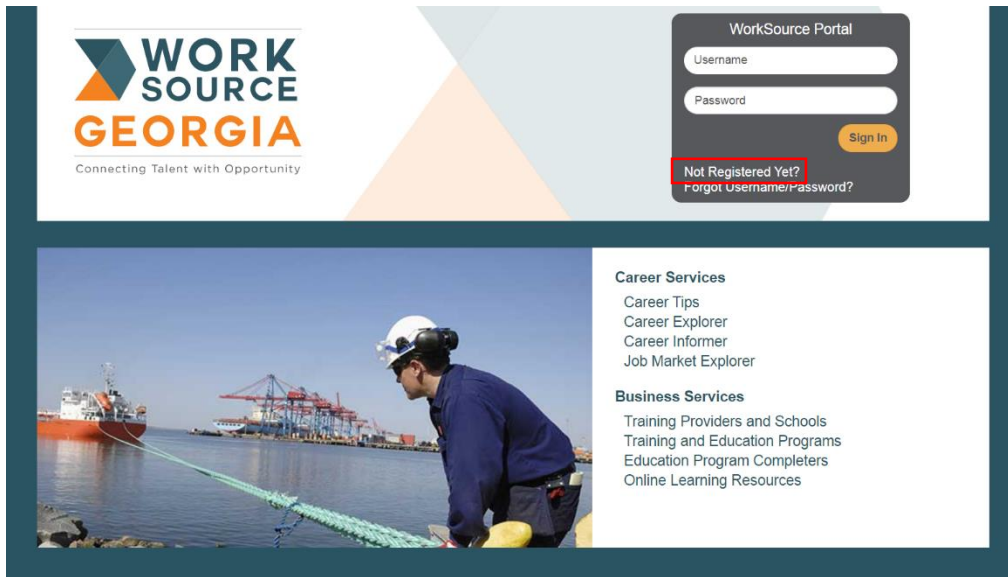
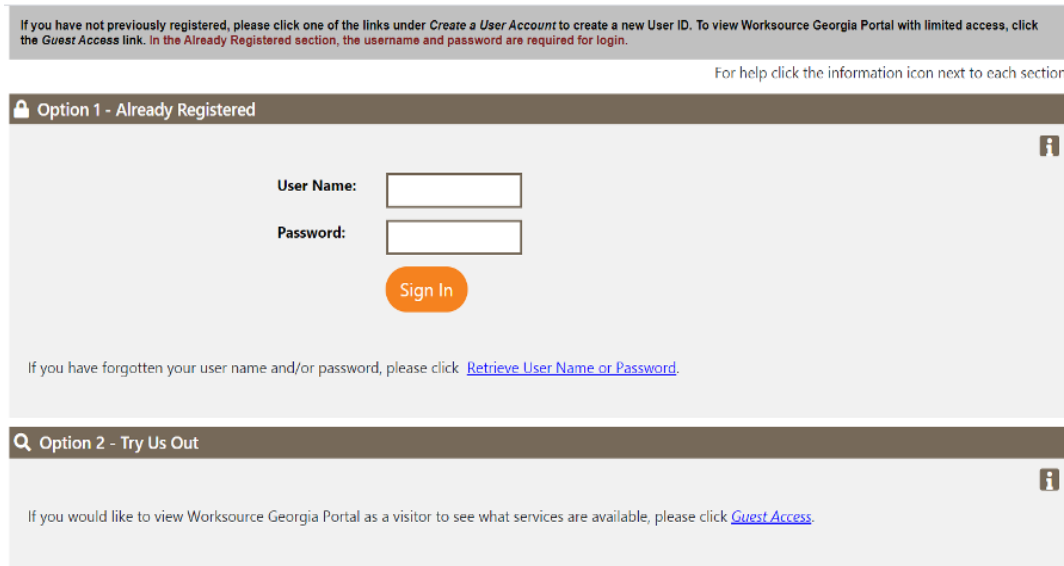


WorkSource Georgia Mountains
Georgia Work Ready Online Participant Portal Registration
www.worksourcegeaportal.com

1. Click on the **Not Registered** link below Username to create a new account.



2. Under Option 2 – Create a User Account, click on the **Individual** link.



Option 3 - Create a User Account

If you would like to become a fully registered user with Worksource Georgia Portal and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

| Individual | Provider |
|--|---|
| 11 min(s) estimated | 10 min(s) estimated |
| Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc. | Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses. |

3. Fill out the following information under the **Login Information, Social Security Number, Primary Location Information and Demographic Information** bracket.

(**User Name needs to be entered** as the first letter of your first name, full last name, and last four digits of social security number.)

Example:

Name: George Washington

Social Security Number: 123-45-6789

User Name: GWASHINGTON6789

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WORK SOURCE GEORGIA

Please enter the following login information and click the Next button when you are finished. Be sure to remember your User Name and Password. You will need them to access this system again.

* Indicates required fields. For help click the information icon next to each section.

Please do not use any personal identification information as your user name (e.g. Social Security Number or FEIN). You will need your User Name and Password for all future activities in this system. Please write this information down and keep it in a secure place. To ensure account security, we strongly urge you NOT to share your User Name or Password with anyone for any reason.

Login Information


* **User Name:** Enter User Name (3 - 20 characters). May include special characters, letters, or numbers. Allowable characters are # @ \$ % ^ . ! * _ + .

* **Password:** Enter Password (8 - 18 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! * _ + .)

* **Confirm Password:**

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* Security Question: None Selected

* Security Question Response: 
Special characters are not allowed.

Social Security Number

* Social Security Number (SSN):
Do not enter dashes (for example, 999001111)

* Re-enter Social Security Number:

Primary Location Information

* Country: United States

* Please enter your zip code: [Find zip code](#)

* Are you authorized to work in the United States: Yes No

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E-mail Address

Primary E-mail:
[Create E-mail Account](#)
[Read Our E-mail Security Policy](#)

Confirm Primary E-mail Address:

You may be contacted regarding events and job openings using this email address. Your email address will not be shared with others.

Demographic Information

* Date of Birth:  (MM/DD/YYYY)

Age:

* Gender: Female Male I do not wish to answer.

(Email address will be verified. If you do not have an email address, click on the link to [Create E-mail Account](#) to create a new email).

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Age:

* Gender: Female Male I do not wish to answer.

* Have you registered with the Selective Service?

[Selective Services web site](#)

The Field Below is Case Sensitive



[Generate New Image](#)
[Get Audio Code](#)

Type the code from the image

If you are a male and have not registered with the Selective Service, please click on the “Selective Service website” link to connect you to the Selective Service Online Registration site.

4. Enter your information.

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Assistance Center
Learning Center

WORK SOURCE GEORGIA

Please enter the following contact information and click the Next button when you are finished.

Indicates required fields. For help click the information icon.

Name

* First Name:

Middle Initial:

* Last Name:

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19 0

5. Go through the series of filling out **all** the following information:

a. Residential Area/Mailing Address

The screenshot shows the 'Residential Address' form in the Work Source Georgia system. The page header includes a navigation menu on the left and a top bar with 'Home', 'My Dashboard', 'Register or Sign in', and 'Services for Individuals'. The main heading is 'Residential Address' with a sub-heading 'Please enter the following information below and click the Next button when you are finished.' Below the heading, there is a note: '* Indicates required fields.' and a help icon. The form contains the following fields: 'Are you homeless?' with radio buttons for 'Yes' and 'No' (where 'No' is selected); 'Address Line 1' and 'Address Line 2' text boxes; 'Zip Code' text box with a 'Find zip code' link; 'City' text box; 'State' dropdown menu (currently 'None Selected'); and 'Country' dropdown menu (currently 'United States').

The screenshot shows the 'Mailing Address' form in the Work Source Georgia system. The page header is identical to the previous form. The main heading is 'Mailing Address' with a sub-heading 'Please enter the following information below and click the Next button when you are finished.' Below the heading, there is a note: '* Indicates required fields.' and a help icon. The form contains the following fields: a checkbox labeled 'Use residential address' which is unchecked; 'Address Line 1' and 'Address Line 2' text boxes; 'Zip Code' text box with a 'Find zip code' link; 'City' text box; 'State' dropdown menu (currently 'None Selected'); and 'Country' dropdown menu (currently 'United States'). At the bottom of the form, there are three orange buttons: '<< Back', 'Next >>', and 'Return to Home'.

b. Phone Numbers

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Indicates required fields. For help click the information icon next to each section.

Phone Numbers

*** Primary Phone:** - - Ext:

*** Primary Phone Type:**

Alternate Phone: - - Ext:

Alternate Phone Type:

Text Message Cell Phone Number: - -

Only certain communications can be sent via text message. Normal text messaging rates apply. Other important notices, including some regarding unemployment benefits, will NOT be sent via text message.

Fax: - -

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c. Preferred Notification Method & Site Access

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Indicates required fields. For help click the information icon next to each section.

Preferred Notification Method

*** Please select a method in which you prefer to receive your notifications:**

Site Access

*** From where are you accessing this website?**

How did you hear about this website?

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d. Citizenship & Disability

The screenshot shows a web form titled "Citizenship & Disability". At the top, there is a navigation bar with "Home", "My Dashboard", "Register or Sign in", and "Services for Individuals". A search bar is on the right. A left sidebar contains a "Menu" with categories: "How We Can Help You" (Directory of Services), "Quick Menu" (Job Search), "Services for Individuals" (Career Services, Education Services, Labor Market Services, Workplace Training), and "Other Services" (Appointment Center, Assistance Center, Learning Center). The main content area has a header "Indicates required fields." and a sub-header "For help click the information icon next to each section." The form is divided into two sections: "Citizenship" and "Disability". Under "Citizenship", there is a required field "* Citizenship:" with a dropdown menu currently set to "None Selected". Under "Disability", there is a required field "* Do you wish to disclose a disability?" with three radio button options: "Yes, I have a disability I wish to disclose.", "No, I do not have a disability.", and "I do not wish to answer." Below the form are two orange buttons: "<< Back" and "Next >>".

e. Education Information

The screenshot shows a web form titled "Education Information" in the WorkSource Georgia system. The navigation bar and sidebar are identical to the previous screenshot. The main content area has a header "Indicates required fields." and a sub-header "For help click the information icon." The form is titled "Education Information" and includes the WorkSource Georgia logo. A prompt reads: "Please enter the following information below and click the Next button when you are finished." The form contains two required fields: "* Your Highest Education Level Achieved:" with a dropdown menu set to "None Selected" and a note: "If you have a High School Diploma or High School Equivalency Diploma, please select the appropriate value of High School Diploma or High School Equivalency Diploma."; and "* Are you attending school?" with a dropdown menu set to "None Selected". At the bottom of the form are three orange buttons: "<< Back", "Next >>", and "Return to Home".

f. Employment Information

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WORK SOURCE GEORGIA

Please enter the following information below and click the Next button when you are finished.

Indicates required fields. For help click the information icon.

Employment Information

* **Current Employment Status:**

* **Type of business worked in:**

* **Unemployment Eligibility Status?**

* **Are you currently looking for work?** Yes No

* **Have you been affected by the COVID-19 Pandemic?** Yes No

Do you have any related licenses or certifications? Yes No

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Learning Center

Do you have any related licenses or certifications?

Within the last 12 months, have you received a notice of termination or layoff from your job or received documentation that you are separating from military service?

Yes, I have recently received a notice of termination, layoff or military separation.
 No, I have not recently received a notice of termination, layoff or military separation.

Farmworker Information

The following questions do not pertain to work performed on a family farm, ranch, beekeeping, food processing or food manufacturing operation owned by yourself or close relatives.

* **Have you worked as a farmworker in the last 12 months?** Yes No

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6. Under **Desired Job**, enter your desired job title. As entering the job title, you may see a list of suggested occupations based on what you entered. If you see an occupation that matches, select it.

The screenshot shows the 'Job Title' section of the Work Source Georgia registration process. At the top, there is a navigation bar with 'Home', 'My Dashboard', 'Register or Sign in', and 'Services for Individuals'. A sidebar on the left contains a 'Menu' with categories: 'My Individual Workspace' (My Dashboard, How We Can Help You, Directory of Services), 'Quick Menu' (Job Search), 'Services for Individuals' (Career Services, Education Services, Labor Market Services, Workplace Training), and 'Other Services' (Appointment Center, Assistance Center, Learning Center). The main content area has a heading 'Job Title' and a text prompt: 'Please enter a job title below. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.' Below this is a text input field with the label 'What is your desired job title?'. A blue note below the field states: 'Your desired job and occupation titles can be changed at any time after registration.' There is also an information icon with the text 'For help click the information icon.'

The screenshot shows the 'Job Occupation' section of the Work Source Georgia registration process. The navigation bar and sidebar are the same as in the previous screenshot. The main content area has a heading 'Job Occupation' and a text prompt: 'Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or you can search for an occupation using the search link.' Below this is a section titled 'Suggested occupation(s):' with a dropdown menu currently showing 'None Selected'. A red box highlights a link that says '[Search for an occupation]'. Below the link are labels for 'Occupation Title:' and 'Occupation Code:'. At the bottom of the section are three orange buttons: '<< Back', 'Next >>', and 'Return to Home'. The footer contains the text 'Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved.'

(If you cannot find an accurate occupation, or if it's empty, click the *Search for an occupation* link)

7. Please select all that apply under **Ethnic Origin**.

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WORK SOURCE GEORGIA

Please enter the following information below and click the Next button when you are finished.

Indicates required fields. For help click the information icon.

Ethnic Origin

* Are you of Hispanic or Latino heritage? Yes No I do not wish to answer.

* Race - Please check all that apply:

- African American/Black
- American Indian/Alaskan Native
- Asian
- Hawaiian/Other Pacific Islander
- White
- I do not wish to answer.

Language

Do you have limited proficiency in speaking. Yes No

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American Indian/Alaskan Native
Asian
Hawaiian/Other Pacific Islander
White
I do not wish to answer.

Language

Do you have limited proficiency in speaking, writing, reading, or understanding English?
or
Do you have difficulty in speaking, writing, reading, or understanding English? Yes No

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9. Select either yes or no under Military Service and click **Finish**.

The screenshot shows the 'Military Service' section of the Worksource Georgia portal. The page title is 'Military Service'. Below the title, there is a paragraph: 'Veterans and their spouses may be entitled to State and Federal Benefits. Please answer the following questions.' There are three questions, each with 'Yes' and 'No' radio button options:

- * Are you currently in the military, a veteran or the spouse of a veteran? Yes No
- * Are you a caregiver who is a spouse or family member to a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? Yes No
- * Are you a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? Yes No

Below these questions is another question: 'Are you a current member of the Georgia National Guard?' with Yes and No options.

At the bottom of the form, there are two orange buttons: '<< Back' and 'Finish'.

8. This completes your online application! Please click on the “My Individual Workspace” tab on the left to start your career search.

The screenshot shows the Worksource Georgia portal with the 'My Individual Workspace' tab highlighted in the left sidebar. The main content area displays the following:

- Logo for WORK SOURCE GEORGIA.
- Text: 'Please review the options available to you below to continue.'
- Section: 'What would you like to do next?' with a horizontal line below it.
- Text: 'Thank you for registering with the Worksource Georgia Portal. If you are in need of employment and training services as a result of a COVID-19 hardship, please go to <https://tcsgeu/worksource/covid-19-employment-training-assistance/> website to complete the remaining steps.'
- Section: 'Other Resources Available' with a horizontal line below it.
- Text: 'You may wish to look at other resources available on this site by clicking one of the links below.'
- Two links: [Career Services](#) and [Assistance Center](#).

At the bottom of the page, there is a footer with navigation links: Services, Portfolio, Site Map, Site Search, Page Preferences, Feedback, Assistance, Privacy Statement, Disclaimer, Terms of Use, Accessibility, Recommended Settings, EEO, Protect Yourself, About this Site, Contact Us, Home, and Sign Out. The copyright notice at the very bottom reads: 'Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved.'

9. You have successfully set up your Georgia Work Ready Online Participant Portal account!

