Welcome to MontanaWorks

Through this portal, you will be able to access your custom **Workforce Integrated Profile Page** that will provide real time information on job matches, labor market information, Unemployment claim status and communication Job Service Montana staff.

Let's get started!

1. If you are a new to Montana Job services, you will need to create a new account. If you previously had an account on Jobs.mt.gov, you will need to create a MontanaWorks account. Click on the "Create New Account" link above the Username field.

2. You will be asked to enter some basic information to begin your registration:

3. Next, you will be asked to select a question from a drop down list and provide an answer. You will need to know the answer to the question if we ever need to confirm your identity. The answers are not case sensitive, but spaces and punctuation do count. For example, if your answer is "Great Falls", it would match on "great falls", but not "greatfalls" or " great falls.". Be careful not to put extra spaces in your answers. Pick answers that you will remember.

Question 1*

--Select One--

--Select One--

What was the name of the company where you had your first job?

Who was your childhood hero?

What was your childhood nickname?

What is the first name of your first boyfriend/girlfriend?

What is the name of your favorite childhood friend?

What was the make and model of your first car?

What was the title of the first music LP you ever bought?

Answer 2*

4. After you click the "Next" button on the bottom of the screen, you will receive a message to check your email.

1 2 3

ⓘ User created Successfully

ATTENTION: PLEASE CHECK YOUR EMAIL!

User created successfully. User credentials have been sent to your email; please follow the instructions in the email.

OK
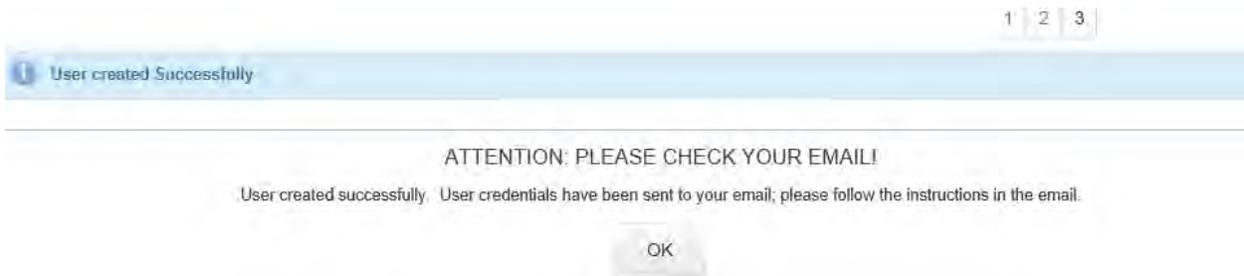
5. The email will be sent to the email that you provided and it will include a temporary password and a link to the login page.

As you requested, your MontanaWorks account has been created.

If you are filing for Unemployment Insurance, you have not yet met the requirement of registering with your local Job Service Montana Workforce Center.

Your MontanaWorks Username is: Tester

Your temporary password is:

N7cJk5u$

Please use the following link to login.
https://workforceconnecttst.mt.gov/IWRSClientWeb/faces/jsp/registration/RegistrationWizard.xhtml

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6. You will need to enter the username you selected into the Username box. You will need to enter the temporary password into the password box; <u>you must type the temporary password in exactly as it appears in the email.</u>

New User? Create New Account

Username:

Tester

Forgot your Username?

Password:

••••••••

Forgot your Password?

Sign In

7. Next, you will be asked to enter a new password of your choosing. The password must be at least 8 characters long, must contain letters and numbers, and at least one of the following characters:!@#$%^&

<u>This will be your password going forward so it is important that you remember it!</u>

Enter New Password

Password must be between 8-30 characters long, and must contain letters and numbers PLUS at least one of the following special characters: !@#$%^&*

New Password*

••••••••   Strong

Confirm New Password*

8. After you have completed these steps, MontanaWorks will ask you if you would like to import information from our previous system, Jobs.mt.gov. If you had an account in the Jobs.mt.gov system, you can select "Yes" and the information will be pulled into your new account.

Would you like to import your information from Jobs.mt.gov?

Yes   No Thanks

9. The page will ask for your Jobs.mt.gov Username and Password. This is NOT the username and password that you just set up. If you do not remember your older username or password, you can select the link on the page to retrieve it.

Please provide your Jobs.mt.gov Username and Password.

Your Jobs.mt.gov Username

Your Jobs.mt.gov Password

I forgot my Jobs.mt.gov Username
I forgot my Jobs.mt.gov Password

Import My Profile   Cancel

10. **This is the final step!**

To complete the registration you will be asked to complete personal information, education, employment information, mailing address, and physical address. After you have completed the information, you will need to read the Informed Consent Statement and select the box next to "I Agree" then click the "Save Registration" button at the bottom of the page.

Informed Consent statement

The Montana Department of Labor and Industry asks for your social security number by the authority of the Social Security Act (42 U.S.C. 405c(2)C(i)). In order to access your account and the features provided by this website, you must provide your social security number.

We use your social security number to verify your identity, to process your claim, to check your eligibility, and for statistical purposes. We reserve the right to refuse service to anyone who provides inaccurate or inappropriate information. We also purge old information in accordance to an established schedule. *

☐ I Agree

Save Registration

Congratulations! Now you may begin using your MontanaWorks account!