

OhioMeansJobs.com

How to Complete a Pre-Approved User Account Quick Reference Guide

- Once your administrator has created your account, you will receive an email like the one below.
 - **Please note** that your administrator must provide you with the username for your account.
 - **Helpful Hint:** Copy and paste the password when you login.

From: <do-not-reply.obg@ohio.gov> 11/23/2011 12:59:46 PM
To: OHIOMEANSJOBS@jfs.ohio.gov
Subject: New Password for Ohio Business Gateway

The Ohio Business Gateway (OBG) is sending you this email in response to a request to create a new OBG username for you. The password for username tracking number 510904 is o%7Q\$3Ai
Your company's OBG administrator will provide you with your new OBG username.

If you are having trouble logging in with this password, try using copy-and-paste to enter the password on the login screen.

Please keep the OBG username and password in a safe place. The username and password are needed in order to access the OBG Electronic Filing Services. It is very important to keep the user name and password confidential.

If you want to change your OBG password after signing into OBG, select the Administration tab on top of the page and then select the "Edit" button under the "My Information" label.

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain private, confidential, and/or privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, employee, or agent responsible for delivering this message, please destroy all copies of the original e-mail message.

Please
cont
Than
The C

have any questions, please



From the OhioMeansJobs.com home page:

- Click "Go to Employers site"

OhioMeansJobs.com

How to Complete a Pre-Approved User Account Quick Reference Guide

- Click “More”

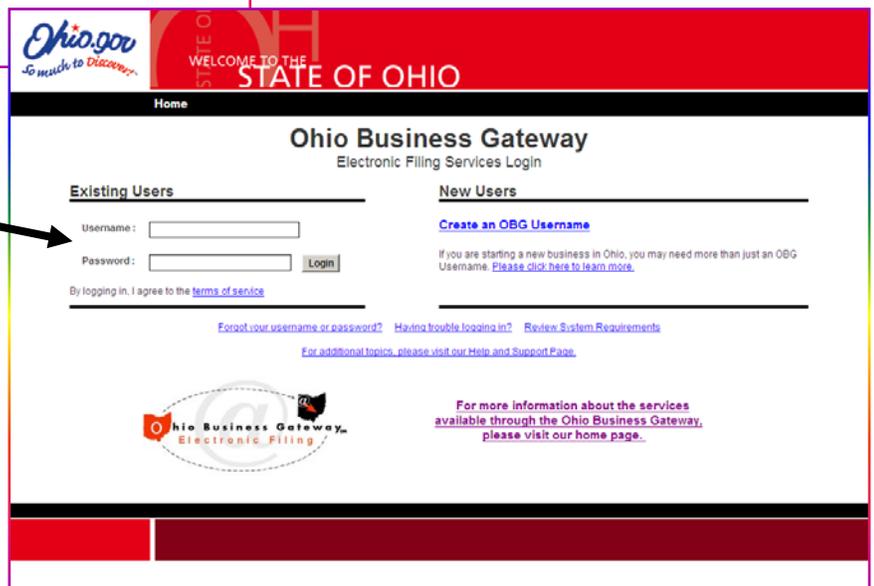
- You may also want to check out some of the other “Quick Links” info and the items located in the scrolling marquee, such as the “On-Line Job Ads Analyses”



- Click “Login/Update/Evaluate”



- Enter the username that your administrator provided
- Enter the system-generated password from the email
- Click the “Login” button



- Once you log in, you will come to this Home page
- Click the “Administration” link at the top of the page to complete your profile

Home History Administration Logout

Home

OMJ Help Desk
Company ID

- Your OBG user profile is incomplete. Your email and/or secret question has not been provided. Please click on the Administration link above and edit your profile information found under the My Information section located at the bottom of the page.

If you do not have access to a service or transaction, please see your company's administrator(s) to request or verify your access.

Favorite Transactions
Go to Administration > My Information > Edit > [User Preferences](#) to establish or edit your list of favorite transactions.

Start a Service or Transaction
Select Service:

Transactions in Progress

Transaction Name	Created Date
There are no transactions in progress.	

Transactions Ready for Checkout (Ready to File and Pay)

There are no transactions ready for checkout.

To exit (logoff) without submitting any transactions, click "Logout" at the top of the page.

- At the “Administration—User and Access Management” page, verify that your access level is not “Create & Edit”
- If your access is listed as “Create & Edit,” you will not be able to access resumes

- Click the “Edit” button to update your profile

Home History Administration Logout

Administration - User and Access Management

OMJ Help Desk
Company ID

My Information

First Name : Create
Last Name : User
Job Title : User
Phone Number : (614) -644-0264
Email : ohio means jobs@jfs.ohio.gov

Username :
Username Tracking Number : 510904

Edit

My Access

OMJ All Access

OhioMeansJobs.com

How to Complete a Pre-Approved User Account Quick Reference Guide

- Click the “**Change Password**” button. The screen will ask you to click the “Change Secret Question/Answer” button because the system recognizes that you have a password, but that you do not have the secret Q & A yet.

The screenshot shows the 'Edit My Information' page. At the top, there are navigation links: Home, History, Administration, and Logout. Below the title 'Edit My Information', there is an 'OMJ Help Desk' section with a 'Company ID' field. A red instruction reads: 'Please click the Change Secret Question/Answer button and provide the requested information.' The form contains several input fields: 'First Name' (Create), 'Last Name' (User), 'Job Title' (User), 'Email' (ohiomeansjobs@jfs.ohio.gov), 'Phone Number' (614 644 0000), and 'OBG User Name' (username). On the right side, there are three buttons: 'Change Password', 'Change Secret Question/Answer', and 'User Preferences'. At the bottom, there are 'Cancel' and 'Save' buttons. A black arrow points from the 'Change Password' button in this screenshot to the 'Change Password' button in the next screenshot.

- Enter your current password and your new password. **Please Note:** The password requirements and hints to the right.
- Click the “Save” button

The screenshot shows the 'Change Password' page. At the top, there are navigation links: Home, History, Administration, and Logout. Below the title 'Change Password', there is an instruction: 'To change your password, enter your old (existing) password and your desired new password and then click the Save button.' The form contains three input fields: 'Existing Password', 'New Password', and 'Confirm New Password'. On the right side, there are password requirements: 'The OBG requires that you change your password periodically. When creating a new password, you cannot use any of your previous 10 OBG passwords. OBG passwords are case-sensitive, and must contain a total of at least 8 characters. Of these, the password must contain at least one numeric character (0-9), and at least one of the following non-alphanumeric characters (~ ! @ # \$ % ^ & * -). In addition, the following should never be used when creating a password: 1. Your OBG Username, 2. Names of co-workers, pets, family, etc., 3. Phone numbers, license numbers, birthdays, etc., 4. Simple, ordinary words or phrases like "qwerty" (adjacent keys on a keyboard), 5. The same password you use for other online accounts.' At the bottom, there are 'Cancel' and 'Save' buttons. A black arrow points from the 'Save' button in this screenshot to the 'Save' button in the next screenshot.

The OBG requires that you change your password periodically. When creating a new password, you cannot use any of your previous 10 OBG passwords.

OBG passwords are case-sensitive, and must contain a total of at least 8 characters. Of these, the password must contain at least one numeric character (0-9), and at least one of the following non-alphanumeric characters (~ ! @ # \$ % ^ & * -).

In addition, the following should never be used when creating a password:

1. Your OBG Username
2. Names of co-workers, pets, family, etc.
3. Phone numbers, license numbers, birthdays, etc.
4. Simple, ordinary words or phrases like "qwert" (adjacent keys on a keyboard)
5. The same password you use for other online accounts.

- Larger view of the password requirements and hints

Home History Administration Logout

Confirmation

Your information has been successfully updated.

OK

- You will receive a confirmation when complete
- Click the OK button

- Click the "Change Secret Question/Answer" button.

Edit My Information

OMJ Help Desk

Company ID

Please click the Change Secret Question/Answer button and provide the requested information.

First Name *:

Last Name *:

Job Title *:

Email *:

Phone Number*: () -

OBG User Name

Username Tracking Number: 510904

Change Password

Change Secret Question/Answer

User Preferences

Cancel

Save

Home History Administration Logout

Edit Secret Question

OMJ Help Desk
Company ID

To change your secret question/answer, select a question from the pull-down, enter an answer in the blank which follows, and then click the Save button.

Secret Question*:

Answer to your question*:

- What is your favorite color?
- What was the color of your first car?
- What was the name of your best friend in school?
- What is the nearest highway to your home?
- What is your youngest child's name?
- What is the name of the city where you were born?
- What year did you graduate from high school?
- What is your grandfather's middle name?
- What is your favorite season?
- What was the name of your first school?

Home History Administration Logout

Confirmation

Your information has been successfully updated.

- Select your "Secret Question" and type in the answer to your question
- Click the "Save" button
- Click the "OK" button upon confirmation

Edit My Information

OMJ Help Desk
Company ID

First Name *:

Last Name *:

Job Title *:

Email *:

Phone Number*: () -

OBG User Name Username Tracking Number: 510904

- Click the "Save" button to confirm your changes
- Notice that you no longer have the **red** message at the top of the page

Home History Administration Logout

Home

OMJ Help Desk
Company ID:

If you do not have access to a service or transaction, please see your company's administrator(s) to request or verify your access.

Favorite Transactions
Go to Administration > My Information > Edit > [User Preferences](#) to establish or edit your list of favorite transactions.

Start a Service or Transaction
Select Service:
OhioMeansJobs

<input type="button" value="Select"/>	Search for Ohio Resumes
<input type="button" value="Select"/>	Register/Update OhioMeansJobs Company Registration
<input type="button" value="Select"/>	Register/Update OhioMeansJobs Employee Registration
<input type="button" value="Select"/>	Go to OhioMeansJobs.com
<input type="button" value="Select"/>	Go to Approve OMJ Employee Registrations
<input type="button" value="Select"/>	Approve OMJ Company Registration

- In the OhioMeansJobs compliance area, select the "Register/Update OhioMeansJobs Employer Registration" button

OhioMeansJobs User Registration

Company Name: OMJ Help Desk
Company ID:

Enter your OhioMeansJobs User Information

* indicates required field

*First Name

*Last Name

*Phone Number -

*Email

*Re-type Email

Fax -

*Address Line 1

Address Line 2

*Zip

*City

*County

*State

If you need assistance with this page, please view our [help](#).

- Enter your street address.
- Enter your zip code, and the system will automatically populate the city, county and state
- Click the "Save" button

- Your registration should now be complete, and you can log in to access resumes.
- Navigate back to the OhioMeansJobs compliance area and click the "Search for Ohio Resumes" button.

Home History Administration Logout

Home

OMJ Help Desk
Company ID:

If you do not have access to a service or transaction, please see your company's administrator(s) to request or verify your access.

Favorite Transactions
Go to Administration > My Information > Edit > [User Preferences](#) to establish or edit your list of favorite transactions.

Start a Service or Transaction
Select Service: OhioMeansJobs

OhioMeansJobs

- Select Search for Ohio Resumes
- Select Register/Update OhioMeansJobs Company Registration
- Select Register/Update OhioMeansJobs Employee Registration
- Select Go to OhioMeansJobs.com
- Select Go to Approve OMJ Employee Registrations
- Select Approve OMJ

- You will be taken to your "Search Resumes" page
- The "Tutorials" area offers quick videos on how to perform basic functions
- **Please Note:** These videos are based on Monster, but the functionality is the same for OhioMeansJobs
- Click "Sign Out" to return to OhioMeansJobs.com

OhioMeansJobs.com powered by monster

Home Candidates

Welcome back, Create.

Search resumes and manage candidates

[Search Resumes](#)

Tutorials

Please note that the following are links to generic tutorials on Monster's employer functionality and are intended to provide you with basic instruction. There are slight differences in the functionality leveraged by OhioMeansJobs.

- [Resume Search Overview](#)
- [Resume Search Example](#)
- [Viewing Results](#)
- [Viewing Actions](#)
- [Saving Resume Searches](#)
- [Manage folders](#)
- [Manage Multiple Resumes](#)
- [Understand Resume Sections](#)
- [Acting on Resumes in Folders](#)
- [Tips for Boolean Users](#)

Saved Resume Searches [View/Manage](#)

Title
No Saved Searches

©2012 Monster - All Rights Reserved - U.S. Patent No. 5,832,497; 7,599,930 B1; 7,827,125 and 7,836,060 - NYSE:MWW

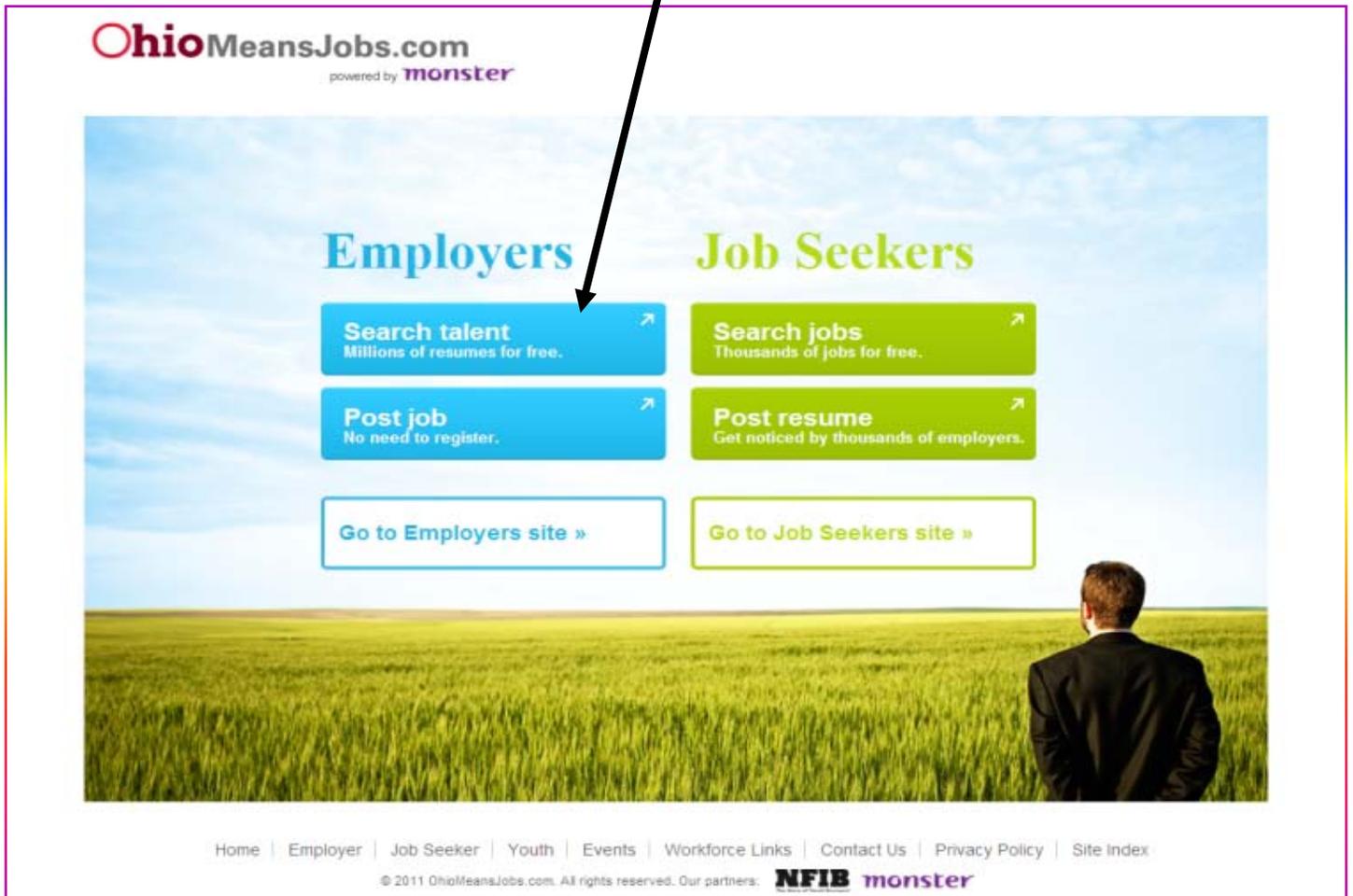
Home | Employer | Job Seeker | Youth | Events | Workforce Links | Contact Us | Privacy Policy | Site Index

© 2011 OhioMeansJobs.com. All rights reserved. Our partners: **NFIB** **monster**

OhioMeansJobs.com

How to Complete a Pre-Approved User Account Quick Reference Guide

- From the OhioMeansJobs home page, click the “Search talent” option and follow the steps to log in.
- At the login page, enter your username and new password to verify that your changes have been accepted.



The screenshot shows the OhioMeansJobs.com homepage, powered by monster. The page is divided into two main sections: Employers and Job Seekers. The Employers section includes buttons for 'Search talent' (Millions of resumes for free.), 'Post job' (No need to register.), and 'Go to Employers site ». The Job Seekers section includes buttons for 'Search jobs' (Thousands of jobs for free.), 'Post resume' (Get noticed by thousands of employers.), and 'Go to Job Seekers site ». A black arrow points from the 'Search talent' button in the Employers section to the first bullet point in the text above. The background of the page features a man in a suit standing in a field of tall grass under a blue sky.

OhioMeansJobs.com
powered by monster

Employers

Search talent
Millions of resumes for free.

Post job
No need to register.

Go to Employers site »

Job Seekers

Search jobs
Thousands of jobs for free.

Post resume
Get noticed by thousands of employers.

Go to Job Seekers site »

Home | Employer | Job Seeker | Youth | Events | Workforce Links | Contact Us | Privacy Policy | Site Index

© 2011 OhioMeansJobs.com. All rights reserved. Our partners: **NFIB** monster