



How to complete a partial registration with Nevada JobConnect

By filing an Unemployment Insurance (UI) claim, you are partially registered for work in Nevada. The **next business day**, after you file your claim for UI benefits, you need to complete your registration by visiting a Nevada JobConnect office or going online. A unique **“USERNAME”** & **“PASSWORD”** is created as part of the partial registration.

To access the registration page select this link and follow the instructions below.

<https://nvos.state.nv.us/seeker>

1. As a UI claimant you are considered a **“Returning User”**.
2. Select **“Click here if you don’t remember your password”** and choose one of three search types, enter the required information and then click search.
3. An email will be sent to you providing you with a **“Username”** and **“Password”**.
4. Once a **“Username”** and **“Password”** have been entered click **“Sign In”**.
5. If you are unable to perform the above tasks please contact your local JobConnect office; <http://www.nevadajobconnect.com/centers/index.php>.

To complete your registration you must complete the Resume Builder:

Look for the options on the left side of the screen in the purple ribbon specifically: **“Resume Builder”** and **“Job Search”**.

1. Click on **“Resume Builder”**.
2. Then select **“Create Resume”**, please fill in all fields; Occupation, Experience, Objective, Skills, Location, Job History, Education, Driver’s License, Occ. License/Cert and Salary and click **“SAVE”**.
3. Clicking on **“Job Search”** will provide different job search options.
Note: Saved searches will provide the ability to set up a **“Job Scout”**. A job scout will automatically run searches and email the results on a daily and/or weekly basis.

Please note the **“Feedback”** and **“Help”** buttons for further assistance.



Did you know that documenting **Work Search** efforts is mandatory? When logged in to UInv, from **“Claimant Homepage”** select **“Online Forms”** then click on **“Work Search Record”** enter **“New Work Search”** and **“Save”** once finished for the entire week click **“Submit”**.

Note: Saved entries are updateable, submitted entries are not.