Step 1

Go to the Burbank Public Library homepage at BurbankLibrary.org, under "Services" on the main menu, select Job Search Help to go to the Workforce webpage.



Step 2

Click on the CalJOBS link, under JOB SEARCH heading, to be directed to the CalJOBS website.

Workforce Development - Job Search Help



Burbank Employment Connection Available at all Burbank Public Library locations.

Burbank Employment Connection (BEC), a self-service job resource center, is now available Library, BEC is a satellite office of the Verdugo Jobs Center (VLC) which is part of the Depart of Labor America's Jobs Center. It was formerly operated out of the City Administrative Ser Building, <u>Read our brochure</u> for a quick overview of BEC.

Visit any Burbank Public Library location to:

- Use a public computer or high speed wifi to search for a job or use Microsoft Office. A Library card is not required for computer encourage you to get one to access our whole suite of services and learning materials.
- Register with CalJOBS to access job listings and employment resources
- Print or photocopy your resume, cover letter or job listings. Up to 10 pages of job-related material may be printed for free per day. Sta
 review eligibility for free printing.

Step 3

On the CalJOBS website, click on the Sign In button to register or an account.

Step 4

Go to Option 1, click on Retrieve User Name of Password



Option 1 - Already Registered			
	User Name:		
	Password:		
			_
		I'm not a robot	reCAPTCHA Privacy - Terms
		Cine In	
		Sign in	
If you have forgotten your user name and/or pas	ssword, please c	lick <u>Retrieve User Name or Pas</u>	<u>sword</u> .

Step 5

Go to Option 1, 2 or 3 depending on Users' need.

Option 1 - Forgot Password

If you have forgotten your password, please click retrieve password. You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account

Option 2 - Forgot User Name

If you have forgotten your User Name, please click getieve User Name. You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account.

Option 3 - Forgot User Name and Password

If you have forgotten your User Name and password, please click retrieve both. You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account

Step 6

If user Forgot Password, enter User Name, check off Individual selection and click on Next>>.

• User Name	
• Did you register as	Individual
	C
	O Provider
	<< Back Next >>

Step 8

Enter Social Security Number, Email, check off the "I'm not a robot" box and click on Submit.

Your Information	tion
* Social Security Number:	(no dashes)
*Email:	
	I'm not a robot
	Submit

Step 10

Check your email and search for a message from CalJOBS. Click on "Click here to reset your password on CalJOBS" to reset password.



Step 12

Select "Click here to return to the Home page."



Click here to return to the Home page

Step 7

Select option to receive an email or answer a question for verification, and click on Next>>.

* How would you like to reset your account	 send to my email address answer verification questions on this site and display
	<< Back Next >>

Step 9

Click on Return to the Home page.

Your Password Reset Email has been sent		sent
<u>R</u>	<u>leturn to the Home page</u>	

Step 11

Create a new Password, re-enter your new password and click on Submit.

teset Password From Email Link	
Indicates required fi	ds. 1 For help click the information ico
Reset Passwo Your information has	d een verified. We recommend you reset your password to complete the retrieval process. Enter your new password below and then click Save.
Username:	
*Enter New Password:	
Enter Password (8 - must include at leas one lowercase lette special character. A # @ \$ % ^ . ! * _ +).) characters and one uppercase letter, one snuther and one wable characters are
*Confirm New Password:	
	Submit

Step 13

On the CalJOBS website, click on the Sign In button to access account.





burbanklibrary.org/workforce | jobconnect@burbankca.gov | 818-238-5580

