How to use your dashboard to manage your requirements

Use your dashboard to know where you stand. Stay on top of your compliance status, job search effort and tasks to do. It will make sure you get your income support payment.
Step 1
Click **Sign in / Register** and select **Job seeker**.

Then click **Sign in to myGov** on the pop up and complete the myGov sign in process to go to your dashboard.
Step 2
Understand the important items on your dashboard.

**Account** is at the top right of your screen. Here is where you can find your job seeker ID and update your personal details. If there’s a circle with a number above **Account** it means you have inbox messages. It’s important you read your inbox message as they can include information about your compliance status and income support payment.

**Job Search Effort** displays if you have a mutual obligation requirement to apply for jobs each month. It will show your progress and your due date to meet your requirement. Click **View my job search effort** to see your current and past job search effort, and to record the jobs you have applied for.

**Compliance** shows your current status and what you need to do to meet your requirements and keep your income support payment.

**Your tasks to do** is a list of your mutual obligation requirements. You need to complete your tasks by the due date to avoid payment suspensions and demerits. You can also record your attendance at your activities through **Your tasks to do**.
Step 3
Get more information.

Watch How to use the dashboard to manage your requirements at youtube.com/jobactivejobs for step-by-step demonstrations.