


SNAP WORK REGISTRATION

Do you have an email address? If not, go to www.Mail.com to create one!

- Log on to <https://osstclient.deo.myflorida.com/>
- Click on  button at top of page. If you know your log in for this site you may use that to gain access, otherwise click on New User and follow instructions.
 - Enter your social security number: XXXXXXXXX
 - Type in the date of your birthday: 00/00/0000 (DO NOT USE THE POPUP CALENDAR)
 - Enter your zip code and hit Enter
- On Welcome to the One Stop Service tracking system (OSST); enter information as prompted on screen. *(You may be prompted to re-log in.)*
- Once in on “**My Status**” page you will be required to complete the following steps:
 - 1. Under STEP 1 (ORIENTATION):** Click “[here](#)” button to start the “Orientation” power point.
Under STEP 1 (ORIENTATION): Click “[here](#)” button to review forms and acknowledge.
 - 2. Under STEP 2 (INTAKE/Assessment):** Click “[here](#)” button to start the Assessment. (There are approximately **4 parts**, fill in as much information as possible but only answer what relates to your situation, then hit **SUBMIT**)

Next Step: Registering for www.EmployFlorida.com:

- Follow the link to www.EmployFlorida.com.
 - Make you complete the registration (if not previously registered) or sign in. Additional instructions for this site on page 2.
 - Complete a background wizard.
 - Complete a comprehensive resume.
 - Search and apply for at least 1 job.
 - Now return to <https://osstclient.deo.myflorida.com/> to set an appointment.
- 3. Under Step 3 SET AN APPOINTMENT:** Choose an appointment date and time from those available on the website. Be sure to confirm your appointment before exiting. Your appointment will be completed over the phone with your SNAP counselor, the counselor will call you.

Instructions to create a Complete and Accurate Profile at www.EmployFlorida.com

If you don't have an account:

- Click the link **Not Registered?** On the home page, near the **Sign In** button.
- Under **Option 3 – Create a User Account**, click the **Individual** link.
- Follow the steps and fill in all required (*) fields.

Note: Steps and fields vary depending on your site's configuration, but they always include creating a unique user name and password.

- When you complete all steps, a “what would you like to do next?” screen is displayed, - you are logged in.

If you have an account:

- Enter your user ID and password.
- Click the **Sign In** button.
- Or... Click **Forgot Username/Password** to retrieve a forgotten ID or password.
- Select a desired retrieval option

Once you have logged in to EFM on the left side Menu, choose **My Individual Profile**. You will see four folders:

- ❖ **Personal Profile** – background, personal and contact information
- ❖ **Employment Plan Profile** –resume, virtual recruiter, and others
- ❖ **Search History Profile** –helps you track and organize your job search
- ❖ **Self-Assessment Profile** –you can take several assessments including job skills

You will need to complete the following once logged in:

1. **BACKGROUND.**

Under the “**Personal Profile**” you need to input your work history starting with your most recent employer. It is important to have employer, job titles, and dates. The system will calculate how many months of experience you have in a particular field and show this to employers (no need to enter your job description, since you will enter it in the resume section within the system).

2. **RESUME.**

Under the “**Employment Plan Profile**” you need to create a resume. There are four methods to create your resume within the system, including the copy and paste option. You can have several resumes, each one targeting a particular field. You should target your ‘Summary of Qualifications’ to your target area. Have more than one resume and only change the “desired occupation” at the bottom; doing this will increase your chances of your resume being “found” by an employer or recruiter using EFM.

3. **JOB SKILLS ASSESSMENT.**

Under the “**Career Services**” tab select “**Career Explorer**”, then “**Match Your Work Interests and Work Values**” then “**Your Work Interests**” to begin the **Work Interest Analyzer** and complete a **Job Skills Assessment**. Listing all your skills increases the chances of your resume coming up in a match search. This final step is time consuming; however it will ensure you are making yourself visible to employers and recruiters using EFM to find a match for their jobs.