

Scheduling a MassHire Metro North Career Center Training event through JobQuest

Go to JobQuest <https://jobquest.dcs.eol.mass.gov/jobquest/Default.aspx>



1. Login by typing your **Jobseeker ID and Password** or Social Security and Password. (If you do not have an account, click on “Register Now”, Fill in the information and you will be assigned a jobseeker ID)
2. Once you are logged in to JobQuest, choose from the top toolbar “**My JobQuest**”
3. Customers who have not attended a Career Center Seminar (CCS) will see this on the homepage:

Path to Reemployment

COMPLETED

Register

Register to access all the features of the virtual pathway

MANAGE ACCOUNT

Career Center Seminar

Schedule a Career Center Seminar to get an overview of services available

SCHEDULE

Career Action Plan

Track short and long-term career goals and the actions you can take to achieve them

START YOUR CAP

Workshops

MassHire offers a variety of free workshops to get insights on a number of different topics

FIND WORKSHOPS

Career Coach

Need help or want to speak to a coach about your individual needs?

CONNECT

MY DASHBOARD

4. Schedule a Career Center Seminar (CCS) by clicking on the “**Schedule**” button

5. Click on **“Schedule”** beside the CCS you want to attend

The screenshot shows the MASSHIRE JobQuest interface. At the top left is the logo. A 'BACK' button is in the top right. The main heading is 'Event Search Results'. Below it, it says 'SHOWING RESULTS 1 - 10 OF 110:'. There is a dropdown menu for 'Show 10 results per page'. On the right, there is a 'Sort & Filter' section with a 'SORT EVENTS' button. The main content area displays two event cards. Each card has a title 'Virtual Career Center Seminar', a date, time, location, phone number, and a 'SCHEDULE' button. The first event is on Tuesday, December 21, 2021, at Cambridge Career Center. The second event is on Tuesday, January 4, 2022, also at Cambridge Career Center.

6. Once you have attended a CCS, click on **“Find Workshops”**

The screenshot shows a user dashboard for Paula. The top left section is 'Saved Jobs' with a 'SEARCH FOR JOBS' button. The top right section is 'Welcome, Paula' with a settings icon, 'JOB SEEKER ID' (blacked out), and a 'CREATE YOUR PROFILE' button. The middle left section is 'Scheduled Events' with a description and a card for 'Virtual Career Center Seminar' on Jan 3 at 01:00 PM at Downtown Boston Career Center. The middle right section is 'Job Matches' with a prompt to complete the profile. The bottom left section has three buttons: 'Find an Event or Workshop', 'Find Training Courses', and 'TORQ Portal Login'. The bottom right section is 'Resume' with a prompt to complete the profile.

7. Click the down arrow beside **“Select a Career Center”**

8. Choose **“Cambridge, Chelsea and Woburn”**
9. Click on **Search**

Search Events

FIND JOBQUEST EVENTS NEAR YOU

Search for career center workshops, job fairs and recruitment events by MassHire Career Centers or by region. Find a **MassHire Career Center** near you.

You can search all events or focus your search by entering any combination of search criteria.

Keywords

Example: job fair

Event Type

Workshops

Location

Search by Career Center

Time Frame

At any Time in the Future

Career Center

Cambridge, Chelsea and Woburn

RESET

SEARCH

10. Find the event name and click on the **“Schedule”** button

BACK TO SEARCH

Event Search Results

SHOWING RESULTS 1 - 10 OF 16:

Show 10 results per page

Sort & Filter

SORT EVENTS

Youth: Job Corps Info Session

SCHEDULE

Friday, December 17, 2021

10:00 AM - 11:00 AM

Cambridge Career Center

617-661-7867

Prerequisite: Yes

Word Master Class Live

SCHEDULE

Tuesday, December 21, 2021

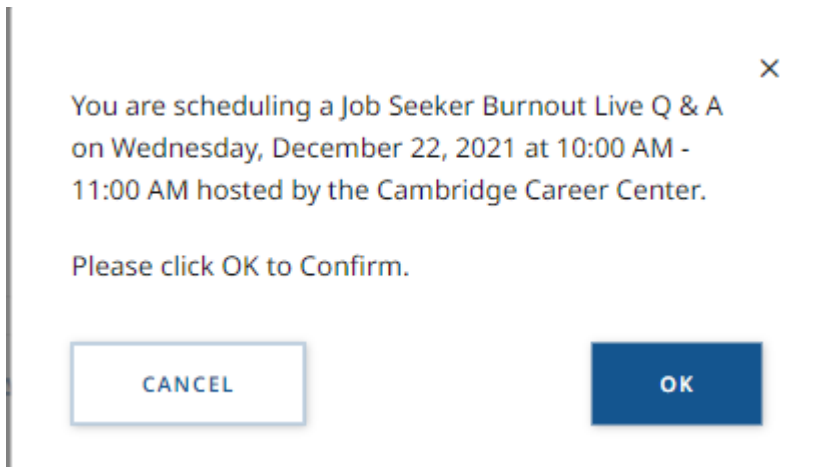
10:00 AM - 11:30 AM

Woburn Career Center

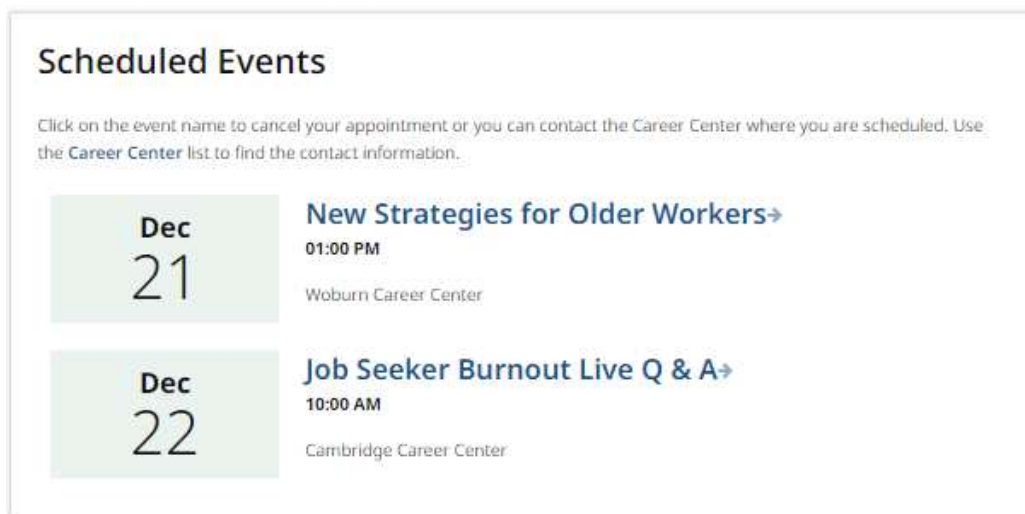
781-932-5500

Prerequisite: Yes

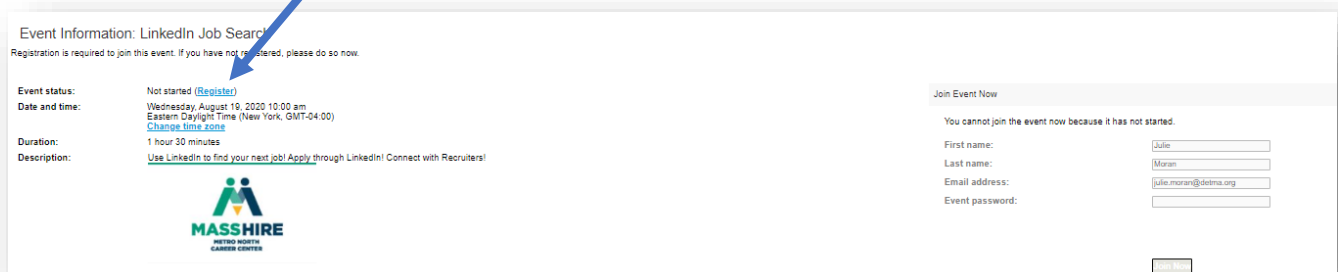
11. Click **OK** to confirm



12. You have successfully registered through JobQuest and will see the event on your **"My JobQuest"** page under Scheduled Events



13. You will receive an **email** a few days before the event from the Instructor at MassHire Metro North Career Center with the **link to register through WebEx**
14. Click on the **link** and download the free WebEx Meeting app (if you are on a tablet or phone you will need to install the app)
15. Click on **Register**



16. **Type** in your first and last name, email address and jobseeker ID.

* First name:
* Email address:
* Confirm email address:
Job Seeker ID:
* Last name:

17. Click on **Submit**

18. You will get a message that your **“Registration is confirmed”**

19. Click **“Done”**

Registration Confirmed
Thank you for registering.
You are now registered for the event: **LinkedIn**
You will receive a confirmation email message that contains detailed information about joining the event.
The event will start at 10:00 am New York Time on July 14, 2020.
Please join the event on time.

20. Once you have registered in WebEx, you will receive a **confirmation email** (from Julie Moran) that you are registered in WebEx with the button **“Join Event”**

21. Please click the **“Join event”** button at least 10 minutes before the start time of the event to ensure entrance into the event

Your registration was approved for the following Webex event.
Host: Julie Moran (julie.moran@detma.org)
Event number (access code): 129 463 2507
Registration ID: This event does not require a registration ID
Event password: J4TbX3RQhm5
Wednesday, August 19, 2020 10:00 am, Eastern Daylight Time (New York, GMT-04:00)

Join the audio conference only
+1-408-418-9388 United States Toll