

### HOW TO: REGISTER

1. Go to [jobmap.queenslibrary.org](http://jobmap.queenslibrary.org)
2. Left click on “Register now”
3. Left click on “Log In Now” or “Apply for a Library Card online”
4. Use you Library Card & PIN for register!
5. Username = Library Card number. Password is your Library card PIN
6. TAKE THE ASSESSMENT. You cannot utilize JobMap services such as registering for classes, downloading handouts, or uploading your resume until you take the assessment.

### HOW TO: SIGN IN

1. Open your web browser
2. Go to [jobmap.queenslibrary.org](http://jobmap.queenslibrary.org)
3. In the upper right corner, click “Login” and enter your library card number and PIN number

### Add email address to Library Card Account

1. Go to [www.queenslibrary.org](http://www.queenslibrary.org)
2. In the: “User Login” area on the left sidebar, log in with your Queens Library card number and PIN number
3. In the upper right hand corner of the page, click “My Account”
4. Click on “Preferences”
5. Add your email address in the appropriate text box. This will allow you to register for classes through JOBMAP.

### Reset Your PIN Number

1. Go to [www.queenslibrary.org](http://www.queenslibrary.org)
2. In the: “User Login” area on the left sidebar, click on “Reset PIN”
3. In to pop up box that appears, enter your Library Card number and email address. A temporary PIN will be emailed to you. When you login using the temporary PIN, you will be prompted to enter a new PIN.
4. **OR** go to <http://jobmap.queenslibrary.org/jobmap-registration> and click on “Reset PIN”

### HOW TO: USE JOBMAP

#### Assessment

1. Check the boxes that apply to you.
2. Click "Save a Draft" to save the survey if you can't finish it all in one sitting
3. Click the "next" button to go to the next page in the survey
4. Click "Submit" to finish the survey

#### Upload Resume/Cover Letter

1. Click on "My Cover Letter & Resume"
2. Click on "Browse" to find your resume or cover letter.
3. Click on "Upload" to put your resume or cover letter on JOBMAP
4. Click on "Save"

#### Contact JOBMAP Staff

1. Click on "My Messages"
2. Click on "Write new message"
3. Write in "subject" JOBMAP Help or instructor name
4. Write in "message" what you need help in

#### Register for Workshops/Classes

1. Click on Recommended services after completing assessment
2. Scroll down the list of services until you find the topic of your choice
3. Click on "More" next to the workshop you want, then click "register"
4. In the class list that appears, click "Register" next to the workshop on the date and time of your choice.
5. A confirmation email will be sent to you once registration is complete

\*\*If registration fails, you must follow the steps to "add an email address to your library card account"

### Read and Download Handouts

1. Under the "Handouts" section in the left navigation pane of your JobMap account, click on "Computer Services" or "Job Readiness"
2. Choose from the drop down category list to narrow your search for handouts
3. Click on "Read More" once you find the handout you wish to download
4. Underneath the label "Supporting Files" click on the document or file to download it.

\*\* If it is a PDF file, it will open in another tab in your web browser. If it is a Word or Excel document, you will be prompted to open the downloaded file or to save it.