Linking your job seeker account with myGov

From 24 January 2018

Before we can sign you into the jobactive website we need to link your jobactive job seeker account with your myGov account.
Section 1 – Sign in/Register with myGov

Step 1
Click the Sign in / Register button on the homepage and select Job Seeker

Step 2
If you have a myGov account click the Sign in to myGov button, if you need to create a myGov account click the Register with myGov button
Step 3
Once signed in to your myGov account you will be directed to a linking screen where we have a few simple questions to ask you.

Section 2 – Job Seeker ID
Do you have a Job Seeker ID?

Yes – Go to Section 3  No / I don’t know – Go to Section 4

HANDY TIP: What is a Job Seeker ID? A Job Seeker ID is a unique number given to a job seeker who registers with an employment services provider. Only job seekers who are registered with a provider will have a Job Seeker ID.

Section 3 – Yes I have a Job Seeker ID

Step 1
Select the Yes button from the options available on the screen.
**Step 2**
Enter your Job Seeker ID and Date of Birth

To sign into the website we need to link your job seeker account with myGov

We have a few simple questions to ask you

Do you have a job seeker ID? *
- Yes
- No
- I'm not sure

Job seeker ID *

Date of birth *

I'm not a robot

Return to myGov

**Step 3**
Click the ‘I’m not a robot’ checkbox

To sign into the website we need to link your job seeker account with myGov

We have a few simple questions to ask you

Do you have a job seeker ID? *
- Yes
- No
- I'm not sure

Job seeker ID *

Date of birth *

I'm not a robot

Return to myGov
Step 4
Follow the prompt on the pop up screen and click the Verify button when completed.

Select all images with trees.

Step 5
Click the Next Button

To sign into the website we need to link your job seeker account with myGov

We have a few simple questions to ask you

Do you have a job seeker ID? *
- Yes
- No
- I'm not sure

Job seeker ID *

Date of birth *

I'm not a robot

Next >

Return to myGov
**Step 6**
Select from the options available about how you would like to receive your activation code to confirm your account and click Next

**Note**: If you do not have both your email address or mobile number listed the activation code will be sent to your notification preference as selected by you.

**Step 7**
You will be sent an activation code by email or SMS, enter that code in the Activation Code section and click Next
**Step 8**
You have now successfully linked your job seeker account to myGov, click the Continue to Dashboard button to go to the jobactive website to look for jobs and create a resume.

![Success Message](image)

**Section 4 – No / I don’t know Job Seeker ID**

**Step 1**
Select the No button from the options available on the screen

**Step 2**
Click the ‘I’m not a robot’ checkbox
Step 3
Follow the prompt on the pop up screen and click Verify button when completed

Step 4
Click the Next button to continue
Step 4
Enter your details and click Next to help us confirm if you have already have an existing account

Did we match an existing account for you?

- Yes – Please go to Step 5 – We have matched an existing account
- No - Please go to Step 8 – We did not find an account matching your details

Step 5 – We have matched an existing account
We have matched an existing account. Select a question and answer it correctly to continue
Step 6
If answered correctly you will be sent an activation code to your email address, enter that code in the Activation Code section and click Next.

Step 7
You have now successfully linked your job seeker account to myGov, click the Continue to Dashboard button to go to the jobactive website to look for jobs and create a resume.
Step 8 – We did not find an account that matched your details. 
Complete the quick one time registration form and click Next

Create Account – Additional Information

Complete the form below to continue creating your account

Email *

Residential Suburb *

Challenge Question 1 *
- Please Select –

Answer 1 *

Challenge Question 2
- Please Select –

Answer 2 *

☐ I have read the Conditions of Use and I agree.

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Next >

Step 9
You will be sent an activation code to your email address. Enter the code in the Activation Code field

Enter your activation code

We have sent you an activation code

An activation code has been sent to ZZ9105@dev.construction.net.

Your activation code may take up to 5 minutes to be delivered to your email address or mobile phone.

Activation Code *

If you did not receive your activation code. You can request another.

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Next >
**Step 10**
You have now successfully linked your job seeker account to myGov. Click the Continue to Dashboard button to go to the jobactive website to look for jobs and create a resume.

![Success message](image)