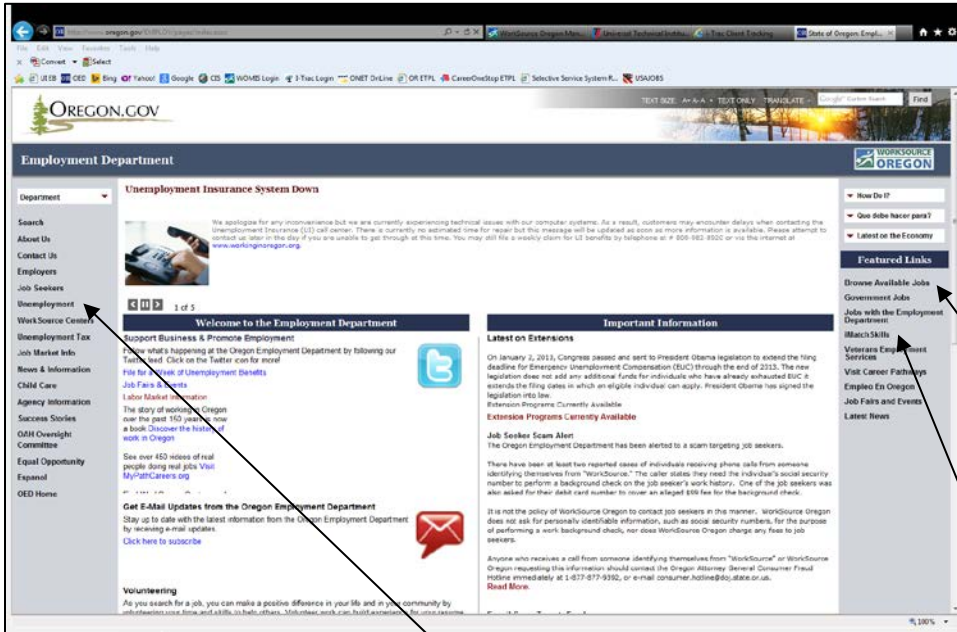


To receive any Workforce Development and Training services (including workshops) from CAPECO, you must complete the WorkSource Oregon registration, iMatchSkills profile and all 3 Work-Related Skills Review assessments.

To get started, type workinginoregon.org in the address bar of your web browser.



This screen has links to information about statewide employment issues and job fairs, the latest on Unemployment Extensions, scam alerts, and much more.

To view job listings, select **Browse Available Jobs** in the right panel.

To start the registration process, select **iMatch Skills** from the Featured Links in the right panel.

Follow the **Unemployment** link to start a new claim, claim weekly unemployment benefits and find out about special unemployment programs – or access this from iMatch Skills.

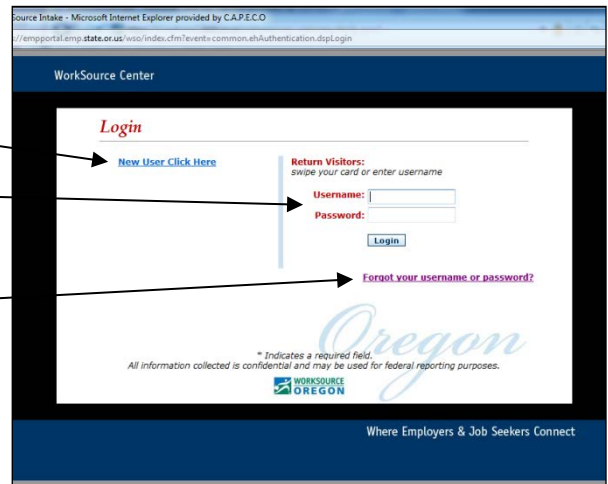


On the iMatchSkills page, select **Job Seekers Click Here** to access the WorkSource Center.

On the next screen, select your preferred language, English or Spanish, and press the **BEGIN** button.

Log into the WorkSource Center

- If you do not have a username and password, select *New User Click Here*.
- If you know your username and password, enter them and press *Login* to get started.
- If you have don't remember your username or password, click *Forgot your username or password?*
- If your password has expired, you will need to select a new one to continue.



Follow the instructions on the screens that follow.

The first time you enter the system, or if you have not used it recently, you will be asked to enter or update personal information and answer questions about work history and finances.

If you continue to have difficulties, either call your local employment office or call CAPECO at 541-276-1926 or toll free in Oregon at 1-800-752-1139. Ask for Workforce Assistance.

Main Menu

[Find a WorkSource Center](#)
 [Manage My Account](#)
 [Change My Password](#)
 [Logout](#)

Please complete the following. This will allow you to learn more about the full range of WorkSource Oregon employment services.

- ✓ **Complete your Registration.** Provide some basic information about yourself.
- ✓ **Create your Job Seeker profile in iMatchSkills.** This includes your skills, work history, and occupations you are seeking. This will help match you to job openings.
- Meet one on one with staff.** Learn more about services including career options and options for skill development. Please bring valid identification.

Completed steps are marked with a check.

[Refresh List](#)

Job Search

[Match your skills to job openings with iMatchSkills](#)

[Browse Job listings at WorkinginOregon.org](#)

[Job Fairs and Events](#)

[Job Seeker Resources](#)

Includes links to job search tools, career information, training options and other helpful resources

Unemployment Benefits

[IMPORTANT Information](#)

[Unemployment Benefits FAQs](#)

[Online Claims System](#)

- File an initial claim
- File your weekly claim
- Restart your claim
- Check the status of your claim
- Change your address
- Signup for electronic deposit
- Change/Reset PIN

Resources

[Oregon Labor Market Information at qualityinfo.org](#)

[Work-Related Skills Review and Free online Lessons](#)

[National Career Readiness Certificate](#)

[Career Information System \(CIS\)](#)

Contact your local WSO Center for login details

[Worksource Oregon Orientation to Services Video](#)

Services and Programs

[Veterans Services](#)

[Self Employment Assistance Program \(watch video\)](#)

[Training Unemployment Insurance](#)

[Apprenticeship Opportunities in Oregon](#)

[Trade Act Program \(watch video\)](#)

[Oregon Homeownership Stabilization Initiative](#)

[Vocational Rehabilitation Services](#)

Before meeting with CAPECO staff, complete all sections of your **Job Seeker Profile in iMatch Skills**. Bring your ID to the meeting.

Also complete all 3 assessments in the **Work-Related Skills Review**. You will start at Level 3. If you do not pass Level 3, the system will take you to Level 1.

When doing the Math assessment, you can access formula sheets through the Print button. An online calculator is provided. Reading for Information and Applied Math both have 7 levels; Locating Information has 6 levels.

Always remember to log out when you are done, whether you are at home or in a public area. It is a good habit to get into!