

## **Ohio Means Jobs Registration Instructions:**

Access the OhioMeansJobs website by visiting <u>www.ohiomeansjobs.com</u> (type into browser address bar)







Create Accou	Int			
Login & Email			0	
To set up your accoun indicated.	, we'll need you to enter your legin information.	. You'll use this information each time you want to log in to OhioMeansJobs. Al	I fields are mandatory unless otherwise	
	Email Address	Roonter Email Addross		
	Password	Re-enter Password		If this is your first time logging in you winneed an email account to proceed.
Ingree to thisMomsales torms and cenditions.				Free Email accounts can be obtained
Basic Information O			Θ	
Entor ya Informa	ur real name and address here so that your acc tion from employers by setting the resume stat Salutation (Optional) Soluct v	oount can be serviced by the state of Chio. When you create a resume, you ca us to Active and Confidentiat.	in choose to hide your personal	www.yahoo.com or www.gmail.com
	First Name Middle Name (Optional)			

















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

- 1st 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.
- 2nd 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 SNAP 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 Profile 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.

