulletin is to provide instruction for clients to access CalJOBS.

The new CalJOBS is a comprehensive web portal for use by Job Seekers and Employers to access job search information, training information, career exploration tools and information, job openings, etc.

There are two ways this information can be accessed: as a Guest or as a User.

For those clients using WIA Universal Services (Resource Room), they can access CalJOBS only as a Guest.

For those clients who are enrolled into WIA (Core B and above), they have already been assigned a User ID in CalJOBS.

To access CalJOBS as a Guest:

- 1) Go to www.caljobs.ca.gov
- 2) Click on "Not Registered yet?" in the upper right hand corner of the webpage
- 3) Click on "Guest Access" under Option 1
- 4) Click on "Individual"
- 5) Select the area or information you wish to access

To access CalJOBS as a User:

- 1) Go to www.caljobs.ca.gov
- 2) Click on "Forgot user name/password?"
- 3) Click on "Retrieve Both" under Option 3
- 4) Provide required information

Please direct questions to the appropriate FRWIB Program Manager