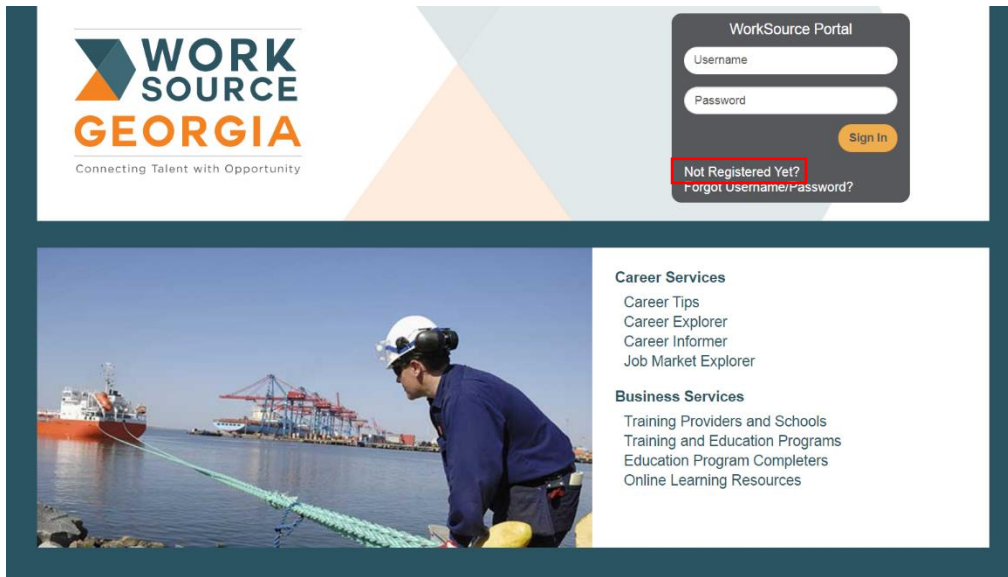


Middle Georgia Consortium, Inc.  
Georgia Work Ready Online Participant Portal Registration  
www.worksourcegeaportal.com

1. Click on the **Not Registered** link below Username to create a new account.



The image shows the WorkSource Georgia Portal registration page. On the left is the WorkSource Georgia logo with the tagline "Connecting Talent with Opportunity". On the right is a login box titled "WorkSource Portal" with fields for "Username" and "Password", a "Sign In" button, and a red box containing the link "Not Registered Yet? Forgot Username/Password?". Below the login box is a large image of a construction worker in a hard hat and safety vest, looking out over a body of water with a ship and cranes in the background. To the right of the image is a list of services: "Career Services" (Career Tips, Career Explorer, Career Informer, Job Market Explorer) and "Business Services" (Training Providers and Schools, Training and Education Programs, Education Program Completers, Online Learning Resources).

2. Under Option 2 – Create a User Account, click on the **Individual** link.

If you have not previously registered, please click one of the links under *Create a User Account* to create a new User ID. To view Worksource Georgia Portal with limited access, click the *Guest Access* link. In the *Already Registered* section, the username and password are required for login.

For help click the information icon next to each section.

**Option 1 - Already Registered**

User Name:

Password:

[Sign In](#)

If you have forgotten your user name and/or password, please click: [Retrieve User Name or Password](#).

**Option 2 - Try Us Out**

If you would like to view Worksource Georgia Portal as a visitor to see what services are available, please click [Guest Access](#).



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\* Security Question:

None Selected

\* Security Question Response:

Special characters are not allowed.

Social Security Number

\* Social Security Number (SSN):

Do not enter dashes (for example, 999001111)

\* Re-enter Social Security Number:

Primary Location Information

\* Country:

United States

\* Please enter your zip code:

[Find zip code](#)

\* Are you authorized to work in the United

☐ Yes

☐ No

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E-mail Address

Primary E-mail:

[Create E-mail Account](#)

[Read Our E-mail Security Policy](#)

Confirm Primary E-mail Address:

You may be contacted regarding events and job openings using this email address. Your email address will not be shared with others.

Demographic Information

\* Date of Birth:

(MM/DD/YYYY)

Age:

\* Gender:

☐ Female

☐ Male

☐ I do not wish to answer.

(Email address will be verified. If you do not have an email address, click on the link to **Create E-mail Account** to create a new email).

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Age:

\* Gender:


☐ Female
☐ Male
☐ I do not wish to answer.

\* Have you registered with the Selective Service?

None Selected

Selective Services web site

The Field Below is Case Sensitive



[Generate New Image](#)
[Get Audio Code](#)

Type the code from the image

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If you are a male and have not registered with the Selective Service, please click on the “Selective Service website” link to connect you to the Selective Service Online Registration site.

#### 4. Enter your information.

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Please enter the following contact information and click the Next button when you are finished.

Indicates required fields.

For help click the information icon.

Name

\* First Name:

Middle Initial:

\* Last Name:

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19.0

5. Go through the series of filling out **all** the following information:

a. Residential Area/Mailing Address

The screenshot shows the 'Residential Address' form on the WorkSource Georgia website. The header includes a navigation menu on the left with options like 'My Individual Workspace', 'My Dashboard', and 'Services for Individuals'. The main content area has a title 'Residential Address' and a sub-header 'Please enter the following information below and click the Next button when you are finished.' Below this, there is a section for 'Are you homeless?' with radio buttons for 'Yes' and 'No'. The form then asks for 'Address Line 1', 'Address Line 2', 'Zip Code', 'City', 'State', and 'Country'. There are also links for 'Find zip code' and 'Apt #, Lot #, Building #, Suite #'.

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WORK SOURCE GEORGIA

Please enter the following information below and click the Next button when you are finished.

Indicates required fields. For help click the information icon next to each section.

### Residential Address

Are you homeless? ☐ Yes ☒ No

This is where you live.

\* Address Line 1 :

Address Line 2:

Apt #, Lot #, Building #, Suite #

\* Zip Code:  [Find zip code](#)

\* City:

\* State:

\* Country:

The screenshot shows the 'Mailing Address' form on the WorkSource Georgia website. The header is similar to the previous form, with a navigation menu and a title 'Mailing Address'. Below the title, there is a sub-header 'This is where you receive your mail.' and a checkbox for 'Use residential address'. The form then asks for 'Address Line 1', 'Address Line 2', 'Zip Code', 'City', 'State', and 'Country'. There are also links for 'Apt #, Lot #, Building #, Suite #' and 'Find zip code'. At the bottom, there are buttons for '<< Back', 'Next >>', and 'Return to Home'.

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### Mailing Address

This is where you receive your mail.

☐ Use residential address

\* Address Line 1 :

Address Line 2:

Apt #, Lot #, Building #, Suite #

\* Zip Code:

\* City:

\* State:

\* Country:

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## b. Phone Numbers

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Indicates required fields.

For help click the information icon next to each section.

### Phone Numbers

\* Primary Phone:

-

-

Ext:

\* Primary Phone Type:

None Selected

Alternate Phone:

-

-

Ext:

Alternate Phone Type:

None Selected

Text Message Cell  
Phone Number:

-

-

Only certain communications can be sent via text message. Normal text messaging rates apply. Other important notices, including some regarding unemployment benefits, will NOT be sent via text message.

Fax:

-

-

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## c. Preferred Notification Method & Site Access

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Indicates required fields.

For help click the information icon next to each section.

### Preferred Notification Method

\* Please select a method in which you  
prefer to receive your notifications:

None Selected

### Site Access

\* From where are you accessing this  
website?

None Selected

How did you hear about this  
website?

None Selected

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## d. Citizenship & Disability

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Indicates required fields.

For help click the information icon next to each section.

Citizenship

\* Citizenship:

None Selected

Disability

Providing this information is optional and refusal to provide disability information will not subject you to any adverse treatment. Information regarding your disability status will be kept confidential as provided by law and will be used only in accordance with the law. Please note that for some programs, the information is needed to determine eligibility. Note too that you may be eligible for additional support services and programs if you have a disability.

\* Do you wish to disclose a disability?

☐ Yes, I have a disability I wish to disclose.

☐ No, I do not have a disability.

☐ I do not wish to answer.

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## e. Education Information

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Please enter the following information below and click the Next button when you are finished.

Indicates required fields.

For help click the information icon.

Education Information

\* Your Highest Education Level Achieved:

None Selected

If you have a High School Diploma or High School Equivalency Diploma, please select the appropriate value of High School Diploma or High School Equivalency Diploma.

\* Are you attending school?

None Selected

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## f. Employment Information

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Please enter the following information below and click the Next button when you are finished.

Indicates required fields.

For help click the information icon.

### Employment Information

\* Current Employment Status:

None Selected

\* Type of business worked in:

None Selected

\* Unemployment Eligibility Status?

None Selected

\* Are you currently looking for work?

☐ Yes ☐ No

\* Have you been affected by the COVID-19 Pandemic?

☐ Yes ☐ No

Do you have any related licenses or certifications?

☐ Yes ☐ No

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Do you have any related licenses or certifications?

☐ Yes ☐ No

Within the last 12 months, have you received a notice of termination or layoff from your job or received documentation that you are separating from military service?

☐ Yes, I have recently received a notice of termination, layoff or military separation.

☐ No, I have not recently received a notice of termination, layoff or military separation.

### Farmworker Information

The following questions do not pertain to work performed on a family farm, ranch, beekeeping, food processing or food manufacturing operation owned by yourself or close relatives.

\* Have you worked as a farmworker in the last 12 months?

☐ Yes ☐ No

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6. Under **Desired Job**, enter your desired job title. As entering the job title, you may see a list of suggested occupations based on what you entered. If you see an occupation that matches, select it.

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**WORK SOURCE GEORGIA**

Please enter the following information below and click the Next button when you are finished.

Indicates required fields. For help click the information icon.

### Job Title

Please enter a job title below. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

What is your desired job title?

Your desired job and occupation titles can be changed at any time after registration.

### Job Occupation

Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or you can search for an occupation using the search link.

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### Job Occupation

Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or you can search for an occupation using the search link.

Suggested occupation(s):

None Selected

[ Search for an occupation ]

Occupation Title:

Occupation Code:

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(If you cannot find an accurate occupation, or if it's empty, click the *Search for an occupation* link)

7. Please select all that apply under **Ethnic Origin**.

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WORK SOURCE

GEORGIA

Please enter the following information below and click the Next button when you are finished.

Indicates required fields.

For help click the information icon.

Ethnic Origin

\* Are you of Hispanic or Latino heritage?

Yes

No

I do not wish to answer.

\* Race - Please check all that apply:

African American/Black

American Indian/Alaskan Native

Asian

Hawaiian/Other Pacific Islander

White

I do not wish to answer.

Language

Do you have limited proficiency in speaking,

Yes

No

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American Indian/Alaskan Native

Asian

Hawaiian/Other Pacific Islander

White

I do not wish to answer.

Language

Do you have limited proficiency in speaking, writing, reading, or understanding English?

or

Do you have difficulty in speaking, writing, reading, or understanding English?

Yes

No

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9. Select either yes or no under Military Service and click **Finish**.

The screenshot shows the 'Military Service' section of the Worksource Georgia portal. The left sidebar contains a 'Menu' with 'Quick Menu' (Job Search), 'Services for Individuals' (Career Services, Education Services, Labor Market Services, Workplace Training), and 'Other Services' (Appointment Center, Assistance Center, Learning Center). The main content area is titled 'Military Service' and includes a sub-header: 'Veterans and their spouses may be entitled to State and Federal Benefits. Please answer the following questions.' There are three questions, each with 'Yes' and 'No' radio button options:

- \* Are you currently in the military, a veteran or the spouse of a veteran? ☐ Yes ☐ No
- \* Are you a caregiver who is a spouse or family member to a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? ☐ Yes ☐ No
- \* Are you a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? ☐ Yes ☐ No

Below these questions is a final question: 'Are you a current member of the Georgia National Guard?' with ☐ Yes and ☒ No options. At the bottom right of the form are two orange buttons: '<< Back' and 'Finish'.

8. This completes your online application! Please click on the “**My Individual Workspace**” tab on the left to start your career search.

The screenshot shows the 'My Individual Workspace' section of the Worksource Georgia portal. The left sidebar has 'My Individual Workspace' highlighted in a red box. The main content area features the 'WORKSOURCE GEORGIA' logo and the text: 'Please review the options available to you below to continue.' Below this is a section titled 'What would you like to do next?' with a sub-header: 'Thank you for registering with the Worksource Georgia Portal. If you are in need of employment and training services as a result of a COVID-19 hardship, please go to https://tcsgeorgia.edu/worksource/covid-19-employment-training-assistance/ website to complete the remaining steps.' This is followed by a section titled 'Other Resources Available' with the text: 'You may wish to look at other resources available on this site by clicking one of the links below.' There are two links: 'Career Services' and 'Assistance Center'. At the bottom of the page is a footer with links: 'Services', 'Portfolio', 'Site Map', 'Site Search', 'Page Preferences', 'Feedback', 'Assistance', 'Privacy Statement', 'Disclaimer', 'Terms of Use', 'Accessibility', 'Recommended Settings', 'EEO', 'Protect Yourself', 'About this Site', 'Contact Us', 'Home', and 'Sign Out'. The copyright notice 'Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved.' is at the very bottom.

9. You have successfully set up your Georgia Work Ready Online Participant Portal account!

The screenshot displays the Georgia Work Ready Online Participant Portal dashboard. At the top, a navigation bar includes links for Home, My Dashboard, Sign Out, and Services for Individuals, along with a Quick Search icon. A left-hand menu categorizes services into 'My Individual Workspace' (My Dashboard, How We Can Help You, Directory of Services, My Resources), 'Quick Menu' (My Portfolio), 'Services for Individuals' (Career Services, Education Services, Labor Market Services, Workplace Training), and 'Other Services' (Appointment Center, Assistance Center, Learning Center). The main content area features the 'WORK SOURCE GEORGIA' logo and a 'Welcome to My Individual Workspace' message, which includes a link to 'View your Personal Profile and Contact Information' and a brief introduction to the system's features. Below this, a video player shows two men in business attire reviewing a laptop, with a text overlay that reads 'Explore a Career Change' and 'We can show you occupations that are in demand that might be of interest to you based on your profile.' The video player has a 'Services Preview' tab selected. At the bottom, three service tiles are visible: 'Career Services' with a 'Career Explorer' link, 'Financial Services' with a 'More Financial Services' link, and 'Community Services And Benefits' with a 'Programs and Services' link.