



How to complete a partial registration with Nevada JobConnect

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

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

<https://www.employnv.gov>

1. Click on “**Forgot Username/Password**”.
2. Select “**Option 3 – Forgot User Name and Password**”. You will be able to click on the link in that box that states “**retrieve both**”.
3. Select “**Individual**” when asked, “Did you register as: Individual Employer”
4. Click on “**Next**” button.
5. You will be asked to provide your First Name, Last Name, Date of Birth, Social Security Number (no dashes), Confirm your Social Security Number, and Zip Code.
6. Click on “**Submit**” button.
7. You will be given your Username, and will be asked to “**Create a New Password.**”
8. **Confirm New Password**, and then click on the “**Save**” button.

You are now on your Main Page, or Dashboard.

1. On the left side, please select “**Job Seeker Services**”. You will see 8 options show up to the right of the small arrow.
2. Select “**Resume Builder**”.
3. In the middle of the page, there is a blue button that states “**Create new Resume**”. Click on that button and follow the steps. Don’t forget to “**Save**” your work!
4. Once you have completed building your resume, you are encouraged to view all of the services available through EmployNV.
5. If you need assistance with the EmployNV website, or additional services provided by Nevada JobConnect, you are welcome to visit any of the local JobConnect offices.



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.