


# TANF Work Registration

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- Log on to <https://osstclient.deo.myflorida.com/>
- Click on  button at top of page or if you know your log in information you may use that under “Please sign in”
- 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:

**STEP 1 (ORIENTATION):** Click “[here](#)” button to watch Power Point.

**Go back to STEP 1 (ORIENTATION):** Click “[here](#)” button to Review Forms and acknowledge.

**After completion of orientation, you will be directed to [www.EmployFlorida.com](http://www.EmployFlorida.com):**

- Follow the link to [www.EmployFlorida.com](http://www.EmployFlorida.com).
- Make you complete the registration (if not previously registered) or sign in.
- Complete a background wizard.
- Complete a comprehensive resume.
- Apply for 1 job in [www.EmployFlorida.com](http://www.EmployFlorida.com)
- Now return to <https://osstclient.deo.myflorida.com/> to complete the intake/screening.

**STEP 2 (INTAKE/SCREENING):** Click “[here](#)” button to begin assessment.

When complete click  and then click 

\*\*When the above steps are complete, the automated process will notify DCF of your compliance\*\*

- Once your benefits are open you will be directed to go back to the <https://osstclient.deo.myflorida.com/> to complete work registration.

**Go back to STEP 2 (INTAKE/SCREENING):** Click “[here](#)” button to begin assessment.

When complete click  and then click 

When these steps are complete an appointment letter will be mailed for you to meet with your Career Counselor

# Instructions to create a Complete and Accurate Profile at [www.EmployFlorida.com](http://www.EmployFlorida.com)

## If you don't have an account:

- Click the link **Sign In** on the top of home page.
- 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 username 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:

- Click the link **Sign In** on the top of home page.
- Enter your user ID and password under **Option 1**.
- Click the **Sign In** button.
- Complete the CAPTCHA
- Or... Click **Retrieve Username or 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 Portfolio**. You will see four folders:

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

## 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.