

## How to Enroll an Existing CareerLink User in CWDS

1.	<p>From the <b>CWDS Home Page</b>:</p> <ul style="list-style-type: none"> <li>• Press the <b>Existing PA CareerLink User Login Page</b> hyperlink (in red), on the <b>CWDS Home Page</b>. (Can be found in the lower right hand side of page, below keystone login.)</li> </ul>
2.	<p>Enter all required information into the following fields on <b>Existing PA CareerLink User Login Page</b> :</p> <ul style="list-style-type: none"> <li>• <b>PA CareerLink Username</b></li> <li>• <b>PA CareerLink Password</b></li> <li>• <b>Job Seeker</b> value as the <b>User Type</b></li> </ul>
3.	Press <b>Login</b> button.
4.	Edit all <u>required</u> information into the <b>Individual Personal Information, Contact Information, and Other Information</b> sections on <b>Edit Individual Basic Information</b> page.
5.	Press the <b>Save And Continue</b> button.
6.	<p>Enter all <u>required</u> information in the <b>Account Information</b> section of the <b>Create User Account</b> page.</p> <p><b>Keystone ID</b> <b>Password</b> <b>Confirm Password</b> <b>Hint Question</b> <b>Hint Answer</b> <b>Confirm Hint Answer</b></p>
7.	Press the <b>Save And Continue</b> button.
8.	<u>Write down</u> or <u>print</u> out your <b>CWDS Keystone ID</b> from the <b>User Confirmation</b> page.
9.	Your <b>Participant Base Record</b> has now been created.
10.	<p>Enter your <b>Keystone ID</b> and <b>Password</b> into the <b>Keystone Key</b> login box.</p> <p>Press the <b>Login</b> button.</p>
11.	<p>On this page you will view the <b>Civil Rights Statement</b>.</p> <p>Press the <b>Print</b> button, if you choose to keep a copy for your records.</p>

12.	Select the check box next to the <b>I have read and understood the above statement:</b> option.
13.	Press the <b>Save And Continue</b> button.
14.	<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 16</li> <li>• If you do not choose to create a <b>Program Referral</b>, Go to step 18</li> </ul>
15.	Choose the <b>Programs</b> that you want assistance with under the <b>Programs</b> section of the <b>Create Program Referral</b> page and press the <b>Refer to Program</b> button.
16.	<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>, and <b>Search for Events</b> and from <b>Employers</b> and <b>Providers</b>.</p>
17.	<b>End of Procedure.</b> Remaining steps apply to other paths.
18.	Press the <b>Skip</b> button on the <b>Create Program Referral</b> page.
19.	<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> and view <b>Employer Services</b> and <b>Provider Services</b>.</p>
20.	<b>End of Procedure</b>