Government Gateway

Registering for a client

Section Aims

\# Register with Government Gateway online

\# Verify Government Gateway account

\# Access Universal Jobmatch website

\# Upload CV

Key Steps

\# Active e-mail account check

\# Register with Government Gateway

\# Check e-mail and click verification link

\# Accessing Universal Jobmatch website

\# Complete online profile
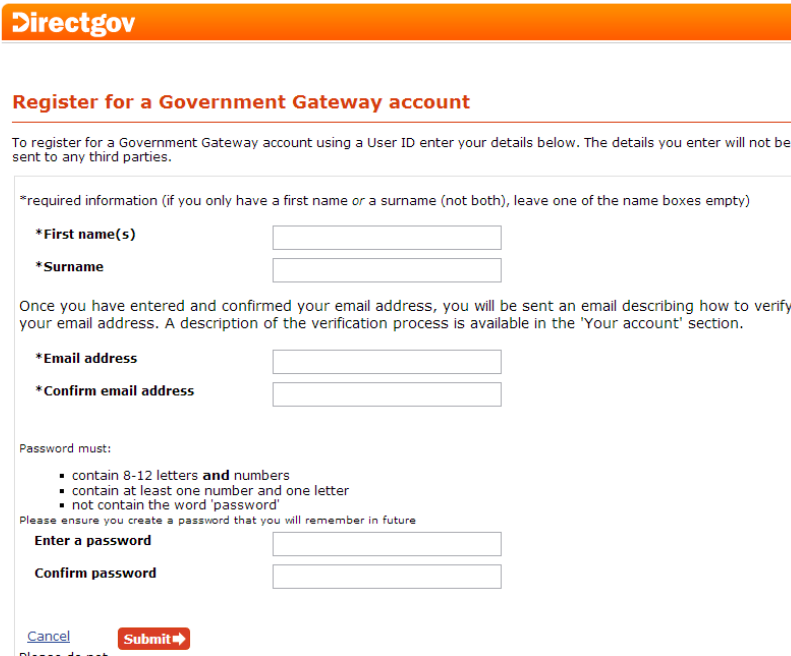
\# Complete online questionnaire

\# Upload CV

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Step 1: Do they have an email account?

- If not, go to www.outlook.com or www.gmail.com and sign up for a free account.

Step 2: Registering with Government Gateway

- Go to www.gov.uk/jobsearch
- Scroll down and click 'Register with Universal Jobmatch'
- Enter the relevant details and click submit

Step 3: Check email and click on the verification link

- The email can take a few minutes to come through, once it does click on the first link to verify the email address.
- The user will now be taken to the gov.uk website. Click ok and the website will display the users Government Gateway User ID
- Make sure the user makes a note of both their user ID and their password **(very important)**

Step 4: Accessing the Universal Jobmatch website

- Go to the www.gov.uk website and log in
- If the user has just signed up, the computer should remember their details and log the person straight in. If not, scroll down and click on 'login to existing account,' enter the relevant details (Government Gateway ID and password) and click submit to login.

Step 5: Complete online profile

- The first time the user logs in to the website, they will be taken to a page where they will need to complete their online profile
- Enter the relevant details and <u>make sure all tick boxes are selected</u> This is very important, so that the user's online activity can be monitored.

Step 6: Complete the questionnaire.

You can skip this if the user prefers to.

Step 7: Upload CV

- The user is now fully registered and all that remains is for the user to upload a CV. Click CV link towards the top left corner of the screen. The user now has three options:
- First, the user can create a CV directly on the website by clicking the 'build CV' button. The user will be taken through the process step by step.
- Second, if the user already has a CV, it can be uploaded directly to the site. Note that CV's must be in .doc or .docx format (created in Microsoft Word) and below 500kb).
- Third, the user can write a CV in Word and copy the text into the Government Gateway website.

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- If the user does not have a CV, or is unsure about how to proceed, they can receive free guidance and support from a number of places. Suggest they speak to their job centre advisor as a starting point.

Registration complete

The user can now begin to search / apply for jobs using the gov.uk website!