How to Create a PA CareerLink® Account

- Please be careful to use the correct web address - www.pacareerlink.pa.gov
- There is no charge for the use of the PA CareerLink® website or services.
- When creating your Keystone ID (username) try something unusual – a combination of letters and numbers often works well. If you try a common name or word, you may find that it is already in use by someone else. There are many users on the PA CareerLink® system and no two people are permitted to have the same Keystone ID.
- Upon Registration you will be assigned a random Participant ID Number – write this number down – it can be used instead of your Social Security Number when you call, write, or email the PA CareerLink® office.
- Make sure you have completed your "Resume" and "Job Preferences" section and have indicated that you are available for job matching. This is important when employers are searching for potential applicants for their job openings. When employers search, the system matches with the preferences that you entered.
- Look at your contact information/methods! Don't use an email address that sounds unprofessional or that an employer could find offensive. This doesn't mean that you have to change your email address; you can always set up a free email account with Yahoo or Gmail for your job search efforts. If you have voicemail or an answering machine, be careful of your greeting – don't use blaring music, silly, lengthy, or offensive greetings. What your friends or relatives find amusing may not be to an employer.
- Check your PA CareerLink® resume to make sure that all of your information is up to date (address, phone, job history, etc.). If there are changes to be made do it BEFORE you start looking at job openings. That way your resume is up to date and current if you want to apply for a job through the PA CareerLink® website.
- When you apply for jobs on the PA CareerLink® website, make sure that you follow all of the instructions for each job. After clicking on the Job Title, you will see details of the job. This page contains an overview and summary of the job. The PA CareerLink® system includes Registered Employers as well as job postings from other websites, instructions will vary depending upon the source. *Make sure that you read each page carefully for contact and/or application instructions from the employer.*
- Having problems with the PA CareerLink® website? Have you noticed there is a HELP link at the top of every page? (*Note: You may have to disable any pop-up blockers you have on your computer to use the Help menus*.)

If you need help, our Career Resource Center is always staffed, and we are ready to help you.

Keystone ID: _____

Participant ID: _____

Password: _____

Auxiliary aids and services upon request to individuals with disabilities. Equal Opportunity Employer/Program. Language service available free of cost. TTY: (717) 391-3570 Program funded with federal dollars. For detailed information see https://tinyurl.com/4nhbzmft

PA CAREERLINK® PASSWORD RESET

PARTICIPANT ID (PID): _____

KEYSTONE ID (KID or USERNAME): _____

Click Microsoft Edge icon
Type PA CareerLink website address: www.pacareerlink.pa.gov
Click SIGN IN (upper righthand corner)
Click on Forgot Keystone ID/Forgot Password
Click radial button for JOB SEEKER
Click radial button for RESET HINT QUESTIONS AND ANSWERS
CLICK save and continue to reset password
ENTER first name, last name and DOB
ENTER Participant ID
Choose 3 security questions and enter suitable answers
ENTER Keystone ID
Answer 2 security questions
CREATE new password (TIP: do NOT use previous password or first and last name)
Follow prompts.

PA CAREERLINK® PASSWORD RESET

PARTICIPANT ID (PID): _____

KEYSTONE ID (KID or USERNAME): _____

Click Microsoft Edge icon
Type PA CareerLink website address: www.pacareerlink.pa.gov
Click SIGN IN (upper righthand corner)
Click on Forgot Keystone ID/Forgot Password
Click radial button for JOB SEEKER
Click radial button for RESET HINT QUESTIONS AND ANSWERS
CLICK save and continue to reset password
ENTER first name, last name and DOB
ENTER Participant ID
Choose 3 security questions and enter suitable answers
ENTER Keystone ID
Answer 2 security questions
CREATE new password (TIP: do NOT use previous password or first and last name)
Follow prompts.