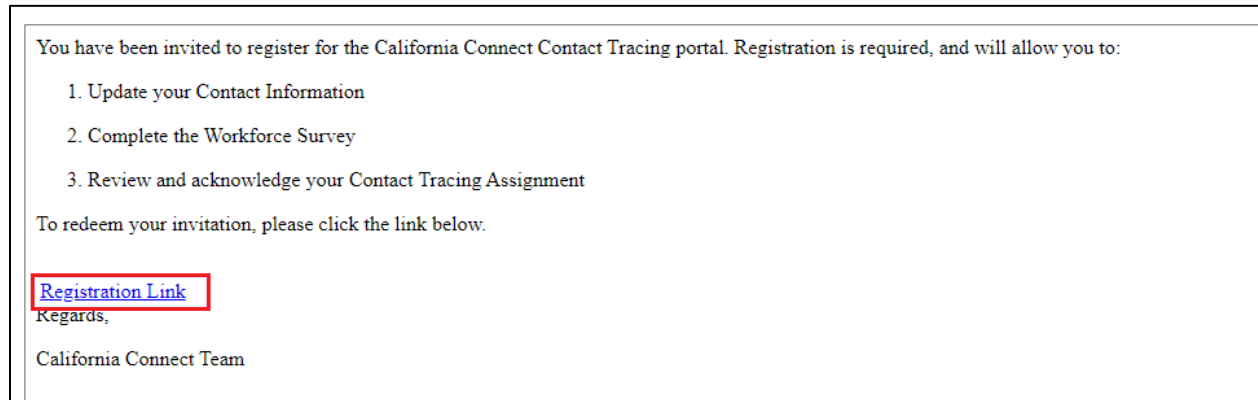




How to Register on the California Connected Portal for Redirected Staff

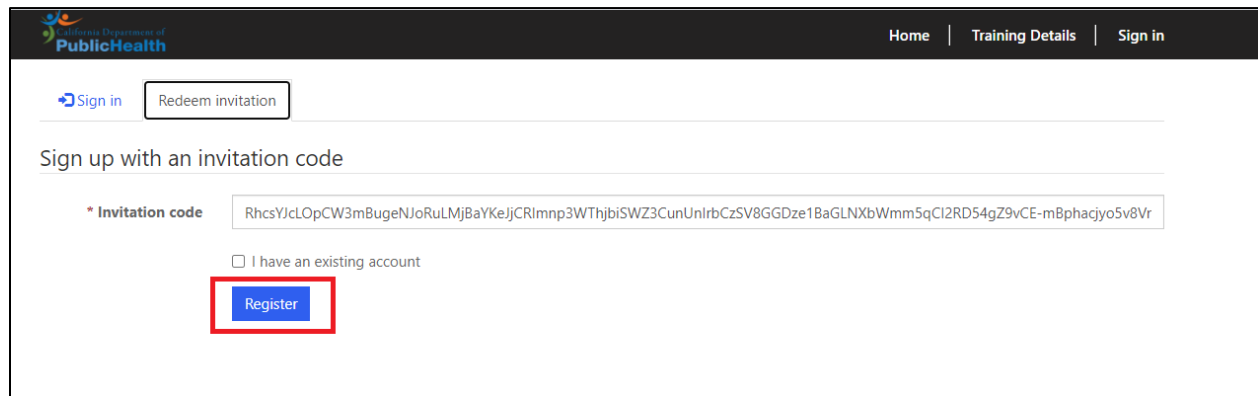
Step 1: Click on registration link in invitation email

- Once registered in Workforce Management Directory, you will receive an email with an invitation to register in the California Connected Portal.
- Click the blue “Registration Link” in the invitation email.
- Clicking the hyperlink in the invitation email will redirect to the California Connected Portal's registration page.



Step 2: Sign up with an invitation code

- Once redirected to the California Connected Portal from the previous step, you will see an auto-populated invitation code.
- Click the blue “Register” button located below the invitation code.
- **Note:** If you are new to the California Connected Portal, do not check the check box “I have an existing account” prior to clicking on the blue “Register” button.



Step 3: Create your username and password

- Clicking the 'Register' button on the invitation page will redirect you to the Register for a new local account page.
 - Create a username and password
 - **Remember:** passwords are case sensitive (CAT is different than cat)
1. Confirm the auto-populated email is correct, in the 'Email' data field.

Register for a new local account

* Email

* Username

* Password

* Confirm password

2. Create a username in the 'Username' data field.

Register for a new local account

* Email

* Username

* Password

* Confirm password

3. Create a password in the 'Password' data field.

Register for a new local account

* Email

* Username

* Password

* Confirm password

4. Retype your newly created password in the 'Confirm password' data field.

Register for a new local account

* Email

* Username

* Password

* Confirm password



5. Click the blue 'Register' button below the 'Confirm' password data field.


Register for a new local account

* Email	<input type="text" value="test@test.com"/>
* Username	<input type="text" value="tester123"/>
* Password	<input type="password" value="....."/>
* Confirm password	<input type="password" value="....."/>

Step 3: Validate and update information on your profile

- Validate and/or update any information on your profile in the appropriate data fields.
- Click the blue “Update” button to save your changes.

Profile

 test test

Profile

Security

Change password

Your information

First Name *
test

Last Name *
test

E-mail
test@test.com

Business Phone

Email Address 2 (If you used a different e-mail for training registration)

Other Telephone

Department
Administrative Law, Office of

How may we contact you? Select all that apply.

Email

Fax

Phone

Mail

Update