

**STEP 1: BEFORE YOU BEGIN**

- Obtain a Token from the correctional facility's librarian or O.N.E.-STOP staff.
- Think of a Password that is 8 to 20 characters long, with upper and lower case letters and at least one number and one symbol: !, #, %, \$,), (, ?.
- Know your Social Security Number. You will need it in Step 6.

STEP 2: CREATE NEW ACCOUNT

- Click the OhioMeansJobs logo on the Ohio Reentry Connections main page.
- In the upper right corner of the Ohio Reentry Connections welcome page, click on Create Account/Login.

Home | My Career | **Create Account/Login**

- On the Login page, click Create Account button at the bottom of the page:

Create Account

STEP 3: ENTER CONTACT INFORMATION

- Enter your **First Name** and **Last Name**.
- Enter your **Release Date**. This account will transfer to OhioMeansJobs.com on the release date and will no longer be available inside the facility. Therefore, add a few days to your actual planned release date so if your release is delayed, you will have time to log in and update the release date.
- Select the **Assigned Institution** where you are incarcerated.
- For **Post Release Address** and **Primary Phone**, enter accurate contact details so potential employers can reach you. You may use the institution's address for now but must update this before your release. If you have no phone, you may want to use the phone number of a trusted family member or friend.

STEP 4: SET UP USERNAME AND PASSWORD

- Create a **Username** you will remember. Many institutions use a formula such as Last Name + Inmate ID so it will be easy to recall.
- Enter the **Password** you thought of in Step 1. Then re-enter it.
- Choose a **Security Question** that not many people know about you, such as the name of your first pet or father's middle name.
- Enter the **Security Answer**. Then re-enter it. You will need to remember this answer and exactly how you spelled it to be able to reset or change your password when necessary.
- Enter the Token code that you obtained in Step 1.

STEP 5: ENTER GENERAL INFO

- Select your **Gender** or select *Decline to Identify*.
- Select your **Ethnicity** or select *Decline to Identify*.
- Select your **Native or Primary Language**.
- Select the highest **Education Level** you've completed.
- Identify whether you are a **U. S. Citizen** or not.
- Select whether you have any **Military Service** or your spouse served in the military, or select *None*.
- Click the Create Account button: **Create Account**
- Any errors you made will be listed, such as leaving a required field blank. Fix the problems, then click Create Account again. Repeat until it works.

STEP 6: ENTER IDENTIFYING INFORMATION

- Enter your **Social Security Number**. Then re-enter it.
- Enter your **Date of Birth**. We need this identifying information to track how many people found jobs to prove that these services are helpful.
- Click the Create Account button: **Create Account**



STEP 7: BEGIN RESUME ENTRY

- From the My Career tab, click the *Create your resume* link, or
- Go to the Resume tab and click the *Build Online* button.

When the Create a Resume page appears, enter a **Resume Title**.

STEP 8: ENTER WORK EXPERIENCE

- Enter the details of your most recent job, which may include work inside the correctional facility, a volunteer position, community service, or hosting an inmate group.
- If you do not have work experience, talk to staff about how to get some.
- Enter the **Company Name**, **City**, **State**, **Country**, your **Job Title**, and your best guess on the **Company Industry**.
- Enter the **Start Date** when you began the job and the end or **Discharge Date**.
- **Describe this work experience**, focusing on your skills, accomplishments, and examples of responsibility and successful problem-solving. Remember to include plenty of keywords that an employer in this industry would search for. Ask someone who is good at spelling to check what you wrote.

STEP 9: ENTER EDUCATION

- In the **Degree/Level** box, select the highest level of education you completed or are currently pursuing.
- In addition to traditional schooling, education also includes apprenticeship and certificate programs, vocational training, and efforts to earn a license.
- Enter the **School/Program Name**, **City/Town**, **State**, and **Country**.
- Enter the **Start Date** and **End Date**, which may be a future date if the training is still in progress.
- In the **Related Information** box, list any industry certifications or licenses you earned, which many employers will search for.

STEP 10: DESCRIBE YOUR TARGET JOB

Describe the nature of work you are seeking. We recommend the following:

Job Type: Employee

Job Status: Check all the boxes

Desired Salary/Wage: Leave this blank. It will only limit you.

- Enter two **Job Titles** you are seeking to work in and the **Years of Relevant Experience** in each job, if you have any.
- In the **Industry** box, click on up to 10 industries you would like to work in.
- In the **Occupation** box, either search using the Quick Find box, or click on the occupational groups in the larger box to select up to 5 occupations.
- Under **Target Job Locations**, pick a region in Ohio or other states. Then click Add Location.
- Click the Create button to save your information.
- If you left any required fields blank, a small red exclamation point (!) will appear next to that section. Fill in the missing information and click the Create button again.

Add Location

Create

STEP 11: ENTER ADDITIONAL INFORMATION

On the next screen, describe when you are willing to work. We recommend:

- **What shifts:** Click all the boxes to demonstrate your flexibility.
- **I am willing to work overtime:** Yes
- **I am willing to work weekends:** Yes

STEP 12: MAKE YOUR RESUME VISIBLE TO EMPLOYERS

When you are within 90 days of the Release Date entered in Step 3:

- Click on View/Edit under the resume you wish to make visible.
- Next to **RESUME STATUS**, click Edit.
- Select **Public** and click the Update button.

Update