

With CareerOneStop... You've Got the Power!

CareerOneStop is...

- Your source for employment information and inspiration
- The place to manage your career
- Your pathway to career success
- Tools to help job seekers, students, businesses and career professionals
- Sponsored by the U.S. Department of Labor

This free, pre-recorded webinar will provide you with an overview of CareerOneStop and mySkills myFuture. You will learn to use this powerful tool when serving clients.

Your Instructor:

Reginna Ford is a Workforce Information Specialist employed by the Labor & Economic Analysis Division of the NC Department of Commerce.

**FREE, Pre-Recorded
Webinar**

Registration Required

Register online at

www.ncworkforcetraining.com



REGISTRATION INSTRUCTIONS

FIRST TIME USERS

1. Go to www.ncworkforcetraining.com.
2. Click on **New Students Click Here**.
3. Complete ALL profile information.
4. Enter Security Image Code, click **Submit**.
5. A confirmation email with your User ID and password will be sent upon approval.
6. Return to www.ncworkforcetraining.com, enter User ID/Password, click **Login**.
7. Click **Enroll in Courses/Events**.
8. Select your course, click **Enroll**, request special needs, and click **Submit**.
9. You will receive an enrollment confirmation via email.

RETURNING USERS

1. Go to www.ncworkforcetraining.com.
2. Enter your User ID and Password, click **Login**.
3. First time users will be prompted to set up a security question and answer.
4. Click **Enroll in Courses/Events**.
5. Select your course, click **Enroll**, request special needs, and click **Submit**.
6. You will receive an enrollment confirmation via email.



Do you have questions or need help with registration? Call the Training Center at 919-814-0399 or email wtdc@nccommerce.com.

*Equal Opportunity Employer Program.
Auxiliary aids and services available upon request to individuals with disabilities.*



REGISTRATION GUIDELINES

REGISTRATION: You must register online at least **48 hours prior to the start** of a workshop, training class, or other special event. Confirmation of registration, with site specifics and directions, will be provided to each registrant via email one week prior to the session.

PAYMENT: Payment must be made by check or money order **payable to the NC Department of Commerce / Workforce**. The name(s) of participants must be included on the check. Register online immediately to reserve your seat; however, payment must be received prior to the start date of the training.

TRAINING SESSION CANCELLATION: We reserve the right to cancel or postpone training based on insufficient registrations or other unforeseen circumstances. If you choose not to reschedule to an alternate date, site, or topic that is currently available, registration fees will be refunded. Please allow six weeks for refunds to be processed.

CANCELLATIONS AND SUBSTITUTIONS: To cancel a registration, email wtdc@nccommerce.com. **Registrants who do not attend the session and fail to cancel more than 48 hours prior to the session will be expected to pay the full registration fee.** Substitution of an attendee requires an explanatory email along with online registration from the substitute.

TRAINING LOCATIONS AND TIMES: Events are offered on a regional basis in an effort to make training accessible to our customers. Sessions are scheduled each day from 9:00 a.m. to 4:00 p.m., with sign-in at 8:30 a.m. unless otherwise specified in the announcement.

SPECIAL NEEDS: Every effort will be made to accommodate reasonable requests for special learning or dietary needs. Please include special needs requests when you register online. We cannot guarantee provisions for special needs unless notified at least two weeks in advance of training.

LODGING: A list of convenient hotels is available at www.ncworkforcetraining.com/Lodging.aspx.