

Process for registering a Job Seeker on Minnesotaworks.net, over the phone.

- It is always better to have the job seeker do this themselves. This process is only as a last resort for individuals who do not have access to a computer and need to generate an account.
- Do not write anything down. Information should only be typed directly into the secure minnesotaworks.net system.
- Encourage the job seeker to write down the Username, Password and Secret Question that they will be creating at the end of the registration process. Asking them if they have a pen and paper before you start may be beneficial. We cannot send them their Username, Password or Secret Question in an email or letter.

Steps

1. Job Seeker calls or is called and requests assistance in registering due to technology issues.
2. We first check to see if there is already an account in the system.
 - a. Please ask applicant if they use different names (Peggy vs. Margaret, Theodore vs. Ted) and try wild cards in your searches (Ar* Larsen would return both Art and Arthur Larsen).
3. If there is not, we start by reading the Tennessee Warning verbatim and asking them the three questions at the end of the notice. Let them know we will follow up their verbal consent with either an email (if they have one), or by mailing them the information.

MinnesotaWorks.Net Tennessee Warning Notice

How We Use Your Personal Information

The Department of Employment and Economic Development (DEED) collects some personal information from MinnesotaWorks.net users because we are required to do so by the federal government. This information is NOT shared with employers.

You do not need to give us this information by law, but it helps us serve you better.

Why do need information about you?

The information we collect is for our purposes only. We are required to collect this information and report it to the federal government. Some of the services you may receive are paid for by federal money. We are required to collect information about people using those services so we can report on our program outcomes.

We also use information you provide to determine if you are eligible for additional services. We may contact you directly to let you know about these additional services.

What information are we asking for?

We ask for your Social Security Number (SSN) so that we can identify you as a unique individual. We use your SSN to find wage data on you that helps us determine how well our services helped you.

We ask for demographics about you such as age, gender, ethnicity, race, veterans and disability status. This information may be used to evaluate our performance and to determine if you're eligible for special assistance.

We ask about your employment status, income, benefit usage, and ex-offender status to determine if you have barriers to employment that may indicate your need for additional services.

Who has access to your information?

The information we are asking you to provide about yourself is considered private data under Minnesota law. We will only share your data with DEED staff who need it to do their work, the federal agency that oversees these services, and other entities as required by law.

Your private information will NOT be provided to employers.

You can learn more about [DEED's data privacy policies online](#) (This is included in the email and the letter but does not need to be read).

What if you don't want to provide me with information about yourself?

If you don't supply enough information to create a username and password for yourself, your ability to use MinnesotaWorks.net will be limited. A username and password allows for easy access to your job seeking and career management work during repeat visits.

Some of the information we're asking about you are questions that employers can't ask on a job application or during an interview. Why are we asking for this information?

The information you provide on the MinnesotaWorks registration screen is NOT used for job application purposes. Your information is NOT provided to employers.

We are asking for information about you because some of the services you may receive are paid for by federal money, and we are required to track information to report to the federal government.

4. After completing the notice, ask the following questions:

- a. Do you understand this data privacy notice?

- b. Do you understand the information that you provide during registration is not an application, and that this registration information will not be shared with employers?
 - c. Are you legally eligible to work in the United States?
- 5. If the job seeker answers in the affirmative to all three questions, you can proceed to read and fill out the screens based on the answers given (here is the registration [link](#)).

If they answer “no” to any of those questions, inform them that they cannot proceed with creating an account (if answering their questions results in a yes, you may proceed).
- 6. You can ask if they have a valid email, but if they do not, enter: job.seeker@state.mn.us. Make them aware that they will not receive confirmation for any workshops they register for if they use this account.
- 7. All instructions must be read exactly as they are shown in the registration process. Once you get to the Social Security and Username fields, make sure to read:

You are encouraged, but not required, to provide your Social Security Number (SSN). We use your SSN to improve our service. Every precaution is taken to safeguard your private data, including encryption and secure databases. If you choose not to share your SSN, please enter a unique nine-digit number beginning with the number 9. 🤖

Select a username, password, secret question, and secret answer that you will remember. In addition to this application, your username and password may be used in any of the WorkForce Centers Resource Area computers to assist you in choosing a career, preparing for work, sharpening interview skills, creating a resume, and seeking additional community resources. Select this link to find a WorkForce Center near you: <http://mn.gov/deed/job-seekers/workforce-centers/workforce-center-locations/>

Your username and password cannot be the same. You may choose any combination of letters, numbers or special characters, and the total length must be at least 6 characters and cannot include a space or greater than or less than (> or <). The password is the only field where capital letters matter(case sensitive).

- 8. Again, make sure you do NOT write down any of the information. It should be directly entered into the system; however, job seekers should be encouraged to document the username, password and secret question and answer.
- 9. Note: Most common fake SS# starting in 9 have already been used. You may suggest they use 999 for the first 3 numbers and their actual last 6 numbers if they are having difficulty finding a number that doesn't get rejected. Again, entering their actual SS# is encouraged.
- 10. Once registration has been completed, either email, or mail the information to them the same day that verifies an account has been created on their behalf and include a copy of the Tennessee Warning Notice. We do **not** include their username, password or secret question information in this communication.
- 11. Mark on their newly created account that a **Job Search Assistance** service was performed. When the new labor exchange is created, there will be a specific service item created for **Staff Assisted Registration**.