

Accessing NCWorks Online – Visit: NCWorks.gov

How to Create a New Account - Go to NCWorks.gov

- In upper right- hand area of the screen is the login and password prompt
- Click on “**not registered**” (to register, you must know your social security number and have an email account)
- Under Option 3 – Create a User Account Choose “Individual”
- For complete access to NCWorks choose “**comprehensive registration**”
- Create a Username and Password that you will remember
- Password **must** contain:
 - 8-18 characters,
 - an **uppercase letter**,
 - a **lowercase letter**,
 - a **1 number**, and
 - a **special character (! @#\$%^&*)**
 - Examples: John1988#
 - Nurse2020\$
- Go through the registration information screens and enter your information (anything with an * must be answered to continue)
- Be sure to enter your **Background Information** in your personal profile

Password Reset - Go to NCWorks.gov

- In the upper right- hand area of the screen is the login and password prompt
- Enter your username and password in this section
 - **Username:** _____
 - **Password:** your temporary password is **Password1@**
 - Once logged in, you will enter your name, social security number information, and be prompted to create a new password (choose one that you can remember)
 - **Security Question:** you will be asked to choose a security question and answer in case you forget your password later.
 - Once you have logged in you will use your new password for future log-in attempts

Next Steps: Complete Resume Builder and Conduct Job Search

- **Resume:** Job seekers have the option to either upload an existing résumé or utilize the Résumé Builder wizard, which allows users to create a structured résumé to search and apply for jobs.
- **Job Search:** conduct a job search by clicking on the “Job Search” tab on the left-hand side of the screen. The computer defaults to a statewide search for North Carolina; to specify your search click on “area” and change to a more localized area such as county or zip code
- Clicking on the tabs above the quick search page, one can specify job search criteria such as type of job, salary, education, etc.