### Register for Universal Jobmatch



## 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.

## Click on the Log in to Universal Jobmatch link

Find a job with Universal Jobmatch - GOV.UK

https://www.gov.uk/jobsearch 👻

Registration. Register with **Universal Jobmatch** for services like saved job searches, uploading a CV, email alerts and keeping track of your past applications.

# Find a job with Universal Jobmatch

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

Click on the **Register** link.

#### Universal Jobmatch

Login

New user?	<u>Register</u>	
Log in usir	ig 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 confirm your email address. A description o	ned your email address, you will f the verification process is avail	be sent an email able in the 'Your
*Email address wigandiglit@gmail.com		
*Confirm email address	wigandiglit@gmail.com	
Password must: • contain 8-12 letters <b>and</b> numb- • contain at least one number ar • not contain the word 'password	ers Id one letter d'	
Enter a password ••••••		
Confirm password	•••••	
Cancel Submit		



Government Gateway

XXX XXX XXX XXX

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.

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.** 

COMPOSE	COMPOSE Need a New Bank Account? - thinkmoney.co.uk/PersonalAccount - Open an alternative with no credit Checks or overdraft charges. Why this ac			Why this ad?
Inbox (5)		gateway.confirmation	Verify your email address - You recently specified an email address to be verified against your Government Gateway acc	7:21 pm
Starred		Google+ team	Getting started on Google+ - Visit Google+ Hey paul, Welcome to Google+ - we're glad you're here! Here's a video and	7:18 pm

Click on the verification link in the email.

+	gateway.confirmation@gateway.gov.uk 7:21 PM (1 minute ago) 🏠 🔦 💌
	You recently specified an email address to be verified against your Government Gateway account. In order to complete the email verification process, please click on the link below or paste the link into your browser address bar. The verification link will expire on 29/05/2013 19:21.
	If you do not complete your email verification before the verification link expires, you will need to login to the Government Gateway, go to the Your account section and re-request verification of your email address.
	https://myaccount.gateway.gov.uk/Pages/EmailVerification/Activate.aspx?gvv=1.0&gvrealm=urn; TransformingLabourMarketSenices&gvlang=en-GB&gvtheme=directgov&gvreply=http://jobsearch.direct.gov.uk&code= 8E65FA3F80D04C7F85D0C8A393111C34
_	
E	mail verification successful
_	

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.

*	Skills I want to be matched against ?				
	Library and Information Science				
	Catering Services	Delete			
	Add				
1	* I have read the Universal Jobmatch Standards of Bel	naviour			
1	🗹 * I agree to complete the mandatory Equality questionnaire ?				
	🔲 I authorise DWP to view my account, including job search activity, feedback and notes 🕐				
	I would like to receive DWP email messages				
Crea	te Account 🌩				

Click on Create Account.