

## Virtual OneStop (VOS) Quick Reference – Individual User

### Logging In

If you don't have an account:

- Click the [Start here](#) or [Click here](#) links.
- Click [Register](#), click [Individual](#).
- Create a unique user ID and password.
- Create a hint to remember your password.
- Fill in required (\*) fields.

If you have an account:

- Enter your user ID and password.
- Click **Sign In** button.
- If you forgot your password, use the [Click here](#) link on the home page to log in.
- Click [Forgot Password](#).

### Settings and Themes

VOS settings control its appearance and behavior. To determine settings, click **Settings** at the bottom of most screens. This window appears. →

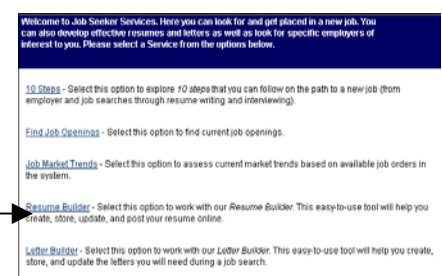


VOS includes multiple “themes” or appearances. You can select a theme from the Settings page to fit your Internet or intranet connection and system use.



**Web Theme** – Includes graphics for typical system users. Best for average Internet or intranet connections.

**Text Theme** – For users who prefer no graphics or want maximum Internet or intranet performance.



### Individual Services

**Career Services** – Research occupations and new jobs, analyze your skills.

**Job Seeker Services** – Create a resume or cover letter. Use the Virtual Recruiter to create a job search that runs automatically.

**Education Services** – Locate training resources and find training providers.

**Labor Market Services** – View information about state or local labor markets.

**Veteran Services** – Find benefits for veterans and their dependents.

**Unemployment Services** – View information about unemployment compensation programs.

**Community Services** – Find information about community services available to you and determine your eligibility.

**Financial Services** – Use budgeting tools for your current situation, for training, and potential transitions.

**Youth and Senior Services** – Find youth career and job information. Find nutrition, health, and well-being information for seniors.

### How Do Employers Find You in VOS?

When employers look for candidates in VOS, they search for two things:

- Skill sets that match those needed for their open positions.
- Resumes that match their open positions.

To get employers' attention, concentrate on developing your skill set and creating your best resume. **To create your skill set, click Career Services> Analyze Skills.**

**To create a resume, click Job Seeker Services>Resume Builder.** For information about creating an effective resume, click **Job Seeker Services>10 Steps.**

## **Virtual OneStop (VOS) Quick Reference – Individual User**

### **Important Things You Can Do In VOS**

- **Look for a Job** – Click Job Seeker Services>Find Job Openings.
- **List Your Skills** – Click Career Services>Analyze Skills.
- **Create a Resume** – Click Job Seeker Services>Resume Builder.
- **Create a Cover Letter** – Click Job Seeker Services>Letter Builder.
- **Create a Job Search that Reports Openings to You** – Click Job Seeker Services>Virtual Recruiter.
- **Review Your Account Information** – Click My OneStop Profile>Personal Profile.
- **Change Your Password** – Click My OneStop Profile>Personal Profile.
- **Change Your Contact Information** – Click My OneStop Profile>Personal Profile.
- **Send a Message to Your Case Worker** – Click Message Center>Messages.
- **Create an Appointment** – Click Message Center>Appointments.

### **Using Your Profile**

**Personal Profile** – Contains your contact information and other personal information. Contains the following folders:

- **Contact Information** – Contains information required for account set-up, contact information, and account information.
- **Background** – Lists your job history, education, skills, and other information used in resumes. Click the **Background Wizard** button to help you complete your resume.
- **Activities** – Contains questions directing you to activities that will assist you in your job search.
- **Memo** – Area where you may store notes or tasks you want to accomplish.

**Employment Plan Profile** – Contains your resume, letters, and job searches. Contains the following folders:

- **Resumes** – Contains the resumes you have created and allows you to create new resumes.
- **Letters** – Contains the letters you have created. Allows you to create new cover, follow-up, and acceptance letters.
- **Online Application** – Contains an employment application with your information.
- **Virtual Recruiter** – Contains the job search agents you have created to find a job.

**Search History Profile** – Lists information you have found about occupations, training programs, and employers, along with job listings you have researched. Contains the following folders:

- **Occupations** – Lists occupations you have researched. Allows you to research new occupations.
- **Programs** – Lists training programs you have researched. Allows you to research new programs.
- **Employers** – Allows you to research, store, and retrieve information about employers of interest.
- **Jobs** – Lists the job listings you have searched for and allows you to access information about them.