



# 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](mailto:gmail.com)*

**Let's get started!**



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

## [CTHIRES.COM](http://CTHIRES.COM)

The screenshot shows the CTHires website interface. At the top left is the 'CT.gov State of Connecticut' logo. At the top right is the 'Governor Dannel P. Malloy' logo. The main header features the 'CTHires' logo on the left and a registration prompt on the right: 'To see all employment details and resumes, job seekers and employers, you must register.' Below this prompt are input fields for 'Username' and 'Password', and a 'Sign In' button. A red box labeled 'Click here' points to the 'CTHires' logo. A large red arrow points from the 'Click here' box to the 'Not Registered?' link. Below the registration fields are links for 'Not Registered?', 'Forgot Username and/or Password?', and 'En Español'. The main content area features a cityscape background with 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

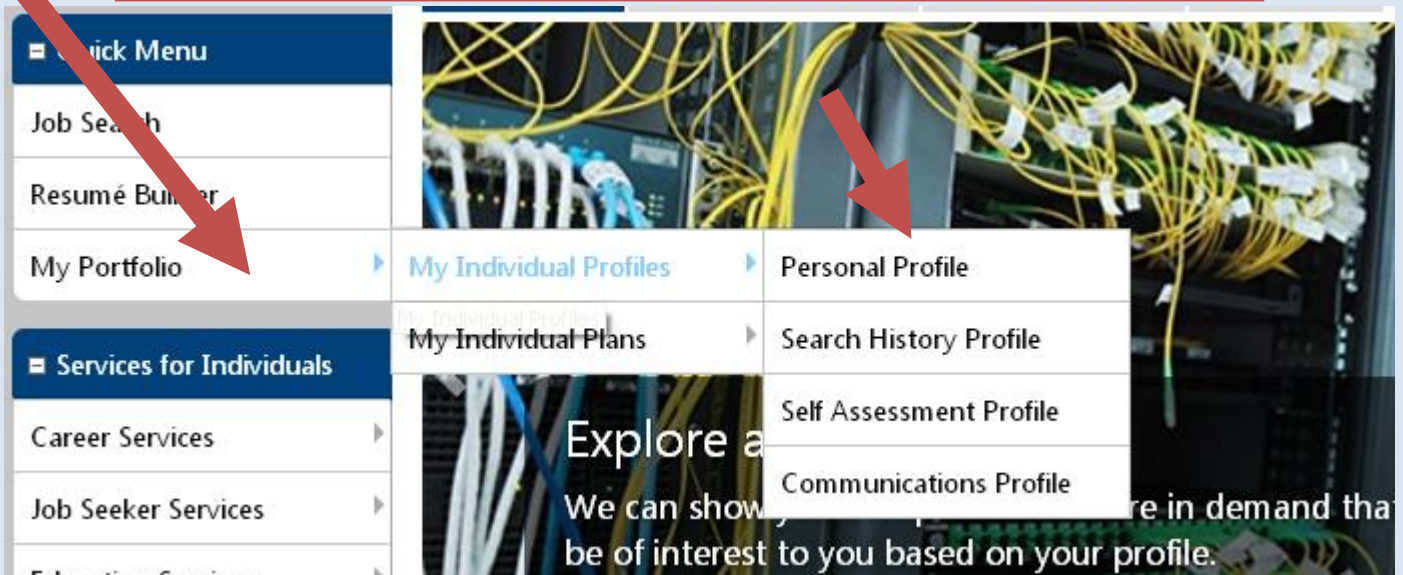
Focus specifically on:

Education & Training

Employment History

Job Skills

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



The screenshot shows a web application interface. On the left, there is a navigation menu with two main sections: 'Quick Menu' and 'Services for Individuals'. The 'Quick Menu' section includes 'Job Search', 'Resumé Builder', and 'My Portfolio'. The 'Services for Individuals' section includes 'Career Services', 'Job Seeker Services', and 'Education Services'. A red arrow points from the 'My Portfolio' link in the 'Quick Menu' to a dropdown menu. The dropdown menu has two columns of options. The left column contains 'My Individual Profiles' and 'My Individual Plans'. The right column contains 'Personal Profile', 'Search History Profile', 'Self Assessment Profile', and 'Communications Profile'. A second red arrow points from the 'Personal Profile' option to the right. Below the dropdown menu, there is a banner with the text 'Explore a' and 'We can show you... are in demand that be of interest to you based on your profile.'

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.				
[ <a href="#">Add a New Education History</a> ]				

**Occupational Licenses & Certificates**

License or Certificate	Issuing Organization	Completion Date	Action
No data available for this item.			
[ <a href="#">Add a New License or Certificate</a> ]			

**Employment History**

Employer	Location	Start/End Dates	Action
No data available for this item.			
[ <a href="#">Add a New Employment History</a> ]			

**Job Skills**

Click on General Skills, Construction and Skilled Trades links

Job Skill Categories

<a href="#">General Skills (22)</a>	<a href="#">Computers &amp; Mathematics (5)</a>	<a href="#">Construction (0)</a>	<a href="#">Education &amp; Social Services (1)</a>	<a href="#">Entertainment &amp; Media (0)</a>
<a href="#">Financial Services (0)</a>	<a href="#">Agriculture &amp; Wildlife (0)</a>	<a href="#">Healthcare (0)</a>	<a href="#">Legal &amp; Protective Services (0)</a>	<a href="#">Management &amp; Office Services (0)</a>
<a href="#">Science &amp; Engineering (0)</a>	<a href="#">Service &amp; Sales (18)</a>	<a href="#">Skilled Trades (0)</a>	<a href="#">Transportation (0)</a>	



**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**