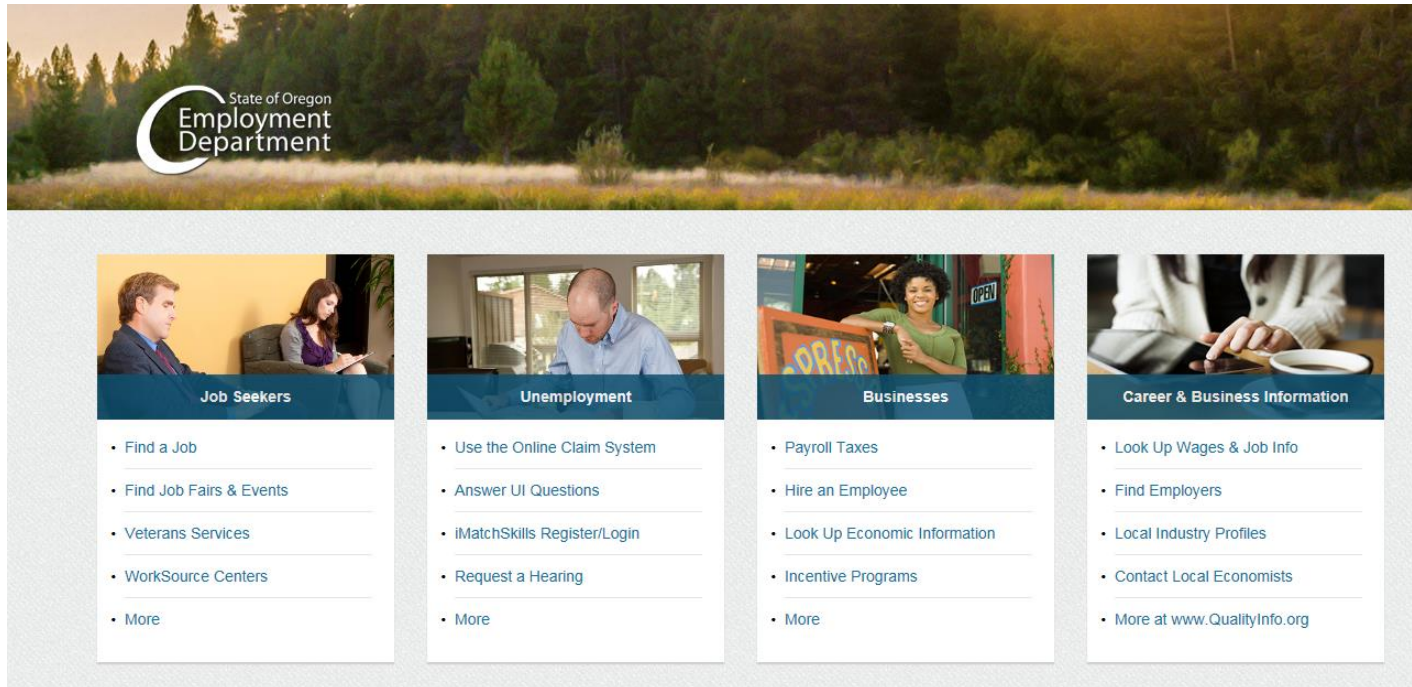


WOMIS REGISTRATION
PROCESS FOR NEW JOB
SEEKER ID AND WIN ACCESS

How to Create a Job Seeker I.D. Using WOMIS Registration

Below are instructions on how to complete registration in WOMIS (WorkSource Oregon Management Information System). Per State NCRC Guidance 01-11 (Revision 1), completion of WOMIS registration is required to be completed by the job seeker prior to taking the NCRC assessment. Upon completing registration, the individual is given a job seeker identification number. Proctors for the NCRC assessment must use this number as the individual's Examinee ID for the assessments

1. Go to: <http://www.oregon.gov/employ/pages/default.aspx>
2. Select **iMatchSkills Register/Login:**



3. Select “Job Seekers Click Here” **Note: Job Seekers include full time students.**



The screenshot shows the WorkSource Oregon website interface. At the top left is the WorkSource Oregon logo. To its right is the text "Where Job Seekers & Employers Connect". Below this is a navigation bar with two buttons: "Job Seekers Click Here" and "Employers Click Here". A green arrow points to the "Job Seekers Click Here" button. Below the navigation bar is a reminder to log off, a link to important information, a warning about job offer scams, and important information for employers regarding OSHA reporting requirements. At the bottom, there is a disclaimer in English and Spanish, and contact information for TTY/TDD services.

WORKSOURCE OREGON Where **Job Seekers & Employers** Connect

Job Seekers Click Here **Employers Click Here**

Reminder - To keep your information private, please **LOGOFF** when you are finished.

[Important Information](#) for those who use Oregon Employment Department services or received Unemployment benefits.

Job Offer Scams - be Wary!
Some Oregon job seekers have been contacted with job offers that turned out to be scams. Keep These in Mind: Don't pay any money. Don't give out personal information until researching the company. Too good to be true? Probably is. For more information, click [here](#).

IMPORTANT INFORMATION for Employers: New OSHA Reporting Requirements for Employers Start January 1
Beginning on January 1, 2015, there will be a change to what covered employers are required to report to the Occupational Safety and Health Administration (OSHA). Employers will be required to report all work-related fatalities within eight hours and all in-patient hospitalizations, amputations, and losses of an eye within 24 hours of becoming aware of the incident. For additional information regarding these changes, including the reporting options, please click [here](#).

Interested in how WorkSource Oregon can assist you with your recruitment needs? Please contact your local [WorkSource Oregon Center](#).

Important Note for Macintosh Users:
We are recommending that you download the latest version of Firefox. Some users of Safari have reported errors when running job matches in iMatchSkills. Using the latest version of Firefox should eliminate these errors.

WorkSource Oregon Employment Department is an equal opportunity employer/program. Auxiliary aids and services, alternate formats and language services are available to individuals with disabilities and limited English proficiency free of cost upon request.

WorkSource Oregon Departamento de Empleo es un programa/empleador que respeta la igualdad de oportunidades. Disponemos de servicios o ayudas auxiliares, formatos alternos y asistencia de idiomas para personas con discapacidades o conocimiento limitado del inglés, a pedido y sin costo.


TTY/TDD - dial 7-1-1 toll free relay service. Access free online relay service at www.sprintrelayonline.com
TTY/TDD - marque gratis al N° 7-1-1 de servicio de remisión. Acceda al servicio gratis de remisión en línea: www.sprintrelayonline.com

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4. Select “Create your account.” Select “En Español” if Spanish Language preferred.

[Find a WorkSource Center](#)

We have recently updated our website. If you are experiencing issues, please reset your browser cookies.
[Click here for more information on how to reset cookies](#)




Login

[En Español](#) 

Username:

Password:

[Forgot your username or password?](#)

Are you a new user? [Create your account](#) 

Protect yourself. Be cautious if a website asks for personal information or requires a payment to receive job search services. WorkSource Oregon does not charge fees for services, job search assistance, or to file for unemployment insurance benefits. [More Information](#)

This system is for authorized use only and may be monitored. Unauthorized use includes, but is not limited to, unauthorized framing of this web site, use of any robot, spider, or other automated device. Unauthorized access, use, misuse, modification of this computer system or any data contained herein or in transit to/from this system, may subject the individual to federal and state criminal and civil penalties. By continuing past this point you expressly consent to monitoring.

Discrimination is against the law.
If you feel you have been discriminated against at the WorkSource Center, you can file a complaint at your local office or contact the State Equal Opportunity Officer at OED_Equal_Opportunity@oregon.gov.

All information collected is confidential and may be used for federal reporting purposes.

5. Complete all Fields with Asterisks (*).

[Find a WorkSource Center](#)

We have recently updated our website. If you are experiencing issues, please reset your browser cookies.

[Click here for more information on how to reset cookies](#)



Login

[En Español](#)

Username:

Password:

[Forgot your username or password?](#)

Are you a new user? [Create your account](#)

Protect yourself. Be cautious if a website asks for personal information or requires a payment to receive job search services. WorkSource Oregon does not charge fees for services, job search assistance, or to file for unemployment insurance benefits. [More Information](#)

This system is for authorized use only and may be monitored. Unauthorized use includes, but is not limited to, unauthorized framing of this web site, use of any robot, spider, or other automated device. Unauthorized access, use, misuse, modification of this computer system or any data contained herein or in transit to/from this system, may subject the individual to federal and state criminal and civil penalties. By continuing past this point you expressly consent to monitoring.

Discrimination is against the law.

If you feel you have been discriminated against at the WorkSource Center, you can file a complaint at your local office or contact the State Equal Opportunity Officer at OED_Equal_Opportunity@oregon.gov.

All information collected is confidential and may be used for federal reporting purposes.

6. Using your
username and
password, login.

Registration - Welcome Back



Welcome back to the WorkSource Oregon Online Registration

The information that you've previously entered has been saved. The Registration process will begin at the beginning, so that you may review your information as you complete the remaining process.

The registration process will consist of approximately six screens. Please allow 30 minutes to complete the process. If you are unable to complete all the screens, you may exit and resume at a later date.

Please click the "Next" button to continue.

[Next](#)

[Exit](#)

** Indicates a required field.*

All information collected is confidential and may be used for federal reporting purposes.

7. Select
Next and)
8. Complete
all required
fields.

9. Locate Job Seeker I.D. # in upper right. Record your Job Seeker ID #.

The screenshot shows the WorkSource Oregon website interface. At the top left is the logo "WORKSOURCE OREGON". To the right, it says "Welcome, Job Seeker ID:" followed by a dropdown menu. Below this are social media icons for Facebook, Twitter, and YouTube, and a "Logout" link. A navigation bar contains links for "Find a WorkSource Center", "Manage My Account", "Change My Password", and "Logout". A central message box contains instructions for completing registration, with a "ti" icon. Below this are sections for "Job Search" and "Resources". A red box highlights the "Work-Related Skills Review and Free on-site Lessons National Career Readiness Certificate" link in the Resources section. A green arrow points to this link from the right. Another red arrow points to the "Job Seeker ID:" field from the right, with the text "Your ID will display here".

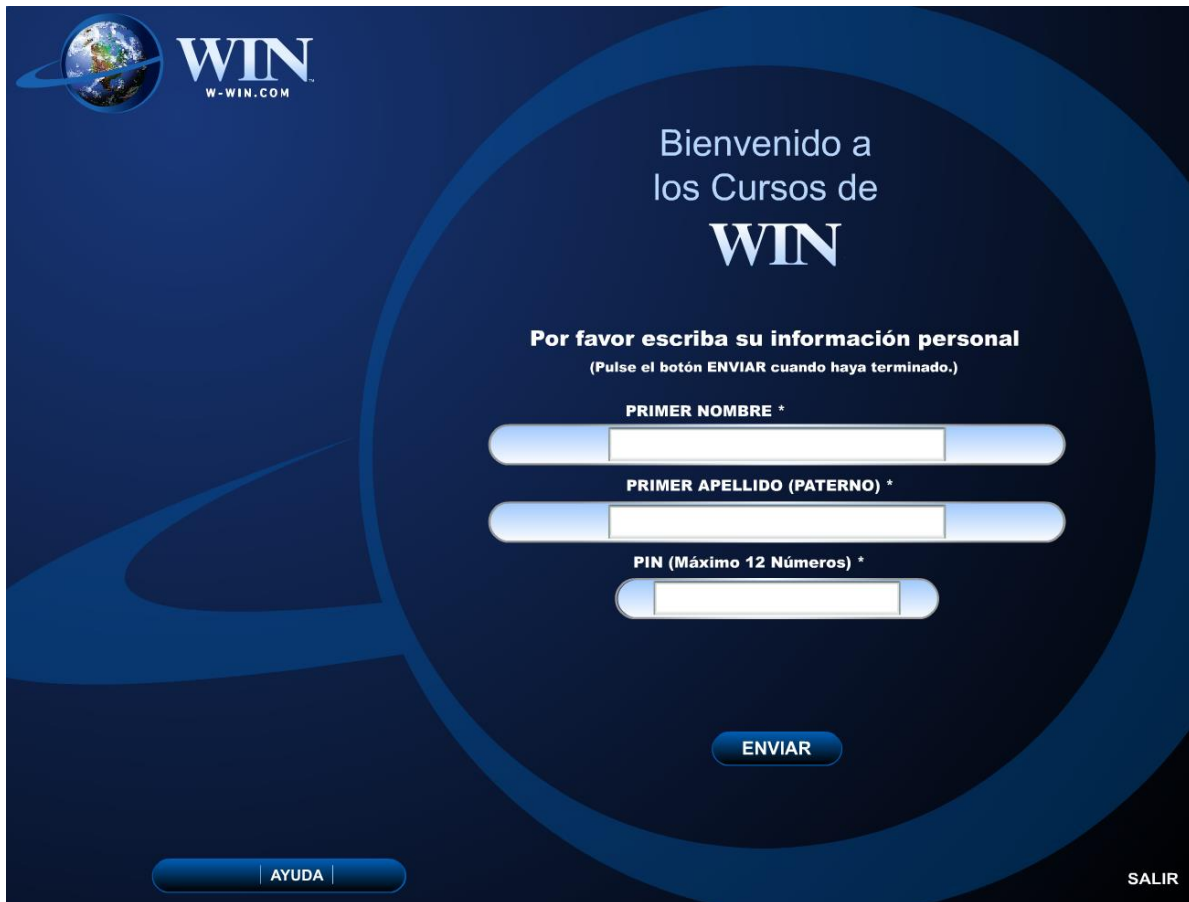
- 10 . Select Work-Related Skills Review and Free online Lessons to access the Initial Skill Review (ISR) WIN Courseware.



From this page, individuals can click on “Work-Related Skills Review and Free online Lessons” under the Resources heading. The Work-Related Skills Review – also known as the Initial Skills Review–gives a potential/general indication of how individuals might perform on the NCRC assessment. After completing the skills reviews, the individual will have access to courseware to help improve their skill levels.

To Access the Spanish Version of WIN

1. Go to: <http://orstate.wincshost.com/esp/>
2. Key First Name * Last Name * and use **Job Seeker ID #** for **PIN**



The screenshot shows the Spanish registration page for WIN. At the top left is the WIN logo with a globe icon and the text 'WIN W-WIN.COM'. The main heading reads 'Bienvenido a los Cursos de WIN'. Below this is the instruction 'Por favor escriba su información personal' followed by '(Pulse el botón ENVIAR cuando haya terminado.)'. There are three input fields: 'PRIMER NOMBRE *', 'PRIMER APELLIDO (PATERNO) *', and 'PIN (Máximo 12 Números) *'. Below the fields is an 'ENVIAR' button. At the bottom left is an 'AYUDA' button and at the bottom right is a 'SALIR' link.