

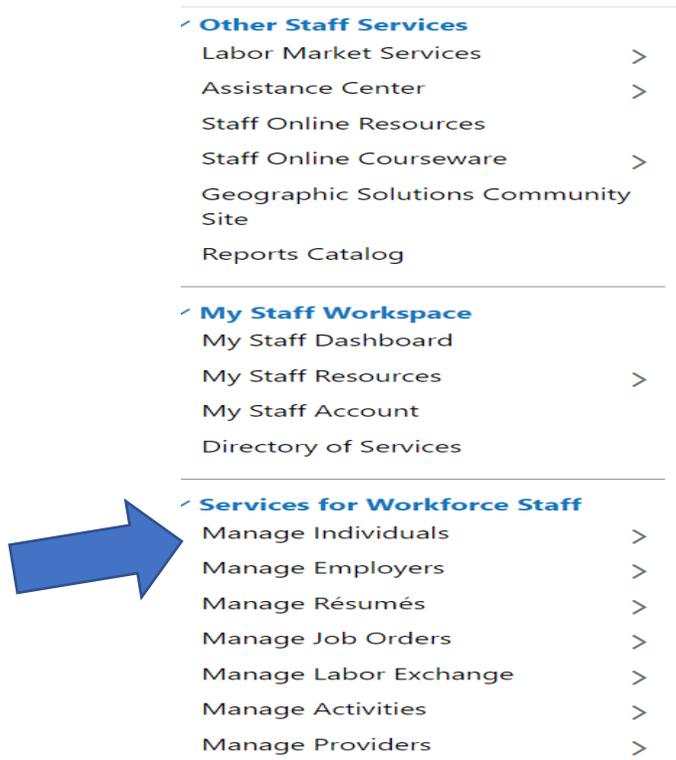
## Creating a Profile for a Participant

When a participant does not have a profile in AlaskaJobs, the profile will need to be created. **We strongly recommend having the participant create their own profile.** They can create it using a computer or cell phone by going to [alaskajobs.alaska.gov](http://alaskajobs.alaska.gov). Click on Login, then Individual, and it will take them to MyAlaska to sign in. Once the account is created, you can locate the participant. If this is not an option, please follow the steps below.

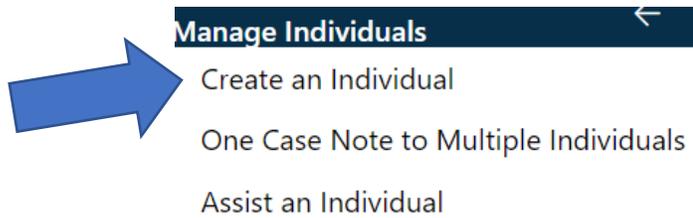
1. If the participant does not have a profile in AlaskaJobs:
  - a. Save a blank Word document in a location you will remember, and name it “AlaskaJobs Resume.”
  - b. Click “Menu” in the top left of the screen



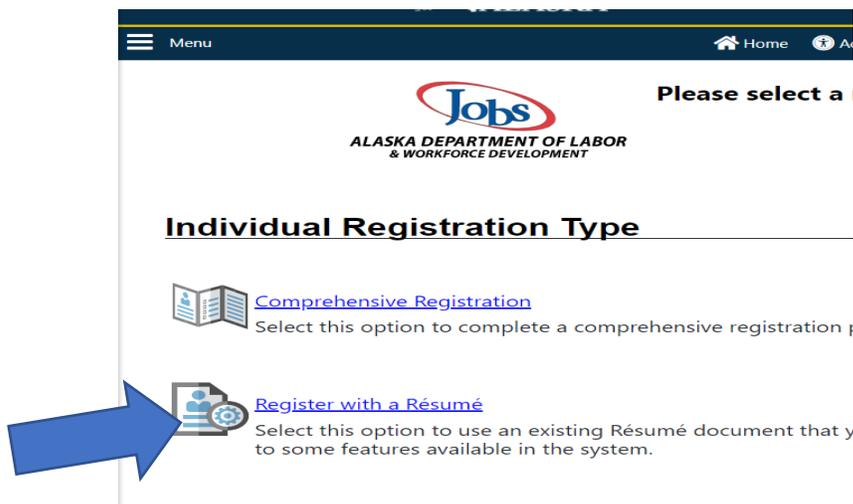
- c. Scroll down until you see “Manage individuals” and click on it.



- d. Click “Create an Individual.”



- e. Two registration types will appear. Comprehensive Registration or Register with a Resume.
- f. Click on “Register with a Resume” (Never use the Comprehensive Registration)



- g. Upload the blank Word document you created (AlaskaJobs Resume), then click next.
  - i. If the participant has a resume, you can use that instead. AlaskaJobs will pre-fill some of the information for you.
- h. AlaskaJobs will create a generic username for the participant. They will be able to modify this when they register for their own AlaskaJobs profile.



- i. **The participant can create their own profile in AlaskaJobs by visiting [alaskajobs.alaska.gov](http://alaskajobs.alaska.gov).**
  - Select Log In
  - Select Individual

3. Login with their MyAlaska account
4. Select Register with a Resume OR Comprehensive Registration
5. Complete all the information that has a red asterisk next to it (\*)
6. Click Save on the bottom once all the information is entered.

After you've created the participant's profile, Please proceed to the next section to register them