Register for Universal Jobmatch

Wigan Council

Universal Jobmatch helps you find work by matching jobs to your skills and keeps track of your jobseeking activities.

Before you Register

To register for Universal Jobmatch **you need to have an email account that you can access.**

If you need help setting up an email account ask a member of staff about attending a **Library Drop in session** or **Get Online course.**

How to Register

Type **Universal Jobmatch** into a search engine such as **Google. Click on the link** shown below.

Find a job with **Universal Jobmatch** - GOV.UK
https://www.gov.uk/**jobs**earch ▾
Registration. Register with **Universal Jobmatch** for services like saved job searches, uploading a CV, email alerts and keeping track of your past applications.

Click on the **Log in to Universal Jobmatch** link

Find a job with Universal Jobmatch

Search for full or part-time jobs in Great Britain and abroad. Log in to Universal Jobmatch ⧉ if you already have an account.

Click on the **Register** link.

Universal Jobmatch

Login

New user? Register
Log in using A User ID & password:

Complete the registration form entering your **first and last names, email address and a password.**

Please make a note of these details and **keep them safe.**

Click on the **Submit** button.

| *First name(s) | Paul |
| *Surname | Banks |

Once you have entered and confirmed your email address, you will be sent an email your email address. A description of the verification process is available in the 'Your

| *Email address | wigandiglit@gmail.com |
| *Confirm email address | wigandiglit@gmail.com |

Password must:

- contain 8-12 letters **and** numbers
- contain at least one number and one letter
- not contain the word 'password'

| Enter a password | •••••••• |
| Confirm password | •••••••• |

Cancel   **Submit ➡**
Please do

Clicking submit creates a **Government Gateway Number**.

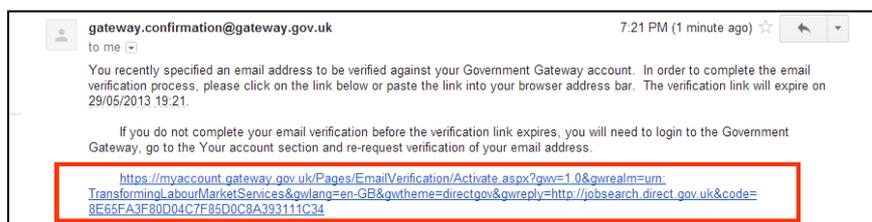You will need this number to login to your Universal Jobmatch account.

Keep it safe along with your other details.

Government Gateway

xxx xxx xxx xxx

Before accessing your Universal Jobmatch account you need to **verify your details by logging in to your email account** and **opening the email from Government Gateway.**
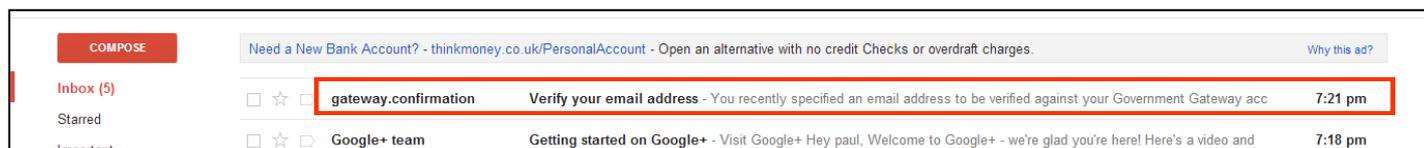
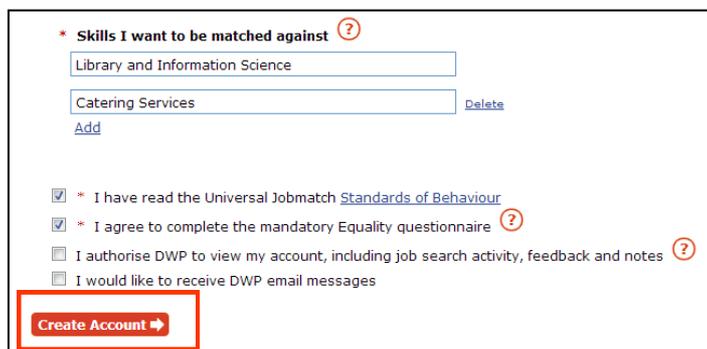Click on the **verification link** in the email.

Clicking on this link takes you to an **Email verification successful page**. Click on the **OK** button. Clicking this will automatically log you into Universal Jobmatch.

Next you are required to add **more personal details** to the **Profile section**.

Further down the page you will be asked to add job skills that you want to be matched against. You need to **add at least one skill.** Also you will be asked to:

- Confirm you have read Universal Jobmatch Standards of Behaviour. Click on the blue link with the same name to read.
- Agree to complete the mandatory Equality questionnaire.
- Agree to authorise DWP to view your account including job search activity, feedback and notes.
- Indicate whether you would like to receive emails from DWP.

Click on **Create Account.**