



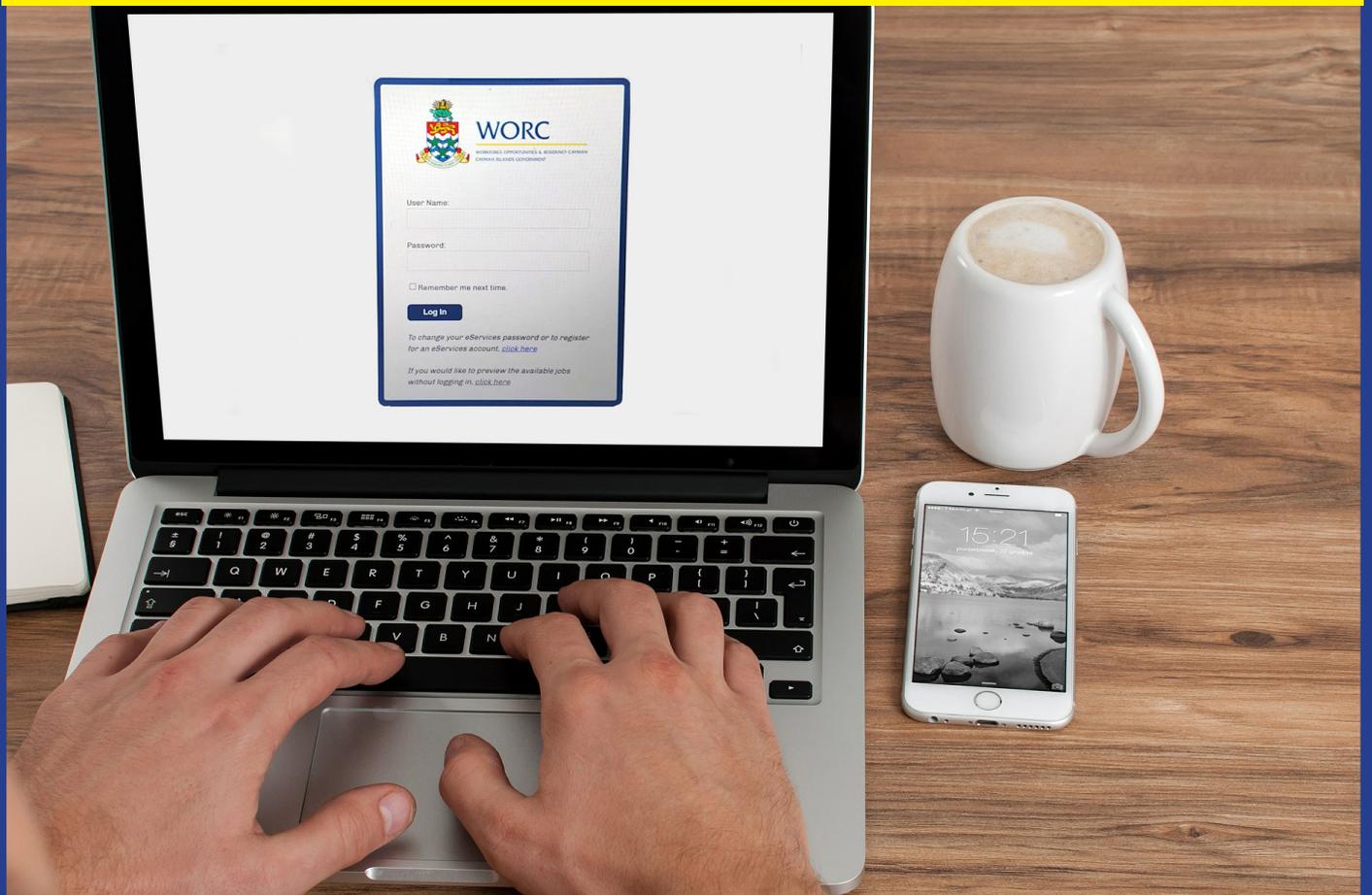
WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

JobsCayman

How To Register or Update to a Job Seeker

A QUICK GUIDE TO USING THE UPDATED ONLINE PORTAL





To Register or Update Your Status as a Job Seeker

1. Log in to the JobsCayman Portal – use your e-Services login credentials.

The screenshot shows the WORC login page. It features the WORC logo at the top left. Below the logo are two input fields: "User Name:" and "Password:". There is a checkbox labeled "Remember me next time." and a blue "Log In" button. At the bottom, there is a link: "To change your eServices password or to register for an eServices account [Click Here](#)".

2. Select “New” Button

- If you have previously registered, you will have the option to update your status to that of a job seeker.

The screenshot shows the JobsCayman portal dashboard. The top navigation bar includes the WORC logo, "JobsCayman", "HELP | PRIVACY POLICY", and "LOG OUT". On the left sidebar, the "New" button is highlighted with a yellow box. Below the sidebar is a table with columns: Case Number, Process, Activity, Current User, Status, and Creation Date.

3. Select “Update Person Profile” option.

This screenshot is similar to the previous one, but the "Update Person Profile" button in the left sidebar is highlighted with a yellow box.

4. Select “Yes” to the question ‘Do you want to register as a job seeker also?’

The screenshot shows a section titled "Address and Immigration Information". At the bottom of this section, there is a question: "Do You Want to Register as a Job Seeker?:". To the right of the question are two radio buttons: "Yes" (which is selected and highlighted with a yellow box) and "No".

5. Complete the Job Seeker questions

- You will be required to provide proof of your identity and Immigration status by uploading the relevant documentation.
- Sections highlighted with the red line are mandatory.

Intention to Register as a Job Seeker

Do you want to register as a job seeker also?: Yes No

If you answer YES, you will need to provide documentation to support your response. This will include additional questions as well as upload of a valid picture identification and proof of immigration status. If you are not interested in registering as a job seeker, your registration will be approved immediately. You will have the option to perform a profile update at a later date to become a job seeker. If you are registering for the sole purpose of using the online payment process, respond NO at this time.

Citizenship: Date of Birth:

Passport Country: Immigration Status:

Immigration Status Expiration:

Valid Picture Identification: Proof of Immigration Status:

Address and Contact Information

Cayman Resident: Yes No Country:

Physical Address: Postal Code:

PO Box:

Disclaimer

All personal information collected by CIG WORC is done so exclusively with your consent, by means of a form posted on our website, an email received from you or by telephone. No information is collected automatically

Agree:

Save Draft Submit

***All questions with a red line at the left edge are mandatory

6. Hit the **Submit** button when finished.

7. You may now log out.

- You will receive approval of your registration via the email address you entered above within 3 business days.
 - Once you receive the email confirmation ([*you may login and check even if you do not receive the email](#)).
 - Once you have completed this update, the “Job Seeker Registration” will be available for completion.