

# How to Create an NCWorks Account

To access NCWorks Online, go to: <https://www.NCWorks.gov>

## To find out if you already have an NCWorks account:

1. Username: Until you change it, your Username is your **FirstnameLastnameXXXXX** (XXXXX = Last 5 digits of your Social Security #)  
**Example: JohnDoe56789**
2. Password: Your first-time TEMPORARY password is **Password1@** (case-sensitive)
3. Once you successfully log in, you will be prompted to create a new password.
4. Security Question: After you log in, you will be asked to choose a security question and create an answer in case you forget it later.

## For first-time registration:

1. Click on "Register" just below the Username box.
2. Click on "Individual" to create an Individual Account.
3. Create a Username and password that you can remember.  
The Username must be 6 to 16 characters long (letters *and* numbers) with no spaces.

The Password must:

- Have 8 to 18 characters
- Have at least one **UPPERCASE** character
- Have at least one **lowercase** character
- Have at least 1 **number**
- Have at least one **special character** (! @ # \$ % ^ & \*)

**Examples:** John1988#  
Adventures007#  
AccountantCPA123\$\$

4. Choose a security question and create an answer for it.
5. Follow the prompts on the screen to finish setting up your account.

Veterans receive  
priority service!



## Once your account is set up:

RESUME	JOB SEARCH/VIRTUAL RECRUITER
<ol style="list-style-type: none"> <li>1. From your home page, click on "My Portfolio" in the left menu.</li> <li>2. Click on "Personal Profile."</li> <li>3. Click on the "General Information" tab and complete/update all info, then click the "Save" button</li> <li>4. Click on "Resume Builder" on the left menu</li> <li>5. Click "Create New Resume," select "Internal Resume" and complete the 18 steps which guide you through creating an Internal Resume.</li> </ol> <p><i>Please note that while it will allow you to attach an external resume. NCWorks cannot "read" an attached resume and cannot match you to jobs with it. Therefore it is very important to build an Internal Resume whether or not you attach one so that we can help you find a job faster!</i></p>	<ol style="list-style-type: none"> <li>1. From your home page under <b>Quick Menu</b> select "Job Search."</li> <li>2. Enter in the job title you are searching for under "Keyword" and press "Search."</li> <li>3. At the top of the screen where it says "To save your search, <a href="#">click here</a>" press on <a href="#">click here</a>.</li> <li>4. **A new window will open**</li> <li>5. Fill out the information requested and press "Save."</li> </ol> <p><i>Virtual Recruiter will send you notifications via email or text message when your desired job is posted on NCWorks!</i></p>

