

CWDS LOGIN INSTRUCTIONS FOR PARTICIPANT

www.cwds.state.pa.us

For the Participant who knows his PA CareerLink Username and Password:

- Click on “Existing PA CareerLink User Login Page,” the red link above the PA CareerLink logo on the right side of the page
- Enter your PA CareerLink Username and Password, select “User Type”; press “Login”
- On the “Edit Individual Basic Information Screen,” review/update your information from the PA CareerLink system
- Press “Save and Continue,” which will take you to the “Create User Account” page
- Follow the directions to create your Keystone ID and Password; press “Save and Continue”
- This page displays your **Participant ID** number. Enter your Keystone ID and Password to log into the system.
- Keep your Participant ID number for future access to the system in the event you forget your Password

For the Participant who does not know his PA CareerLink Username and Password:

- Click on “Existing PA CareerLink User Login Page,” the red link above the PA CareerLink logo on the right side of the page
- Click on “Go to the Individual Identifying Information Page” link near the bottom of the page
- Type in the required fields (Salutation, Name, SSN, and Date of Birth); press “Continue”
- Enter your **Participant ID** number. If you need your Participant ID number, call a PA CareerLink staff person at 610-437-5627, Ext. 521, to retrieve your Participant ID by providing him with your Social Security Number
- Enter it on the “Participant Identifier Screen”; press “Continue”
- Follow the directions to create your Keystone ID and Password
- Complete the mandatory fields; press “Continue”
- Print this page or write down your Participant ID on your wallet card
- Log into the system using your newly created Keystone ID and Password

For the Participant who forgot his CWDS Password, but remembers his Keystone ID and the answer to the Hint Question:

- Press “Forgot Your Password?” under the Keystone Key
- Click the radio button in front of “Individual Seeking Services,” and answer “Yes” to “Do you remember your Keystone ID and Hint Question?”
- Enter your Keystone ID; press “Submit”
- Enter the answer to your Hint Question; press “Submit”
- Follow the instructions on how to create your new Password
- If your Password creation was successful, press “Continue” to return to the CWDS Home Page
- Log in with your Keystone ID and new Password

For the Participant who lost or forgot his CWDS Keystone ID, Password, and Participant ID:

- Press “Forgot Your Password?” under the Keystone Key
- Click the radio button in front of “Individual Seeking Services” and answer “No” to “Do you remember your Keystone ID and Hint Question?”
- Enter your identifying information
- Please call a PA CareerLink staff at 610-437-5627, Ext. 521, to retrieve your **Participant ID** by providing him with your Social Security Number
- On the “Enter Participant Identifier” screen, enter your **Participant ID** number.
- Follow the directions to create a new Password and Hint Question; press “Save and Continue”
- The system then routes you to the “Individual Services” page, where you may log in or select other services