



How to Register and Complete the CTHires Profile

Please register and complete your CTHires profile today to move forward in the Eastern CT Manufacturing Training Pipeline.

Pro Tips

1. You will need to use your username and password frequently – write it down!
2. Any question with a red asterisk “*” must be answered.
3. Click on the  icon next to the question for additional information.
4. Click on  button to move to the next page.
5. You will need an email address to complete the registration.
6. A complete registration includes both the General Profile Info and the Background Info located in the ‘Individual Portfolio’ section
7. If you need assistance please attend a CTHires Registration Open Lab session.

If you need an email address create one now at gmail.com

Let's get started!



<u>Shaws Cove Six</u> Suite 100 New London, CT 06320 860-439-7670	<u>113 Salem Turnpike</u> North Building, Suite 200 Norwich, CT 06360 860-859-5777	<u>95 Westcott Road</u> Danielson, CT 06237 860-412-7000	<u>1320 Main Street</u> Tyler Square Willimantic, CT 06226 860-450-7603
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Go to:

CTHIRES.COM

The screenshot shows the top of the CTHires website. At the top left is the 'CT.gov State of Connecticut' logo. At the top right is the 'Governor Dannel P. Malloy' logo. Below the logos is the CTHires logo. To the right of the logo is a registration prompt: 'To see all employment details and resumes, job seekers and employers, you must register.' Below this prompt are two input fields: 'Username' and 'Password', followed by a 'Sign In' button. Below the input fields are three links: 'Not Registered?', 'Forgot Username and/or Password?', and 'En Español'. A red box with the text 'Click here' and a red arrow points to the 'Not Registered?' link. Below the navigation area is a large image of a city skyline. Overlaid on the image are two buttons: 'Job Seekers FIND A JOB' and 'Employers FIND A CANDIDATE'.

Option 3 - Create a User Account

To become a CTHires user with access to our online services, select one of the following account types. If you are not sure about registering, visit the [Why Register?](#) page.

[Individual](#) - Register as this account type if you are an individual and wish to search for the latest job openings, post a resumé online, find career guidance, search for training and education programs, find information on local employers, etc.

[Employer](#) - Register as this account type if you represent an employer and wish to post job openings online, search for candidates for your jobs, view local industry or labor market information, etc.

Click here

For HELP click here.

CTHires - Registration

https://www.cthires.com/vosnet/registration/ind/default.aspx

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 question mark icon next to each section.

Login Information

- User Name:

Enter a unique user name (8 - 60 characters). It may include special characters, letters or numbers. The following special characters are allowed: (@), (+), (-) and (_).
- Password: **Strong!**

Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character). Allowable characters are # @ ! % * - ' . : ;

Example: Sample#
- Confirm Password:
- Security Question:
- Security Question Response:

Avoid using numbers or special characters.

Username will automatically be capitalized.

Insure that your password is STRONG, by using all types of permitted characters.

E-mail Address

- Primary E-mail:

[Create E-mail Account](#)

[Read Our E-mail Security Policy](#)
- Confirm Primary E-mail Address:

[Click Here to Resend E-mail Confirmation Notice](#)

Secondary E-mail:

Confirm Secondary 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.

A valid email address is required. If you do not have an email address create one at gmail.com.

Continue to fill out each page – any question with a red asterisk is required.

Click on the question mark  for additional information.

Preferred Notification Method

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

- Internal Message
- None Selected
- Internal Message
- Email
- Text Message (If Available)**
- Text Message Notification (If Available)
- Internal Message with Email Notification

How do you want to receive notifications from CTHires? Make your selection here.

Site Access

CTHires - Registration

https://www.cthires.com/vosnet/registration/ind/default.aspx

Home Register or Sign in Services for Individuals Services for Employers

CTHires

Please enter the following information and click the Next button when you are finished. This information is being requested for statistical reporting and is kept confidential. If you would like additional information, you can review our Privacy Statement.

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

Citizenship

* Citizenship Citizen of U.S. or U.S. Territory

Disability

* Do you have a disability?
 Yes, I have a disability.
 No, I do not have a disability.
 Not Specified

* Do you have a physical or mental impairment that may require a reasonable accommodation? Yes No

* Are you a Ticketholder in the Social Security Administration's Ticket-to-Work Program? Yes No

* Are you currently OR have you ever received Vocational Rehabilitation Services from a state supported rehabilitation agency or some other vocational rehabilitation agency? Yes No Not Specified

Providing this information is optional and refusal to provide disability information will not subject you to any adverse treatment. Information requested is kept confidential as provided by law and will be used only in accordance with the law. Please note that for some programs, the information is not too that you may be eligible for additional support services and programs if you have a disability.

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If you have a disability, click Yes & answer the questions below. If no disability, click No and click "Next" at the bottom of the page. You may also select "I do not wish to answer"

CTHires - Registration

https://www.cthires.com/vosnet/registration/ind/default.aspx

Home Register or Sign in Services for Individuals Services for Employers

CTHires

Please enter the following information below and click the Next button

* Indicates required fields. For help click the question mark icon.

Job Title

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.

* What is your desired job title?:

Your desired job and occupation titles can be changed at any time after registration.

Job Occupation

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.

Suggested occupation(s):

[Search for an occupation]

* Occupation Title: Sales Representatives, Services, All Other
* Occupation Code: 41309900

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Remember to click on the question mark icon if you have any questions.



Click here to search for Occupation Titles & Codes that best match your job title.



CTHires - Registration

https://www.cthires.com/vosnet/registration/ind/default.aspx

Home Register or Sign in Services for Individuals Services for Employers

CTHires

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

* Indicates required fields. For help click the question mark 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 primarily speak a language other than English? Yes No

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You can choose to answer these questions. If you choose not to answer, click I do not wish to answer.



Continue with the Military Service and Public Assistance Sections

* Has your household received Temporary Assistance for Needy Families (TANF) payments? Yes No

* Have you been determined eligible for or received Supplemental Nutritional Assistance Programs Assistance (SNAP formerly known as FoodStamps)? Yes No

* Have you received General Assistance Payments? Yes No

* Have you received Refugee Cash Assistance Payments? Yes No

* Have you been supported through the State's Foster Care System? Yes No

I do not wish to provide household information

* Number of individuals living in your household

* Total income earned within the last 6 months

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Finish

After the Public Assistance section click Finish



You are almost done!

Complete your Portfolio – click on 'My Portfolio'

Select Individual Profile and Personal Profile

This will bring you to 5 tabs –

The 'General' info will already be complete.

Click on the 'Background' tab and fill out the relevant information

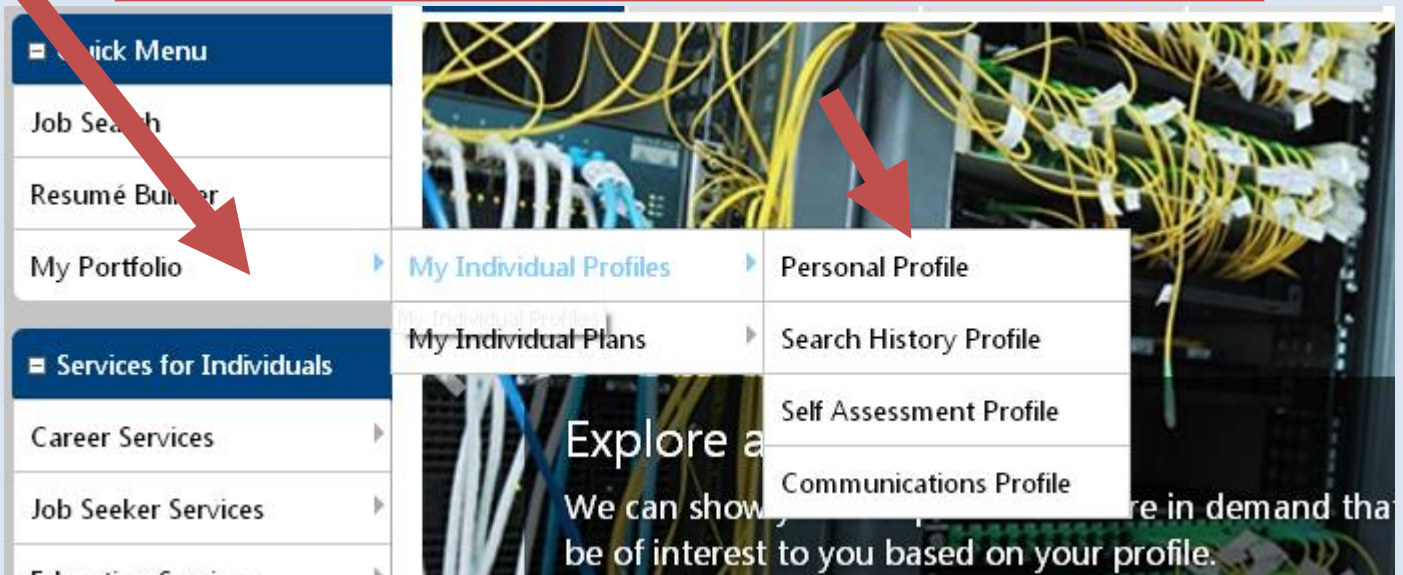
Focus specifically on:

Education & Training

Employment History

Job Skills

Important! Focus on the General, Construction and Skilled Trades in the Job Skills section



My Resources


- Quick Menu
- Job Search
- Resume Builder
- My Portfolio

My Individual Profiles My Individual Plans

General Information **Background** Activities Memo

* Indicates required fields. For help click the ? icon

Login Information



Click on the Background Tab

Click on the link to add your information

Education and Training

Qualification	Issuing Institution	Location	Completion Date	Action
No data available for this item.				
[Add a New Education History]				


Occupational Licenses & Certificates

License or Certificate	Issuing Organization	Completion Date	Action
No data available for this item.			
[Add a New License or Certificate]			

Employment History

Employer	Location	Start/End Dates	Action
No data available for this item.			
[Add a New Employment History]			


Job Skills



Click on General Skills, Construction and Skilled Trades links

Job Skill Categories

General Skills (22)	Computers & Mathematics (5)	Construction (0)	Education & Social Services (1)	Entertainment & Media (0)
Financial Services (0)	Agriculture & Wildlife (0)	Healthcare (0)	Legal & Protective Services (0)	Management & Office Services (0)
Science & Engineering (0)	Service & Sales (18)	Skilled Trades (0)	Transportation (0)	



IMPORTANT!!!



Save

You must click each time you add or edit information in any of these fields.

When the 'Background' information is complete click on 'Sign Out' to exit CTHires.com



Congratulations Your CTHires Registration is complete