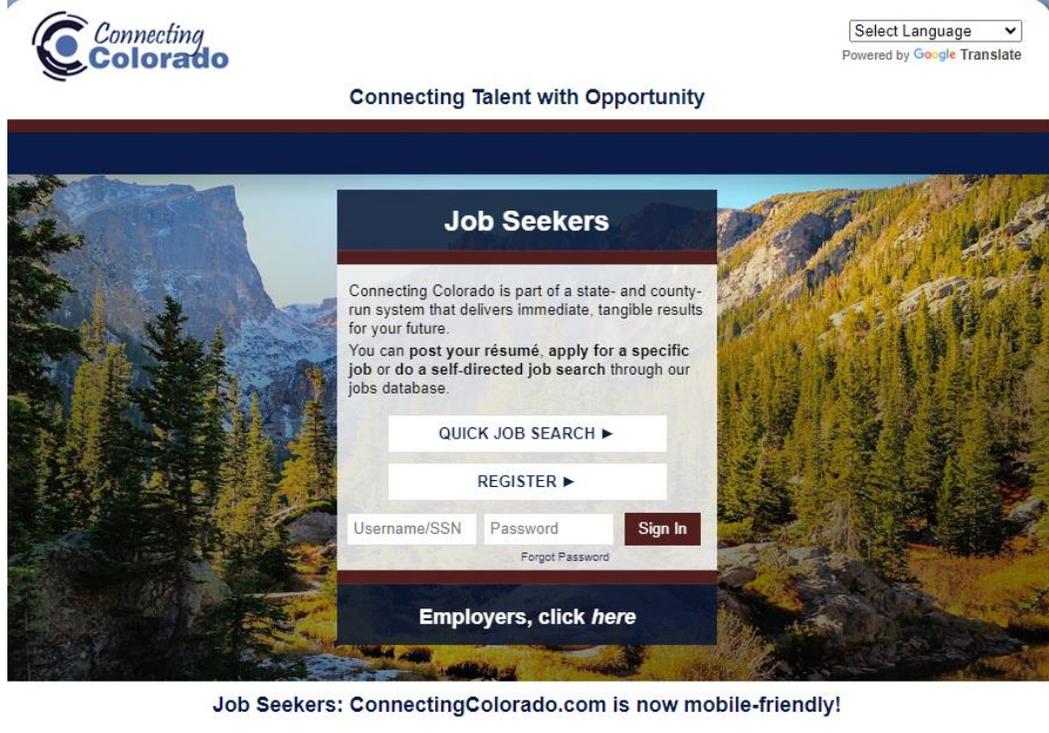


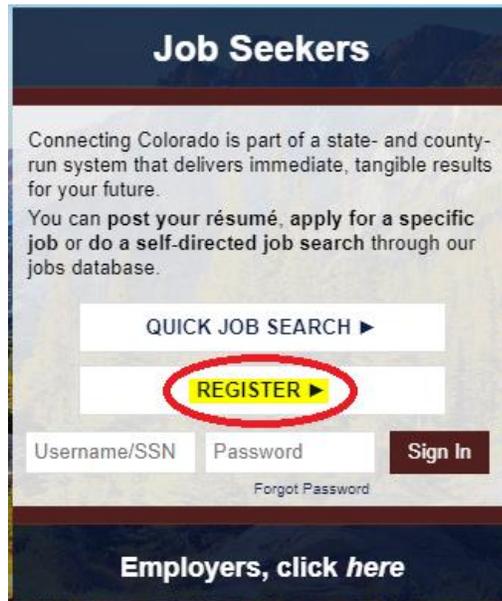
How to register with Connecting Colorado

Go To <https://connectingcolorado.com>



Job Seekers: ConnectingColorado.com is now mobile-friendly!

1. Click on Register:



How to register with Connecting Colorado

2. Fill out the “New Profile” page that comes up:

New Profile Settings

Log-In Information

Social Security Number:

Re-Type Social Security Number: (no dashes)

Password:

Re-Type Password:

Identity Verification Security Questions & Answers

Security Question 1:

Answer to Security Question 1:

Security Question 2:

Note: Password requirements

Please create a password that you will remember and that contains the following:

- A minimum of 8 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number

Scroll to the bottom of the page. You must select “Menu of Job Titles” to continue. Pick the closest to the industry you are looking for. “Save Profile Settings”.

Job Preferences

Where are you willing to work?

1st Choice:

2nd Choice:

Select Type of Work Being Sought: [Menu of Job Titles](#)
 Assemblers and Fabricators, All Other

Last page will read Your Equal Employment Opportunity Rights.

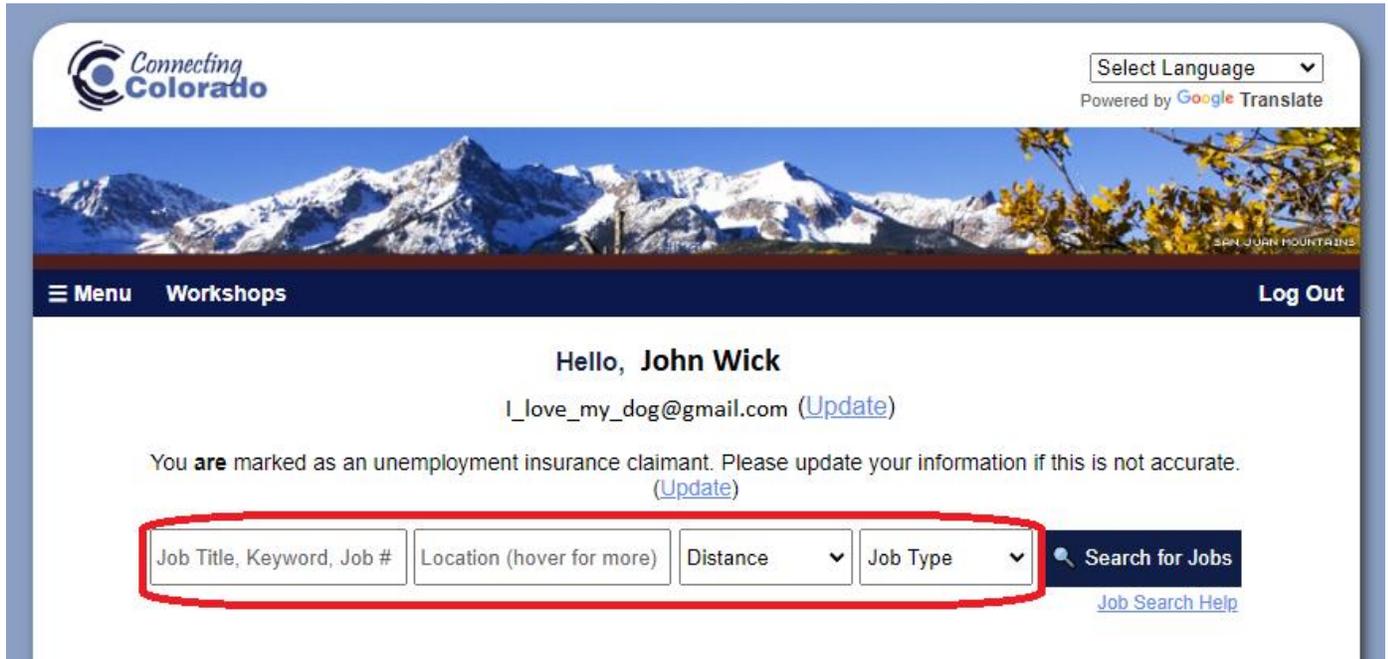
Your Equal Employment Opportunity Rights

Please read and then click on the “I Understand” button at the bottom.

Scroll to the bottom and select I Understand

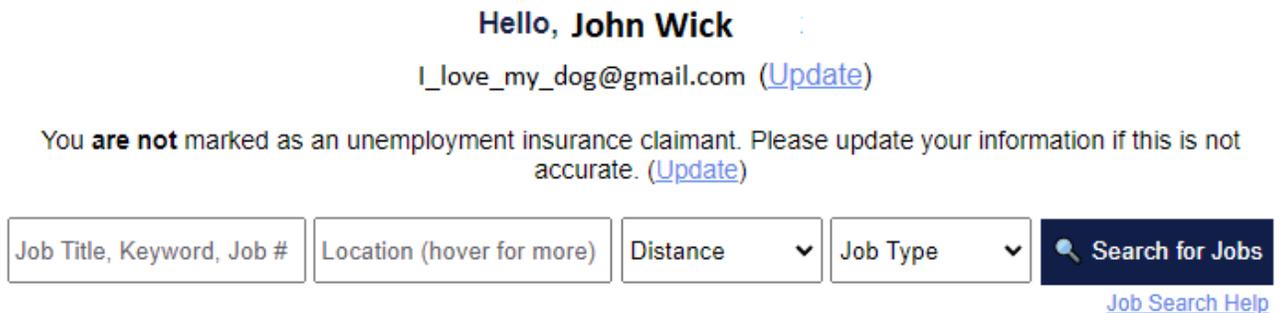
How to register with Connecting Colorado

3. You are now registered and ready to search our job database! Type in the search fields to find results that match your criteria. The less specific you are, the more results you will receive. The Home page look as shown below:



The screenshot shows the Connecting Colorado website interface. At the top left is the logo. At the top right is a 'Select Language' dropdown menu and 'Powered by Google Translate'. Below the header is a banner image of snow-capped mountains. A dark blue navigation bar contains 'Menu', 'Workshops', and 'Log Out'. The main content area displays a personalized greeting: 'Hello, John Wick' followed by the email 'I_love_my_dog@gmail.com' and an '(Update)' link. Below this, a message states: 'You **are** marked as an unemployment insurance claimant. Please update your information if this is not accurate.' with an '(Update)' link. A search bar is highlighted with a red rectangle, containing four input fields: 'Job Title, Keyword, Job #', 'Location (hover for more)', 'Distance' with a dropdown arrow, and 'Job Type' with a dropdown arrow. To the right of the search bar is a 'Search for Jobs' button and a 'Job Search Help' link.

4. If you are registering because of an unemployment claim, make sure to update your account correctly to be considered “work registered” with Unemployment. Click on (Update) as shown below. As a reminder, your account will automatically deactivate work registered status after 2 months of not logging in. Update by clicking the blue update link:



The screenshot shows the Connecting Colorado website interface. At the top is the logo. Below the header is a banner image of snow-capped mountains. A dark blue navigation bar contains 'Menu', 'Workshops', and 'Log Out'. The main content area displays a personalized greeting: 'Hello, John Wick' followed by the email 'I_love_my_dog@gmail.com' and an '(Update)' link. Below this, a message states: 'You **are not** marked as an unemployment insurance claimant. Please update your information if this is not accurate.' with an '(Update)' link. A search bar is visible, containing four input fields: 'Job Title, Keyword, Job #', 'Location (hover for more)', 'Distance' with a dropdown arrow, and 'Job Type' with a dropdown arrow. To the right of the search bar is a 'Search for Jobs' button and a 'Job Search Help' link.

For assistance, please call our office for any questions or concerns with your connectingcolorado.com account!

Larimer County Economic and Workforce Development: (970) 498-6000