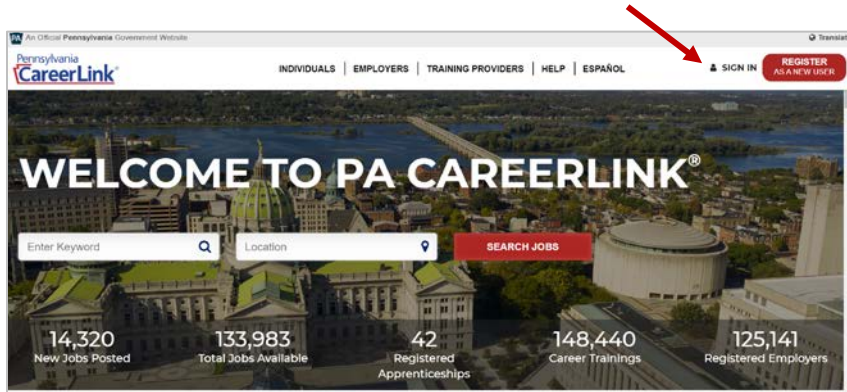


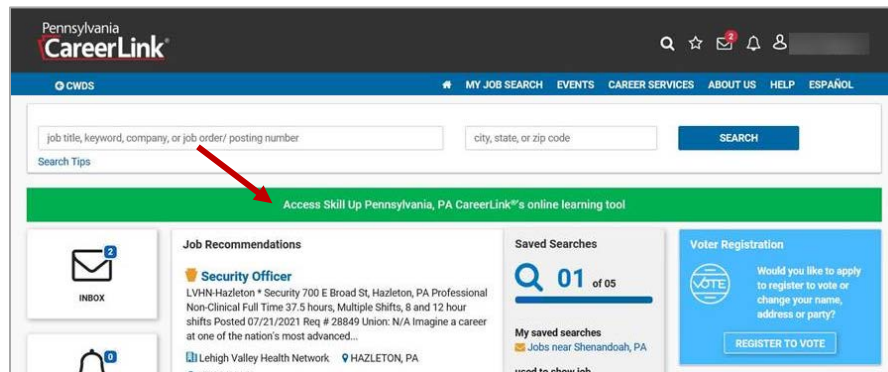
ACCESSING METRIX LEARNING ON PA CAREERLINK® ONLINE

If you have an existing account on PA CareerLink® Online:

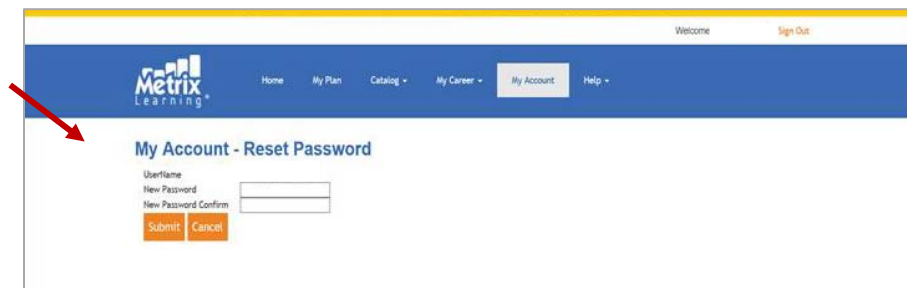
- From the PA CareerLink® Online home page (<https://www.pacareerlink.pa.gov/>), press the *Sign In* Button and enter your Keystone ID and Password to go to your Home Page.



- At top of your Home Page, press the green banner to access Skill Up Pennsylvania, PA CareerLink®'s online learning tool.

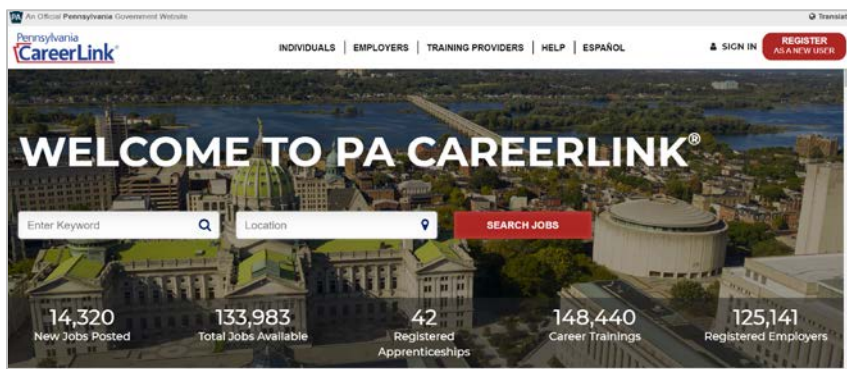


- Create your account to start learning!

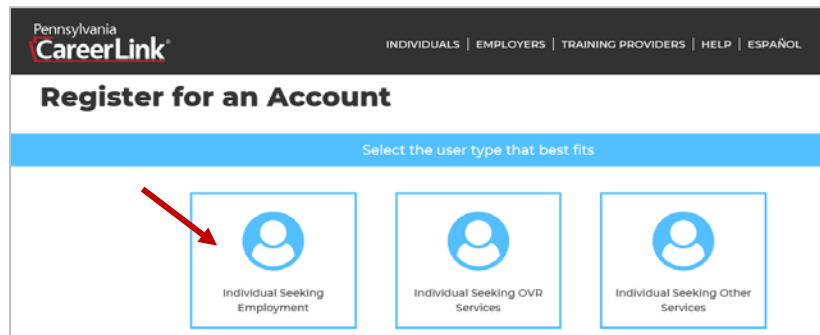


If you don't have an account on PA CareerLink® Online:

- From the PA CareerLink® Online home page (<https://www.pacareerlink.pa.gov/>), press the *Register* button.



- Select *Individual Seeking Employment*.



- Complete the following information:
 - *First Name.*
 - *Last Name.*
 - *Date of Birth.*
 - *Have you applied for, or are you receiving benefits or services?*
 - *Press Continue.*

- You will be asked to enter information on various screens as you proceed to create your account.

- Once at the **Create User Account** screen:
 - Create a *Keystone ID/User Name* that is unique to the system and does not include spaces.
 - Create a *Password* at least eight characters long with three of the following:
 - One Uppercase letter
 - One lowercase letter
 - One number
 - One special character
 - Complete the *Security Questions & Answers* section. Three different questions and answers must be selected.
 - Check the box to confirm viewing the *Civil Rights Statement*, then press *Continue*.

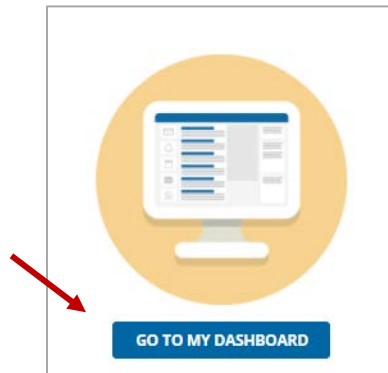
The screenshot shows the 'Create User Account' form with the following sections and callouts:

- Account Information:**
 - KEYSTONE ID / USER NAME (required):** A text input field containing 'createakidhere'. A callout box points to this field with the text: 'Create a unique Keystone ID (KID)'. Below the field, a green checkmark indicates 'Keystone Id currently available'.
 - PASSWORD (required):** A password input field with a 'Show' toggle. A callout box points to this field with the text: 'Create your password here following these guidelines'. Below the field, four green checkmarks indicate password requirements: 'One lowercase character', 'One uppercase character', 'One number', and 'One special character'.
- Security Questions & Answers:**
 - SECURITY QUESTION 1 (required):** A dropdown menu with the question 'What was the first school you attended?'. A callout box points to this dropdown with the text: 'Use the drop down arrow to select a security question - select three different questions'.
 - ANSWER 1 (required):** A text input field containing 'youranswer1'. A callout box points to this field with the text: 'Type a short answer to each security question in these boxes'.
 - SECURITY QUESTION 2 (required):** A dropdown menu with the question 'Who do you most admire?'.
 - ANSWER 2 (required):** A text input field containing 'youranswer2'.
 - SECURITY QUESTION 3 (required):** A dropdown menu with the question 'What was the name of your childhood pet?'.
 - ANSWER 3 (required):** A text input field containing 'youranswer3'.
- Confirmation:** A checkbox labeled 'I have read and understood the View Civil Rights Statement (required)' is checked. A callout box points to this checkbox with the text: 'View the Civil Rights Statement and check the box to confirm'.
- Buttons:** 'CANCEL' and 'CONTINUE' buttons are at the bottom. A red arrow points to the 'CONTINUE' button.

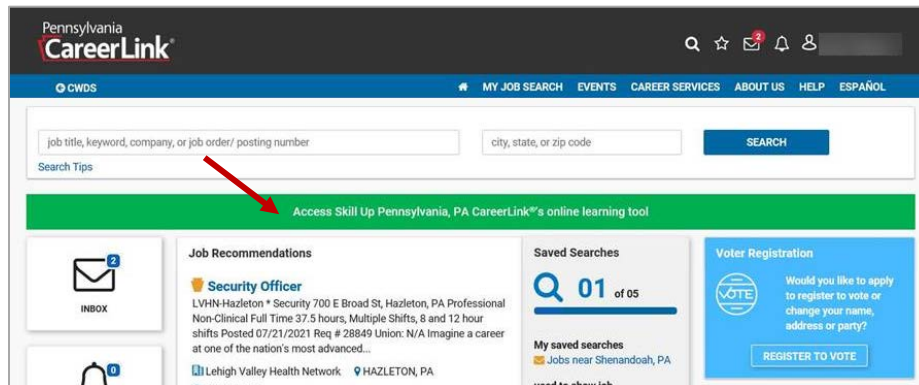
- You will receive a Registration Confirmation.
 - ! Be sure to review all the information on this page such as Unemployment Compensation (UC) Registration Requirement, Requesting Staff Assistance, and Building a Resume.

The screenshot shows the 'Registration Confirmation' page on the Pennsylvania CareerLink website. The page header includes the logo and navigation links: 'CWDS', 'MY JOB SEARCH', 'EVENTS', 'CAREER SERVICES', 'ABOUT US', 'HELP', and 'ESPAÑOL'. The main heading is 'Registration Confirmation'. Below it, the section is titled 'Basic Account Confirmation'. The text reads: 'You have created a basic PA CareerLink® account. Your Keystone ID (createakeystoneidhere) and Participant ID have been sent to your email address. Once you have built your resume (start below), you will be ready to search for and apply to jobs.'

- To go directly to your Home Page to access Metrix Learning, select *Go To My Dashboard*:



- At top of your Home Page, press the green banner to access Skill Up Pennsylvania, PA CareerLink®'s online learning tool.



- Create your account to start learning!

