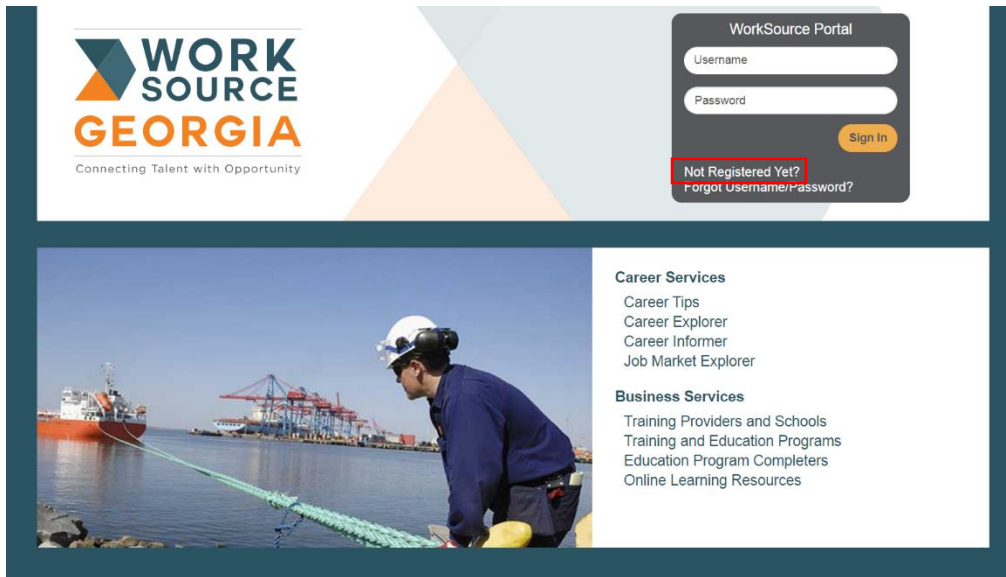


Middle Georgia Consortium, Inc.
Georgia Work Ready Online Participant Portal Registration
www.workreadyga.org

1. Click on the **Not Registered** link below Username to create a new account.



2. Under Option 2 – Create a User Account, click on the **Individual** link.

If you have not previously registered, please click one of the links under *Create a User Account* to create a new User ID. To view Worksource Georgia Portal with limited access, click the *Guest Access* link. In the *Already Registered* section, the username and password are required for login.

For help click the information icon next to each section.

Option 1 - Already Registered

User Name:

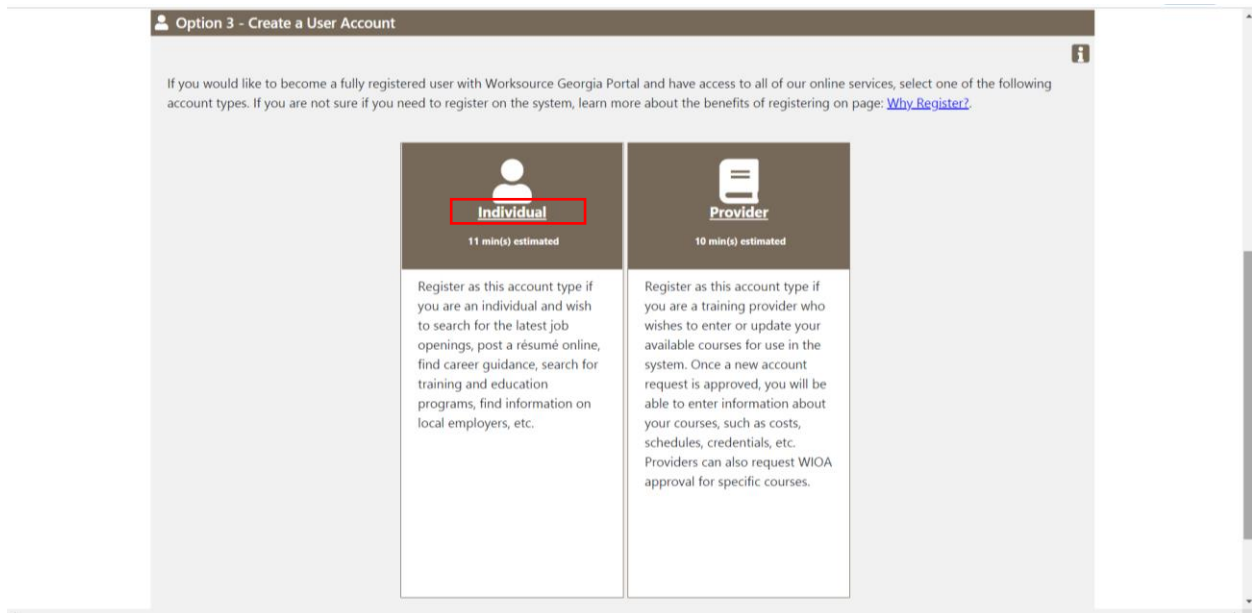
Password:

[Sign In](#)

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

Option 2 - Try Us Out

If you would like to view Worksource Georgia Portal as a visitor to see what services are available, please click [Guest Access](#).



3. Fill out the following information under the **Login Information, Social Security Number, Primary Location Information and Demographic Information** bracket.

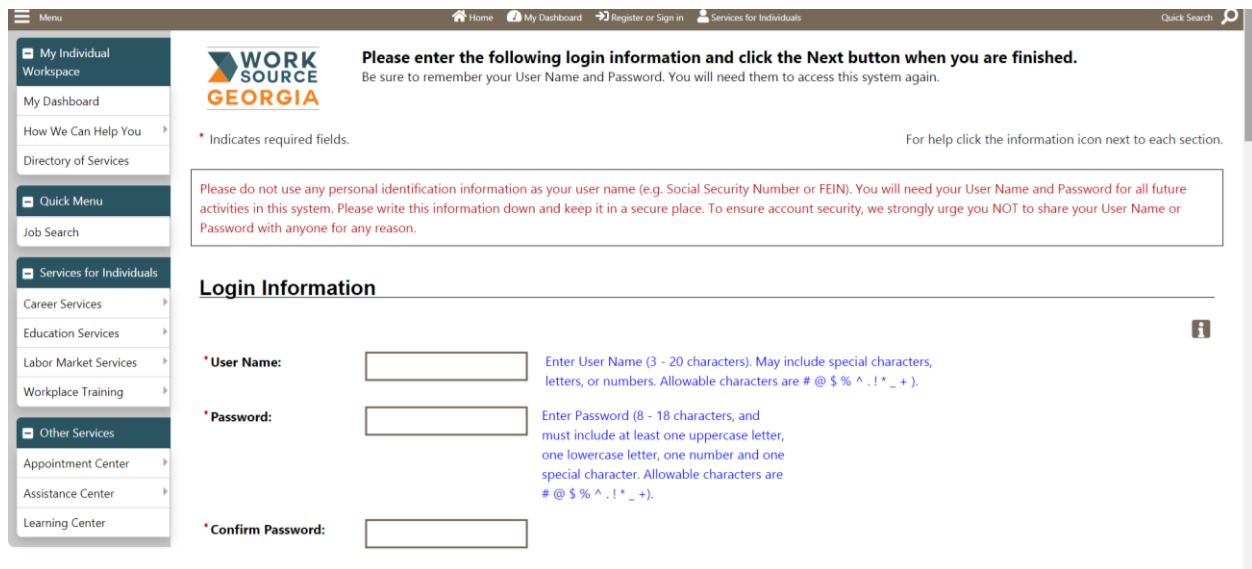
(**User Name** needs to be entered as the first letter of your first name, full last name, and last four digits of social security number.)

Example:

Name: George Washington


Social Security Number: 123-45-6789

User Name: GWASHINGTON6789



Menu Home My Dashboard Register or Sign in Services for Individuals Quick Search

* Security Question: None Selected

* Security Question Response: 
Special characters are not allowed.

Social Security Number

* Social Security Number (SSN):
Do not enter dashes (for example, 999001111)

* Re-enter Social Security Number:

Primary Location Information

* Country: United States

* Please enter your zip code: [Find zip code](#)

* Are you authorized to work in the United Yes No

Menu Home My Dashboard Register or Sign in Services for Individuals Quick Search


E-mail Address

Primary E-mail:
[Create E-mail Account](#)
[Read Our E-mail Security Policy](#)

Confirm Primary E-mail Address:

You may be contacted regarding events and job openings using this email address. Your email address will not be shared with others.

Demographic Information

* Date of Birth:  (MM/DD/YYYY)

Age:

* Gender: Female Male I do not wish to answer.

(Email address will be verified. If you do not have an email address, click on the link to [Create E-mail Account](#) to create a new email).

Menu Home My Dashboard Register or Sign in Services for Individuals Quick Search


Age:

* Gender: Female Male I do not wish to answer.

* Have you registered with the Selective Service?

[Selective Services web site](#)

The Field Below is Case Sensitive



[Generate New Image](#)
[Get Audio Code](#)

Type the code from the image

If you are a male and have not registered with the Selective Service, please click on the “Selective Service website” link to connect you to the Selective Service Online Registration site.

4. Enter your information.

Menu Home My Dashboard Register or Sign in Services for Individuals Quick Search

My Individual Workspace
My Dashboard
How We Can Help You
Directory of Services

Quick Menu
Job Search

Services for Individuals
Career Services
Education Services
Labor Market Services
Workplace Training

Other Services
Appointment Center
Assistance Center
Learning Center

WORK SOURCE GEORGIA

Please enter the following contact information and click the Next button when you are finished.

Indicates required fields. For help click the information icon.

Name

* First Name:

Middle Initial:

* Last Name:

Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved.
19 0

5. Go through the series of filling out **all** the following information:

a. Residential Area/Mailing Address

The screenshot shows the 'Residential Address' form in the Work Source Georgia system. The page header includes a navigation menu on the left and a top bar with 'Home', 'My Dashboard', 'Register or Sign in', and 'Services for Individuals'. The main heading is 'Residential Address' with a sub-heading 'Please enter the following information below and click the Next button when you are finished.' Below the heading, there is a note: '* Indicates required fields.' and a help icon. The form contains the following fields: 'Are you homeless?' with radio buttons for 'Yes' and 'No' (where 'No' is selected); 'Address Line 1' and 'Address Line 2' text boxes; 'Zip Code' text box with a 'Find zip code' link; 'City' text box; 'State' dropdown menu (currently 'None Selected'); and 'Country' dropdown menu (currently 'United States').

The screenshot shows the 'Mailing Address' form in the Work Source Georgia system. The page header is similar to the previous form. The main heading is 'Mailing Address' with a sub-heading 'Please enter the following information below and click the Next button when you are finished.' Below the heading, there is a note: '* Indicates required fields.' and a help icon. The form contains the following fields: a checkbox labeled 'Use residential address' which is unchecked; 'Address Line 1' and 'Address Line 2' text boxes; 'Zip Code' text box with a 'Find zip code' link; 'City' text box; 'State' dropdown menu (currently 'None Selected'); and 'Country' dropdown menu (currently 'United States'). At the bottom of the form, there are three orange buttons: '<< Back', 'Next >>', and 'Return to Home'.

b. Phone Numbers

Menu Home My Dashboard Register or Sign in Services for Individuals Quick Search

How We Can Help You Directory of Services

Quick Menu Job Search

Services for Individuals Career Services Education Services Labor Market Services Workplace Training

Other Services Appointment Center Assistance Center Learning Center

Indicates required fields. For help click the information icon next to each section.

Phone Numbers

* Primary Phone: - - Ext:

* Primary Phone Type:

Alternate Phone: - - Ext:

Alternate Phone Type:

Text Message Cell Phone Number: - -

Only certain communications can be sent via text message. Normal text messaging rates apply. Other important notices, including some regarding unemployment benefits, will NOT be sent via text message.

Fax: - -

<< Back Next >>

Return to Home

c. Preferred Notification Method & Site Access

Menu Home My Dashboard Register or Sign in Services for Individuals Quick Search

How We Can Help You Directory of Services

Quick Menu Job Search

Services for Individuals Career Services Education Services Labor Market Services Workplace Training

Other Services Appointment Center Assistance Center Learning Center

Indicates required fields. For help click the information icon next to each section.

Preferred Notification Method

* Please select a method in which you prefer to receive your notifications:

Site Access

* From where are you accessing this website?

How did you hear about this website?

<< Back Next >>

Return to Home

d. Citizenship & Disability

The screenshot shows a web form titled "Citizenship & Disability". At the top, there is a navigation bar with "Home", "My Dashboard", "Register or Sign in", and "Services for Individuals". A search bar is on the right. A left sidebar contains a "Menu" with categories: "How We Can Help You", "Quick Menu", "Services for Individuals", and "Other Services".

The main content area has a header with a red asterisk indicating a required field and an information icon. Below this is the "Citizenship" section with a dropdown menu currently set to "None Selected".

The "Disability" section includes a paragraph of text: "Providing this information is optional and refusal to provide disability information will not subject you to any adverse treatment. Information regarding your disability status will be kept confidential as provided by law and will be used only in accordance with the law. Please note that for some programs, the information is needed to determine eligibility. Note too that you may be eligible for additional support services and programs if you have a disability." Below this text are three radio button options: "Yes, I have a disability I wish to disclose.", "No, I do not have a disability.", and "I do not wish to answer." At the bottom of the form are two orange buttons: "<< Back" and "Next >>".

e. Education Information

The screenshot shows a web form titled "Education Information" in the WorkSource Georgia system. The navigation bar and sidebar are similar to the previous form. The main content area features the WorkSource Georgia logo and a heading "Please enter the following information below and click the Next button when you are finished." followed by a red asterisk and an information icon.

The "Education Information" section contains two dropdown menus. The first is labeled "Your Highest Education Level Achieved:" and is set to "None Selected". Below it is a blue note: "If you have a High School Diploma or High School Equivalency Diploma, please select the appropriate value of High School Diploma or High School Equivalency Diploma." The second dropdown menu is labeled "Are you attending school?" and is also set to "None Selected".

At the bottom of the form are three orange buttons: "<< Back", "Next >>", and "Return to Home".

f. Employment Information

Menu Home My Dashboard Register or Sign in Services for Individuals Quick Search

My Individual Workspace
My Dashboard
How We Can Help You
Directory of Services

Quick Menu
Job Search

Services for Individuals
Career Services
Education Services
Labor Market Services
Workplace Training

Other Services
Appointment Center
Assistance Center
Learning Center

WORK SOURCE GEORGIA

Please enter the following information below and click the Next button when you are finished.

Indicates required fields. For help click the information icon.

Employment Information

* **Current Employment Status:**

* **Type of business worked in:**

* **Unemployment Eligibility Status?**

* **Are you currently looking for work?** Yes No

* **Have you been affected by the COVID-19 Pandemic?** Yes No

Do you have any related licenses or certifications? Yes No

Menu Home My Dashboard Register or Sign in Services for Individuals Quick Search

Learning Center

Do you have any related licenses or certifications?

Within the last 12 months, have you received a notice of termination or layoff from your job or received documentation that you are separating from military service?

Yes, I have recently received a notice of termination, layoff or military separation.
 No, I have not recently received a notice of termination, layoff or military separation.

Farmworker Information

The following questions do not pertain to work performed on a family farm, ranch, beekeeping, food processing or food manufacturing operation owned by yourself or close relatives.

* **Have you worked as a farmworker in the last 12 months?** Yes No

<< Back Next >>

Return to Home

Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved.

6. Under **Desired Job**, enter your desired job title. As entering the job title, you may see a list of suggested occupations based on what you entered. If you see an occupation that matches, select it.

The screenshot shows the 'Job Title' section of the Work Source Georgia registration process. At the top, there is a navigation bar with 'Home', 'My Dashboard', 'Register or Sign in', and 'Services for Individuals'. A sidebar on the left contains a 'Menu' with categories: 'My Individual Workspace' (My Dashboard, How We Can Help You, Directory of Services), 'Quick Menu' (Job Search), 'Services for Individuals' (Career Services, Education Services, Labor Market Services, Workplace Training), and 'Other Services' (Appointment Center, Assistance Center, Learning Center). The main content area features the Work Source Georgia logo and a prompt: 'Please enter the following information below and click the Next button when you are finished.' Below this, a note states 'Indicates required fields.' and a help icon with the text 'For help click the information icon.' The 'Job Title' section has a heading and a sub-heading 'What is your desired job title?' followed by an empty text input field. A blue note below the field reads: 'Your desired job and occupation titles can be changed at any time after registration.' The 'Job Occupation' section is partially visible below, with a heading and a sub-heading 'Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or you can search for an occupation using the search link.'

This screenshot shows the 'Job Occupation' section of the registration process. It includes the same navigation bar and sidebar as the previous screenshot. The 'Job Occupation' section has a heading and a sub-heading: 'Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or you can search for an occupation using the search link.' Below this, there is a 'Suggested occupation(s):' label and a dropdown menu currently showing 'None Selected'. A red-bordered link labeled '[Search for an occupation]' is positioned below the dropdown. Underneath, there are labels for 'Occupation Title:' and 'Occupation Code:'. At the bottom of the section, there are three orange buttons: '<< Back', 'Next >>', and 'Return to Home'. The footer of the page contains the text: 'Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved.'

(If you cannot find an accurate occupation, or if it's empty, click the *Search for an occupation* link)

7. Please select all that apply under **Ethnic Origin**.

Menu Home My Dashboard Register or Sign in Services for Individuals Quick Search

My Individual Workspace
My Dashboard
How We Can Help You
Directory of Services

Quick Menu

Services for Individuals
Career Services
Education Services
Labor Market Services
Workplace Training

Other Services
Appointment Center
Assistance Center
Learning Center

WORK SOURCE GEORGIA

Please enter the following information below and click the Next button when you are finished.

Indicates required fields. For help click the information icon.

Ethnic Origin

* Are you of Hispanic or Latino heritage? Yes No I do not wish to answer.

* Race - Please check all that apply:

- African American/Black
- American Indian/Alaskan Native
- Asian
- Hawaiian/Other Pacific Islander
- White
- I do not wish to answer.

Language

Do you have limited proficiency in speaking, Yes No

Menu Home My Dashboard Register or Sign in Services for Individuals Quick Search

Labor Market Services
Workplace Training

Other Services
Appointment Center
Assistance Center
Learning Center

American Indian/Alaskan Native
Asian
Hawaiian/Other Pacific Islander
White
I do not wish to answer.

Language

Do you have limited proficiency in speaking, writing, reading, or understanding English? Yes No

or

Do you have difficulty in speaking, writing, reading, or understanding English?

<< Back Next >>

Return to Home

9. Select either yes or no under Military Service and click **Finish**.

The screenshot shows the 'Military Service' section of the Worksource Georgia portal. The page title is 'Military Service'. Below the title, there is a paragraph: 'Veterans and their spouses may be entitled to State and Federal Benefits. Please answer the following questions.' There are three questions, each with 'Yes' and 'No' radio button options:

- * Are you currently in the military, a veteran or the spouse of a veteran? Yes No
- * Are you a caregiver who is a spouse or family member to a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? Yes No
- * Are you a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? Yes No

Below these questions is another question: 'Are you a current member of the Georgia National Guard?' with Yes and No options.

At the bottom of the form, there are two orange buttons: '<< Back' and 'Finish'.

8. This completes your online application! Please click on the “**My Individual Workspace**” tab on the left to start your career search.

The screenshot shows the 'My Individual Workspace' page on the Worksource Georgia portal. The page title is 'Please review the options available to you below to continue.' The Worksource Georgia logo is visible in the top left. The main heading is 'What would you like to do next?'. Below this heading, there is a paragraph: 'Thank you for registering with the Worksource Georgia Portal. If you are in need of employment and training services as a result of a COVID-19 hardship, please go to https://tcsgeu/worksource/covid-19-employment-training-assistance/ website to complete the remaining steps.' Below this paragraph, there is a section titled 'Other Resources Available' with a sub-heading 'You may wish to look at other resources available on this site by clicking one of the links below.' There are two links: 'Career Services' and 'Assistance Center'. At the bottom of the page, there is a footer with various links: 'Services', 'Portfolio', 'Site Map', 'Site Search', 'Page Preferences', 'Feedback', 'Assistance', 'Privacy Statement', 'Disclaimer', 'Terms of Use', 'Accessibility', 'Recommended Settings', 'EEO', 'Protect Yourself', 'About this Site', 'Contact Us', 'Home', and 'Sign Out'. The copyright notice at the bottom reads: 'Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved.'

9. You have successfully set up your Georgia Work Ready Online Participant Portal account!

The screenshot displays the Georgia Work Ready Online Participant Portal dashboard. At the top, there is a navigation bar with links for Home, My Dashboard, Sign Out, and Services for Individuals, along with a Quick Search icon. On the left side, a vertical menu lists various sections: My Individual Workspace (containing My Dashboard, How We Can Help You, Directory of Services, and My Resources), Quick Menu (containing My Portfolio), Services for Individuals (containing Career Services, Education Services, Labor Market Services, and Workplace Training), and Other Services (containing Appointment Center, Assistance Center, and Learning Center). The main content area features the Work Source Georgia logo and a welcome message: "Welcome to My Individual Workspace. View your Personal Profile and Contact Information. This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you." Below this, there are tabs for My Dashboard, How We Can Help You, Directory of Services, and My Resources. A large video player is active, showing two men in business attire looking at a laptop in a server room. The video title is "Explore a Career Change" and the text overlay reads: "We can show you occupations that are in demand that might be of interest to you based on your profile." Below the video player, there are three service preview cards: "Career Explorer" (with a subtext "Learn what career or type of job best suits"), "Financial Services" (with a subtext "More Financial Services"), and "Community Services And Benefits" (with a subtext "Programs and Services").