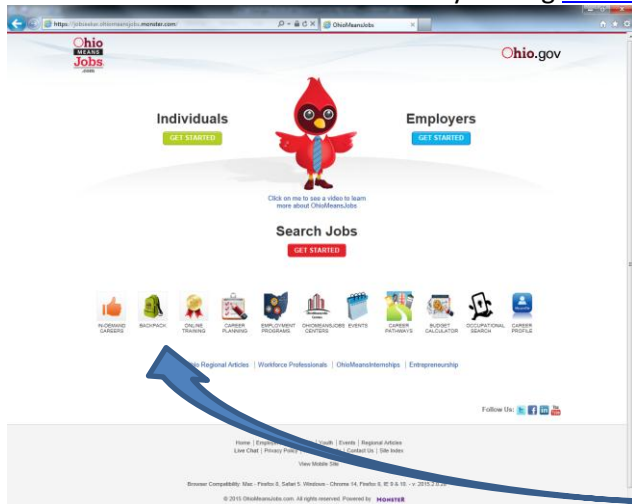


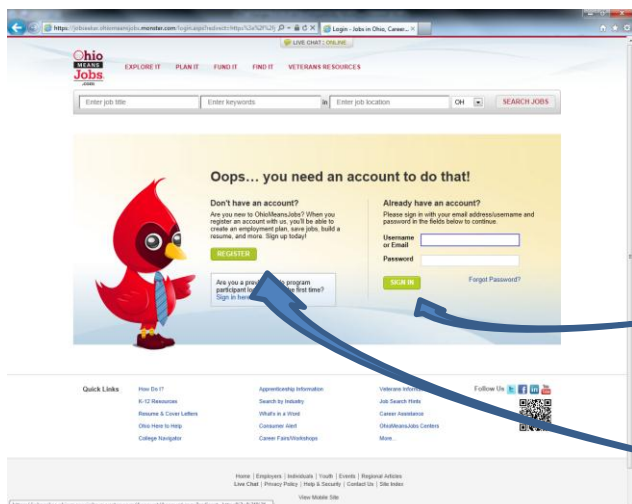
Ohio Means Jobs Registration Instructions:

Access the OhioMeansJobs website by visiting [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) (type into browser address bar)



You will now need to log into your OMJ account (or create an account) to access your OMJ Backpack. There are several ways to do this, below is one method:

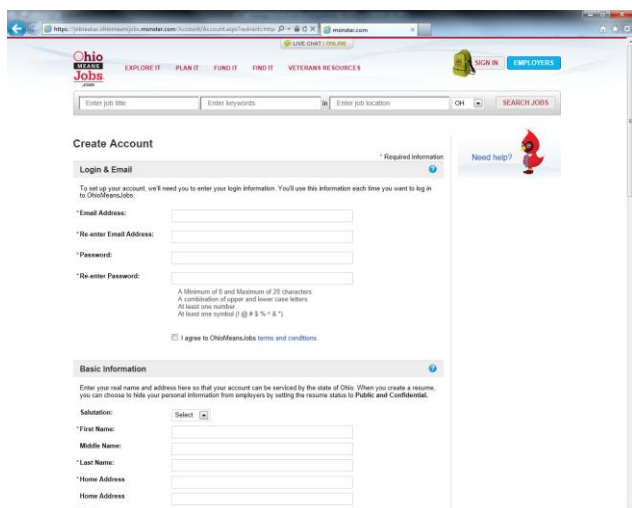
Simply click on the green Backpack icon, and it will take you to the screen below.



If you already have an OMJ account, Sign in to your existing account by clicking here.

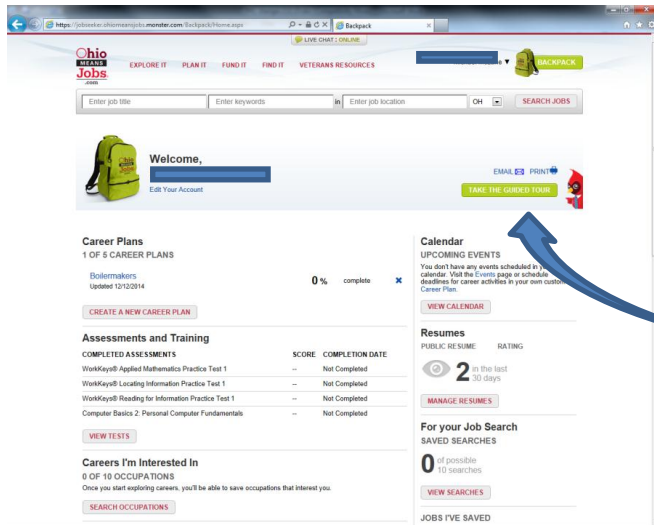
OR

If you do not have an account, register for one by clicking here. Make sure to use your LEGAL NAME, otherwise your caseworker will be unable to verify your activities.



If this is your first time logging in you will need an email account to proceed.

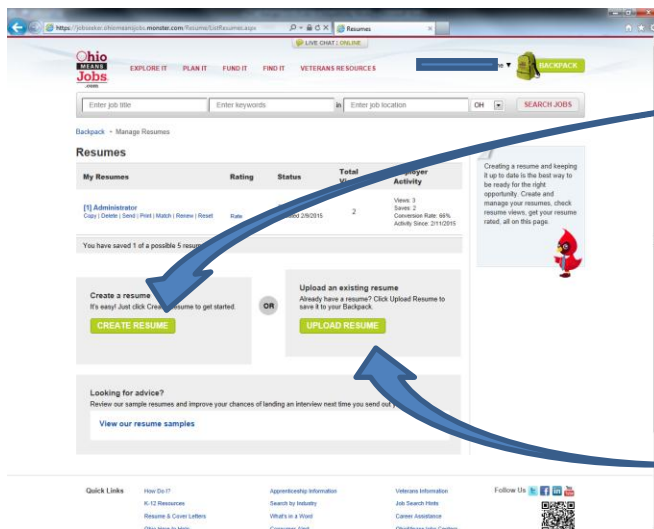
Free Email accounts can be obtained through various providers such as: [www.yahoo.com](http://www.yahoo.com) or [www.gmail.com](http://www.gmail.com)



Once logged in, (using your LEGAL NAME) open your backpack to track and view your OMJ activities.

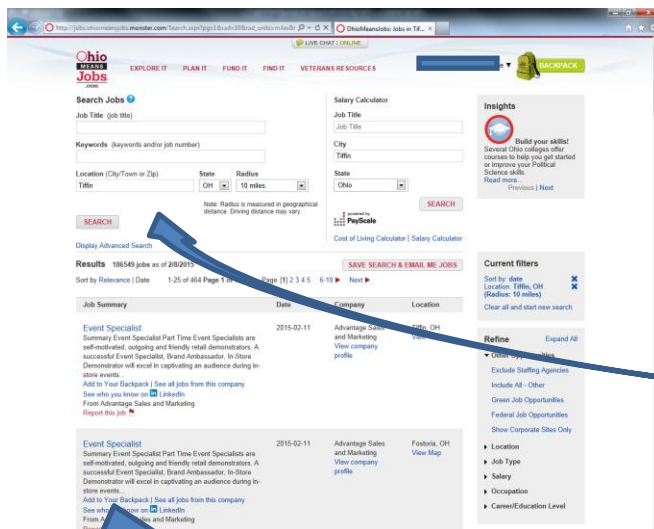
Click here to take a Guided Tour of OMJ.

Click here to manage resumes. This is where you will go to create/upload your resume.



Click here to create a new resume:

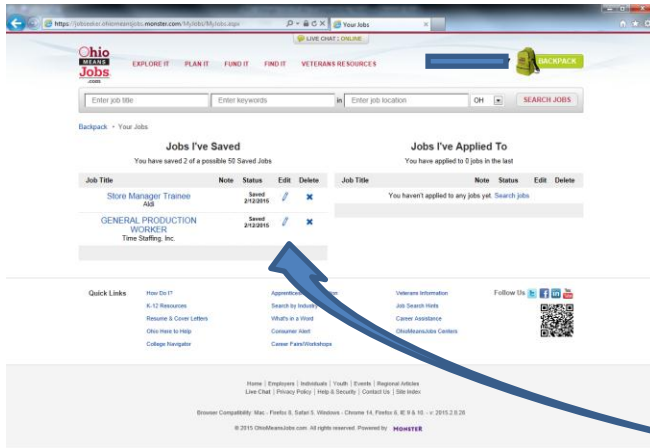
Click here to upload an existing resume:



Click the "Search Jobs" icon at the top right of any OMJ page and you will be directed to this Search Jobs page. From here you can search thousands of active job listings in your area.

Narrow your search by entering Filters such as Keywords and location.

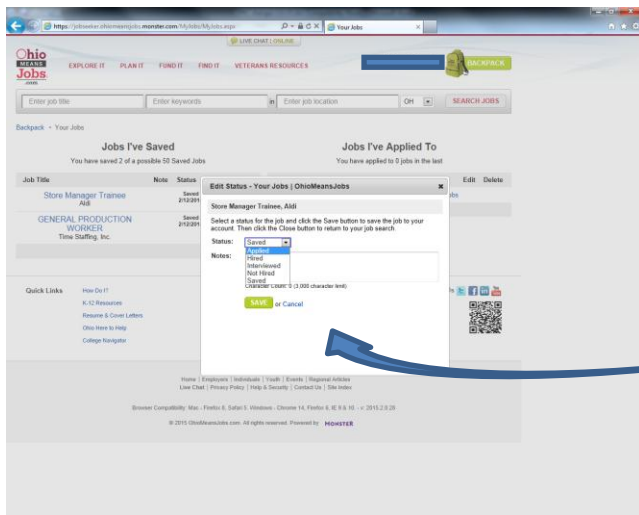
Add jobs to your backpack by clicking "Add to your Backpack"



From your backpack, click on “Jobs I’ve Saved” to view jobs you have added to your backpack.

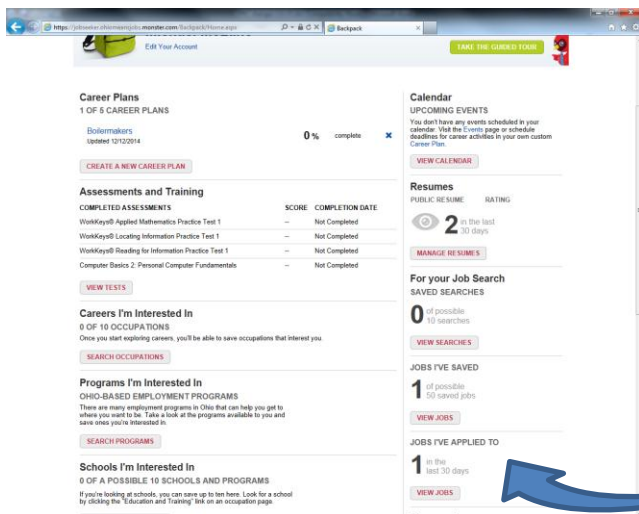
Each job listing is unique and may require very specific application instructions. Be sure to follow the employers specific application instructions.

After you have submitted your application, click here to “edit”.



After clicking “edit” a new box will appear for you to indicate “Applied”.

Then click “Save”



Now when you view your backpack, it will indicate how many jobs you’ve applied for during the last 30 days.

To comply with your Food Assistance Work Activity requirements, you must complete the following assignments:

- 1<sup>st</sup> Assignment: 2 weeks Job Search (Includes OhioMeansJobs.com Registration, OMJ Resume Upload, and 20 job application submissions (10 must be through the OMJ portal). Participant must use their legal name for OMJ registration, otherwise ESW will be unable to verify your OMJ activities.
- 2<sup>nd</sup> Assignment: 2 additional weeks Job Search (Includes an additional 20 job application submissions (10 must be through the OMJ portal).
- 3<sup>rd</sup> Assignment: Participant is assigned to a Worksite (WEP).

**You are responsible for providing verifications of your Assignment Completions.** You must provide Completed Job Search Logs to your Employment Services Worker (ESW) following each of your completed assignments by the due date. If verification is not received from you, then your Food Assistance case will be referred for possible sanction.

In order for your OMJ Activities to be verified, you must use your **LEGAL NAME** for your OMJ Registration. Otherwise your ESW will be unable to verify any of your completed activities from our database. To ensure verification is received please contact your ESW directly. You may also choose to simply **PRINT** or **EMAIL** your OMJ Backpack to your ESW.

- If you **PRINT**, be sure to return it to our office timely.
- If you **EMAIL**, be sure to send it to your Employment Services Worker's email address.

