

## Creating (New User) Participant Base Record

1.	From the <b>Commonwealth Workforce Development System (CWDS)</b> homepage: Click on <b><u>New user?</u></b>
2.	Select the radio button (circle) next to <b>Individual Seeking Services</b> , on the <b>User Enrollment</b> page.
3.	Press the <b>Continue</b> button.
4.	Enter all <u>required</u> information in the <b>Individual Information</b> section of the <b>Individual Identifying Information</b> page:  <b>First Name</b> <b>Last Name</b> <b>Last 4 digits of your SSN (Social Security Number)</b> <b>Date of Birth</b>
5.	Press the <b>Continue</b> button.
6.	Verify the information in the <b>Individual Name</b> section displays correctly.
7.	Enter all <u>required</u> information into the <b>Individual Personal Information, Contact Information</b> , and <b>Other Information</b> sections. (Only those marked with an * are required.)
8.	Press the <b>Save And Continue</b> button.
9.	Enter all <u>required</u> information in the <b>Account Information</b> section of the <b>Create User Account</b> page:  <b>Keystone ID</b> <b>Password</b> <b>Confirm Password</b> <b>Hint Question</b> <b>Hint Answer</b> <b>Confirm Hint Answer</b>
10.	Press the <b>Save And Continue</b> button.
11.	<u>Write down</u> or <u>print out</u> your <b>Participant ID Number</b> from the <b>New Participant Confirmation</b> page.
12.	Your <b>Participant Base Record</b> has now been created.
13.	Enter your <b>Keystone ID</b> and <b>Password</b> into the <b>Keystone Key</b> login box.  Press the <b>Login</b> button.
14.	On this page you will view the <b>Civil Rights Statement</b> .  Press the <b>Print</b> button, if you choose to keep a copy for your records.

15.	<p><b>Decision:</b> Based on the action you are trying to complete, select one of the following:</p> <ul style="list-style-type: none"> <li>• If you choose to acknowledge the <b>Civil Rights Statement</b>, Go to step 16.</li> <li>• If you do not choose to acknowledge the <b>Civil Rights Statement</b>, Go to step 17.</li> </ul>
16.	Select the check box next to the <b>I have read and understood the above statement</b> option.
17.	Press the <b>Save And Continue</b> button.
18.	<p><b>Decision:</b> Based on the action you are trying to complete, select one of the following:</p> <ul style="list-style-type: none"> <li>• If you choose to create a <b>Program Referral</b>, Go to step 19.</li> <li>• If you do not choose to create a <b>Program Referral</b>, Go to step 23.</li> </ul>
19.	Choose the <b>Programs</b> that you want assistance with under the <b>Programs</b> section of the <b>Create Program Referral</b> page.
20.	Press the <b>Refer To Program</b> button on the <b>Create Program Referral</b> page.
21.	<p>You are now at the <b>Participant Home Page</b> of the CWDS website.</p> <p>From here you can continue to create your <b>Participant Profile</b>, set your <b>Job Preferences</b>, create <b>Program Referrals</b>, <b>Search for Events</b>, create <b>Resume</b> and view <b>Employer services</b> and <b>Provider services</b>.</p>
22.	<b>End of Procedure.</b> Remaining steps apply to other paths.
23.	Press the <b>Skip</b> button on the <b>Create Program Referral</b> page.
24.	<p>You are now at the <b>Participant Home Page</b> of the CWDS website.</p> <p>From here you can continue to create your <b>Participant Profile</b>, set your <b>Job Preferences</b>, create <b>Program Referrals</b>, <b>Search for Events</b>, create <b>Resume</b> and view <b>Employer services</b> and <b>Provider services</b>.</p>
25.	<b>End of Procedure.</b>