



QUICK REFERENCE GUIDE

<p>EVENTS CALENDAR</p>	<p>From My Dashboard Home Page MY CALENDAR (right column, bottom) Click on _UPCOMING EVENTS Or OTHER SERVICES box (bottom left) Click On APPOINTMENT CENTER Choose EVENTS CALENDAR</p>
<p>WIA INFORMATION</p>	<p>From My Dashboard Home Page MY BENEFITS PLAN (middle column)</p>
<p>BUILD A RESUMÉ OR JOB APPLICATION</p>	<p>From My Dashboard Home Page MY PERSONAL PROFILE (middle column, top) Click on MY BACKGROUND Add Information</p>
<p>UPLOAD AN EXISTING RESUME</p>	<p>JOB SEEKER SERVICES (right column, top) Click on RESUME BUILDER Click on CREATE NEW RESUME button at bottom 1. RESUME TYPE: External 2. RESUME TITLE: (descriptive, not your name) 3. RESUME ACCESSIBILITY: "Select if you want your resumé available to employers online" Click NEXT SELECT YOUR RESUME FILE Click on CHOOSE FILE (then locate your resume, click on it & click OPEN)</p>
<p>GETTING TO THE WIA PROGRAM</p>	<p>Register at NCWorks Online. Register and attend a Charlotte Works Orientation On September 1, log in to your NCWorks Online account</p>

	<p>Go to the EVENTS CALENDAR and register for a WIA Information Session (Your eligibility will be determined at the Information Session.)</p>
<p>HOW TO SCHEDULE A CHARLOTTE WORKS ORIENTATION, WIA INFORMATION SESSION OR WORKSHOP</p>	<p>Log in to your NCWorks Online account Go to the OTHER SERVICES widget Click on APPOINTMENT CENTER Choose EVENTS CALENDAR Click on SHOW FILTER CRITERIA and select "Charlotte Works Work Force Development Board" Click on FILTER Choose your desired event and click on it. Confirm date & time and click on REGISTER at the bottom of the page.</p>
<p>HOW TO FIND INFORMATION ON THE WIA PROGRAM</p>	<p>Log in to your NCWorks Online account At the bottom of the MY BENEFITS PLAN widget (middle column) click on VIEW YOUR BENEFITS PLAN</p>