

Tips for Using CWDS On-line

- ✓ You can use your username and password from the former PA CareerLink website to set up a new ID and access your file
- ✓ To log into the system for the first time, follow the directions below:
 1. Create a unique Keystone ID (6 to 10 alphanumeric characters).
 2. Create a unique password (7 characters minimum) and confirm. Password may neither contain the Keystone ID, nor any part of the user's full name. Password must contain characters from at least (3) of the following four (4) categories:
 - a. UPPERCASE letters
 - b. lowercase letters
 - c. Numbers (0-9)
 - d. Non-alphanumeric characters (!<@#\$, etc.)
- ✓ Remember that the system is **very case sensitive**; there is a difference between a capital "A" and a lower case "a".
- ✓ Read all instructions at each step.
- ✓ Use the tab key to move to the next information block.
- ✓ The scroll bar, a vertical band with up and down arrows on the right edge of the screen, provides quick movement up and down the screens.
- ✓ Do not use spaces or dashes when entering your social security number.
- ✓ Do not use the "BACK" button located at upper left corner of the screen.
- ✓ When putting dates on the CWDS system use the following format: MM/DD/YYYY (01/10/**2006**).
- ✓ You need to know your Participant ID; see the Help Desk in the Career Resource Center if you need help.
- ✓ You must complete all information marked with a red dot.
- ✓ Full enrollment consists of resume and job preferences.
- ✓ When applying on-line, click on "Apply Now" and then select from the "Resume List" which resume you want to send and click on "Select Resume". You will then get a "Confirmation" which lets you know that you have successfully applied for this job.
- ✓ To access CWDS on future visits, type your "Keystone ID" and "Password", click on "LOGIN".
- ✓ **Do not** change any settings on our CRC computers!
- ✓ **Always ask staff for help when you need it!**

*To maintain a professional atmosphere, no children will be allowed in the Resource Center.
Food and beverages are not permitted at any time.*



**1601 Union Boulevard
Allentown, PA 18109
610-437-5627
TTY: 610-821-6760
Monday through Friday
8:00 AM to 4:30 PM**

Career Resource Center Hours
Monday, Tuesday, Thursday, & Friday
8:30 AM to 4:00 PM
Wednesday
10:30 AM to 7:00 PM

Introduction to Services Sessions
(Please report 15 minutes before the start of your session)
Monday & Tuesday - 9:00 AM and 1:00 PM
Wednesday - 5:30 PM
Thursday - 1:00 PM
Friday - 9:00 AM

Introducción a Servicios en Español
Viernes - 10:30 AM

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program

What is CareerLink Lehigh Valley?

PA CareerLink Lehigh Valley is an employment center that connects employers with qualified job seekers.

How can PA CareerLink help me in my job search?

The Career Resource Center (CRC) is equipped with phones, computers, fax machine, photocopier, newspapers, career exploration and labor market information and reference materials to meet your job search needs.

Workshops are offered on basic computer/internet operations, career exploration, decision making, job and labor market information, resume preparation, and credit reports. Contact the CRC greeter's desk for scheduled times and registration.

Specialized software including Mavis Beacon Teaches Typing, Choices CT, and WinWay Resume Writer are available for your use.

Enroll in PA CareerLink computerized system to create an on-line resume, search for jobs and access a variety of employment and training information. This process takes approximately one hour to complete.

Where can I use the CWDS on-line system?

You can use the computers located in our Career Resource Center (CRC) or you can access the CWDS web site at www.cwds.state.pa.us from any personal computer connected to the Internet.

What if I don't know how to use a computer?

You can attend a "how-to" session to learn the basic computer skills needed to complete your Participant Enrollment and use the CWDS system.

On-Line "Services for Individuals" Section on CWDS

Create CWDS Profile

Complete the short registration form and create your own account enabling you to:

- Building a Resume(s)
- Search and apply for job openings
- Update account as needed

Browse Jobs

Search and view current job openings. To apply for a job you must have a resume on the CWDS website and be a US citizen, a permanent resident alien, or be authorized to work in the United States.

Pennsylvania CareerLinked Employers

View businesses' profiles, web sites, and job openings. You must be logged in to view and apply for a job.

Programs and Services

View information about various agency services, including contact information for convenient service locations throughout Pennsylvania. These resources are intended to help you find and apply for all the services you may be eligible to receive.

View and Sign Up for Events

View a list of events sponsored through the CWDS web site. Many of the events are for the general public and do not require registration.

Certified TAA/WIA Training Programs/Providers List

View listing of Occupational Training Programs/Providers that have been approved through the Federal Workforce Investment Act (WIA). You will be able to view detailed information about each Training Provider as well as the occupational training courses they can offer to you.

COMPASS

Commonwealth of Pennsylvania Access to Social Services. This web site allows you to learn more about, screen for, apply for, and renew various Social Services offered by the Commonwealth of Pennsylvania.

View Labor Market Information

Visit the PA Work Stats web site to access labor market information on wage data by industry and occupation, current and future employment trends, school-to-work transitioning information, and more.