



Australian Government
Department of Employment

 **jobactive**
powered by JobSearch

Linking your job seeker account with myGov

From 25 June 2016

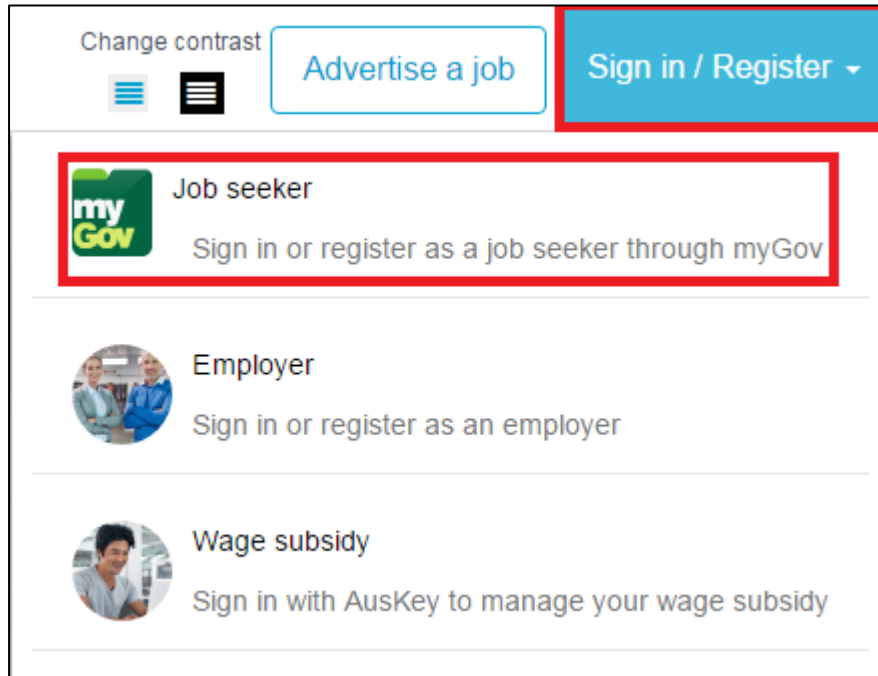


Before we can sign you into the jobactive website we need to link your jobactive job seeker account with your myGov account.

Section 1 – Sign in/Register with myGov

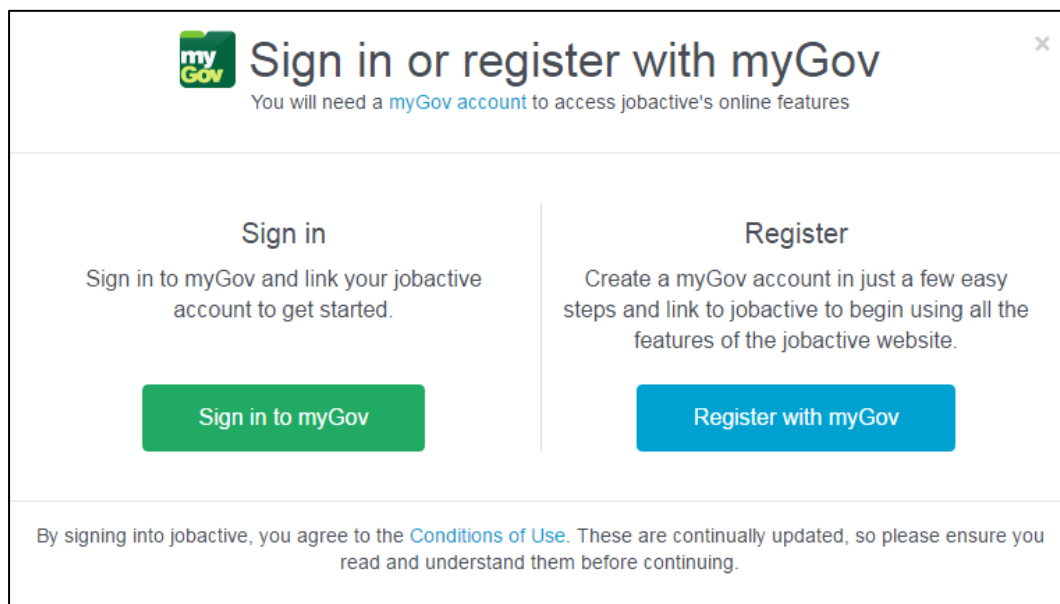
Step 1

Click the Sign in / Register button on the homepage and select Job Seeker



Step 2

If you have a myGov account click the Sign in to myGov button, if you need to create a myGov account click the Register with myGov button



Step 3

Once signed in to your myGov account you will be directed to a linking screen where we have a few simple questions to ask you.

Section 2 – Job Seeker ID

Do you have a Job Seeker ID?

[Yes – Go to Section 3](#)

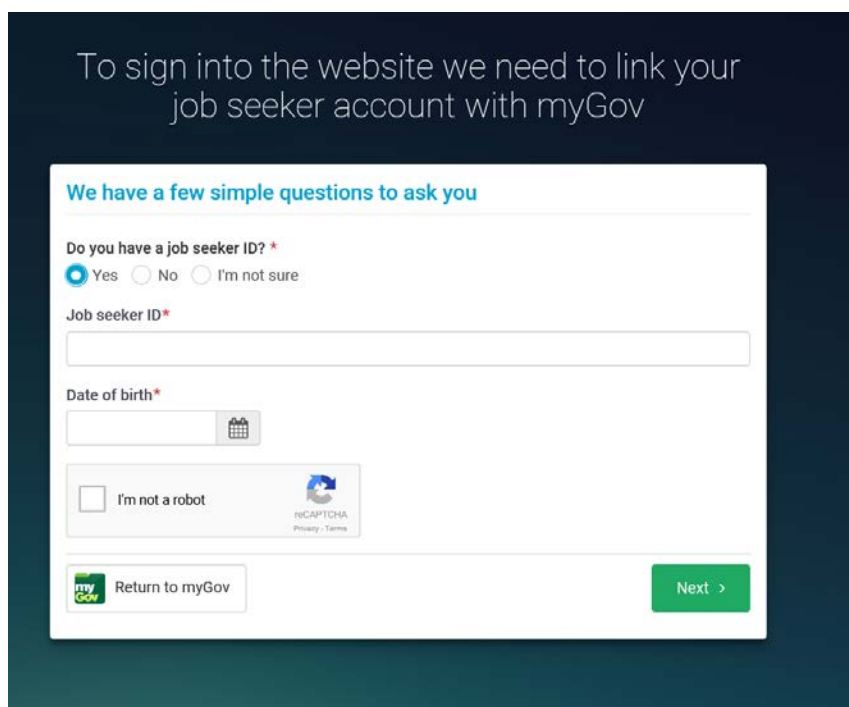
[No / I don't know – Go to Section 4](#)

HANDY TIP: What is a Job Seeker ID? A Job Seeker ID is a unique number given to a job seeker who registers with an employment services provider. Only job seekers who are registered with a provider will have a Job Seeker ID.

Section 3 – Yes I have a Job Seeker ID

Step 1

Select the Yes button from the options available on the screen



To sign into the website we need to link your job seeker account with myGov


We have a few simple questions to ask you


Do you have a job seeker ID? *

Yes No I'm not sure

Job seeker ID*

Date of birth*

I'm not a robot  reCAPTCHA
Privacy - Terms

 Return to myGov

Step 2

Enter your Job Seeker ID and Date of Birth

To sign into the website we need to link your job seeker account with myGov


We have a few simple questions to ask you


Do you have a job seeker ID? *

Yes No I'm not sure

Job seeker ID*

Date of birth*

I'm not a robot  reCAPTCHA
Privacy - Terms

 Return to myGov Next >

Step 3

Click the 'I'm not a robot' checkbox

To sign into the website we need to link your job seeker account with myGov


We have a few simple questions to ask you


Do you have a job seeker ID? *

Yes No I'm not sure

Job seeker ID*

Date of birth*

I'm not a robot  reCAPTCHA
Privacy - Terms

 Return to myGov Next >

Step 4

Follow the prompt on the pop up screen and click the Verify button when completed



Step 5

Click the Next Button

To sign into the website we need to link your job seeker account with myGov

We have a few simple questions to ask you

Do you have a job seeker ID? *

Yes No I'm not sure

Job seeker ID*

Date of birth*

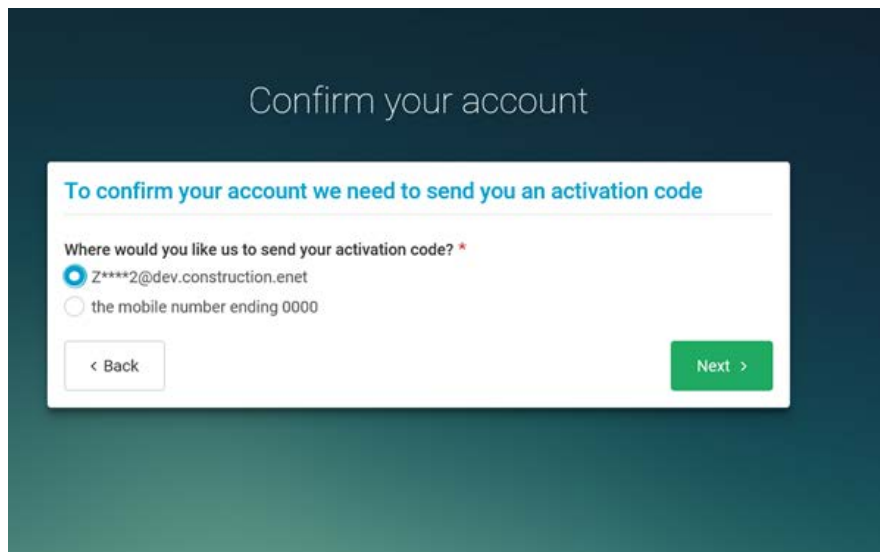
I'm not a robot

Return to myGov

Next >

Step 6

Select from the options available about how you would like to receive your activation code to confirm your account and click Next



Confirm your account

To confirm your account we need to send you an activation code

Where would you like us to send your activation code? *

Z****2@dev.construction.enet

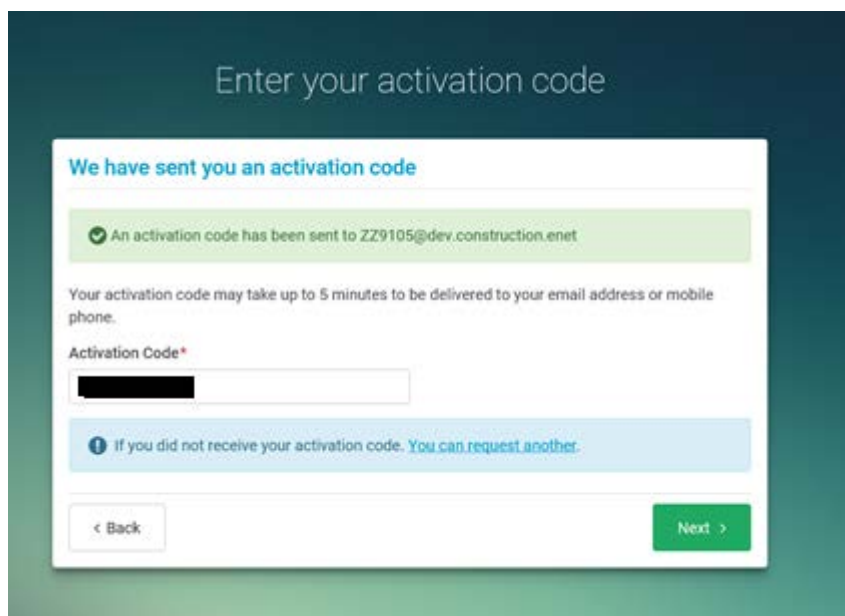
the mobile number ending 0000

< Back Next >

Note: If you do not have both your email address or mobile number listed the activation code will be sent to your notification preference as selected by you.

Step 7

You will be sent an activation code by email or SMS, enter that code in the Activation Code section and click Next



Enter your activation code

We have sent you an activation code

✔ An activation code has been sent to ZZ9105@dev.construction.enet

Your activation code may take up to 5 minutes to be delivered to your email address or mobile phone.

Activation Code*

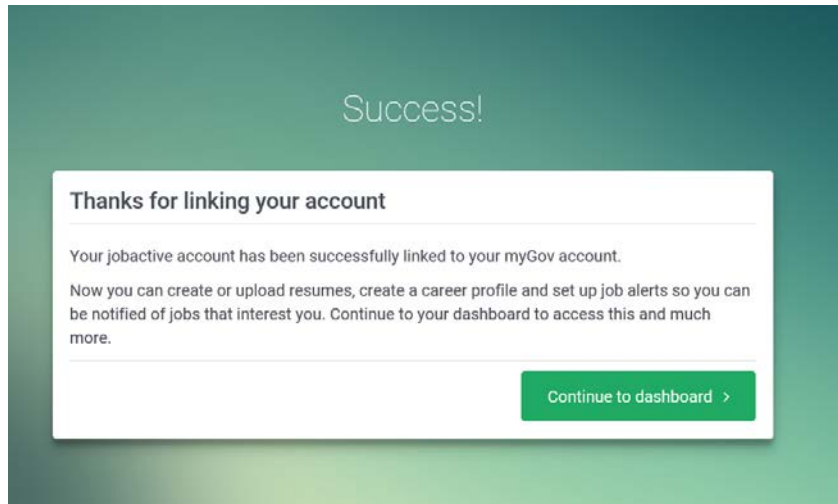
██████████

ℹ If you did not receive your activation code. [You can request another.](#)

< Back Next >

Step 8

You have now successfully linked your job seeker account to myGov, click the Continue to Dashboard button to go to the jobactive website to look for jobs and create a resume.



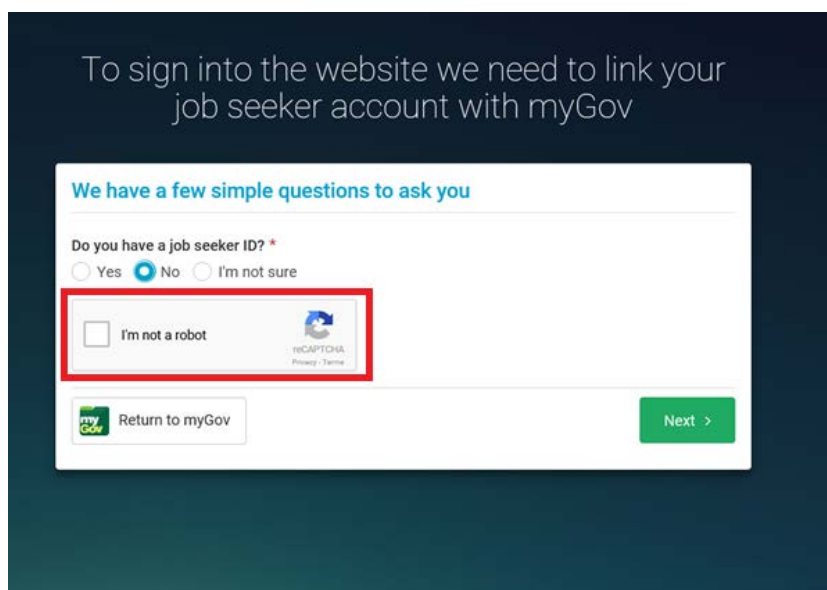
Section 4 – No / I don't know Job Seeker ID

Step 1

Select the *No* button from the options available on the screen

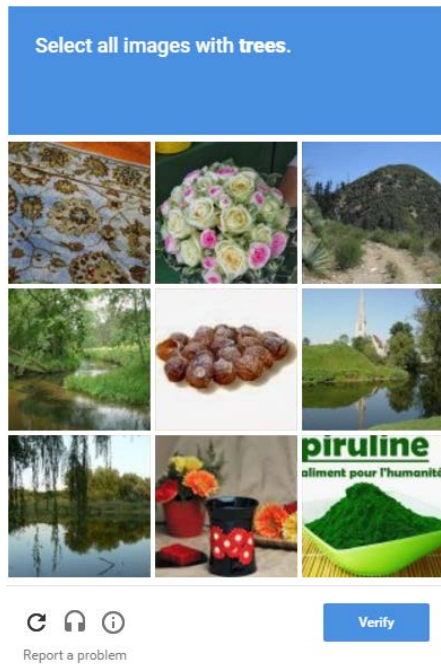
Step 2

Click the 'I'm not a robot' checkbox



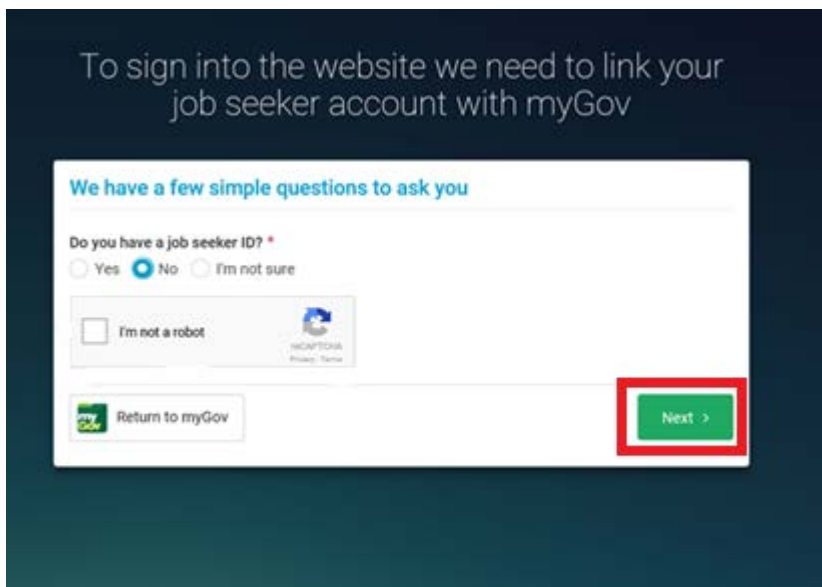
Step 3

Follow the prompt on the pop up screen and click Verify button when completed



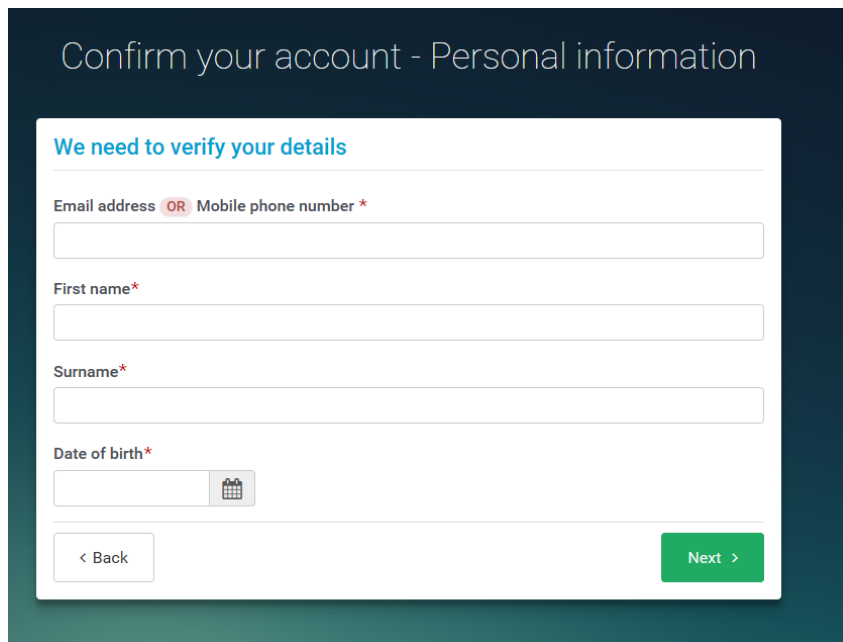
Step 4

Click the Next button to continue



Step 4

Enter your details and click Next to help us confirm if you have already have an existing account



Confirm your account - Personal information


We need to verify your details

Email address **OR** Mobile phone number *

First name*

Surname*

Date of birth*

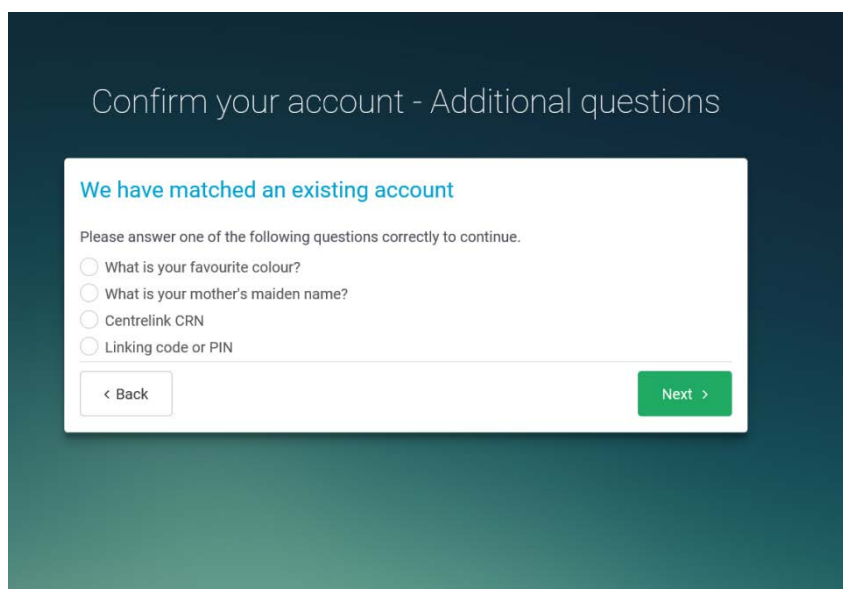
< Back Next >

Did we match an existing account for you?

- Yes – Please go to [Step 5 – We have matched an existing account](#)
- No - Please go to [Step 8 – We did not find an account matching your details](#)

Step 5 – We have matched an existing account

We have matched an existing account. Select a question and answer it correctly to continue



Confirm your account - Additional questions

We have matched an existing account

Please answer one of the following questions correctly to continue.

What is your favourite colour?

What is your mother's maiden name?

Centrelink CRN

Linking code or PIN

< Back Next >

Step 6

If answered correctly you will be sent an activation code to your email address, enter that code in the Activation Code section and click Next

Enter your activation code

We have sent you an activation code

✔ An activation code has been sent to ZZ9105@dev.construction.enet

Your activation code may take up to 5 minutes to be delivered to your email address or mobile phone.

Activation Code*

██████████

ℹ If you did not receive your activation code. [You can request another.](#)

< Back Next >

Step 7

You have now successfully linked your job seeker account to myGov, click the Continue to Dashboard button to go to the jobactive website to look for jobs and create a resume.

Success!

Thanks for linking your account

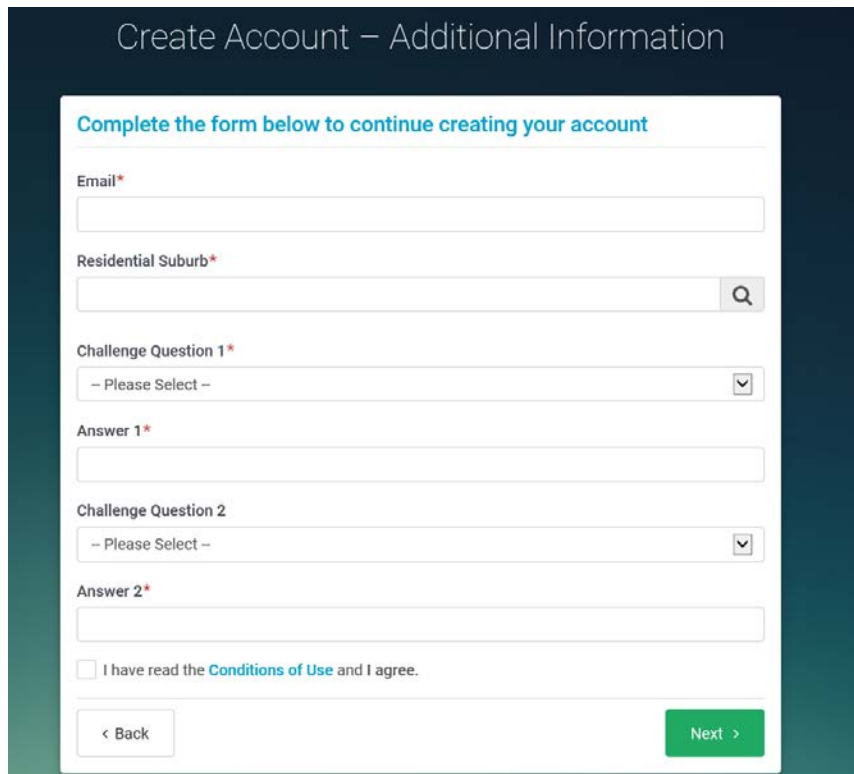
Your jobactive account has been successfully linked to your myGov account.

Now you can create or upload resumes, create a career profile and set up job alerts so you can be notified of jobs that interest you. Continue to your dashboard to access this and much more.

[Continue to dashboard >](#)

Step 8 – We did not find an account that matched your details.

Complete the quick one time registration form and click Next

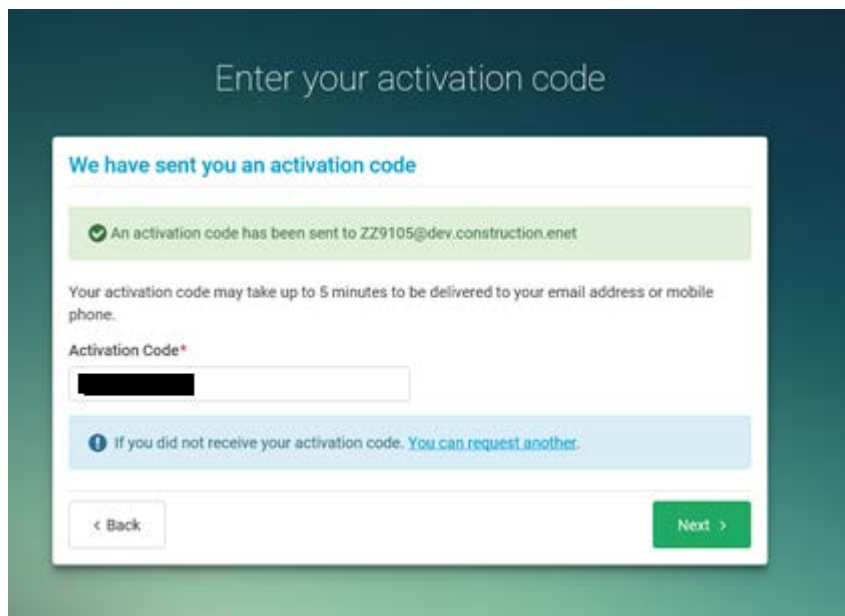


The screenshot shows a registration form titled "Create Account – Additional Information". The form contains the following fields and elements:

- Complete the form below to continue creating your account** (header)
- Email*** (text input field)
- Residential Suburb*** (text input field with a search icon)
- Challenge Question 1*** (dropdown menu with "-- Please Select --")
- Answer 1*** (text input field)
- Challenge Question 2** (dropdown menu with "-- Please Select --")
- Answer 2*** (text input field)
- I have read the [Conditions of Use](#) and I agree.
- < Back** (button)
- Next >** (button)

Step 9

You will be sent an activation code to your email address. Enter the code in the Activation Code field



The screenshot shows a screen titled "Enter your activation code". The form contains the following elements:

- We have sent you an activation code** (header)
- An activation code has been sent to ZZ9105@dev.construction.enet (notification message)
- Your activation code may take up to 5 minutes to be delivered to your email address or mobile phone. (text)
- Activation Code*** (text input field with a blacked-out placeholder)
- If you did not receive your activation code. [You can request another.](#) (notification message)
- < Back** (button)
- Next >** (button)

Step 10

You have now successfully linked your job seeker account to myGov, click the Continue to Dashboard button to go to the jobactive website to look for jobs and create a resume.

