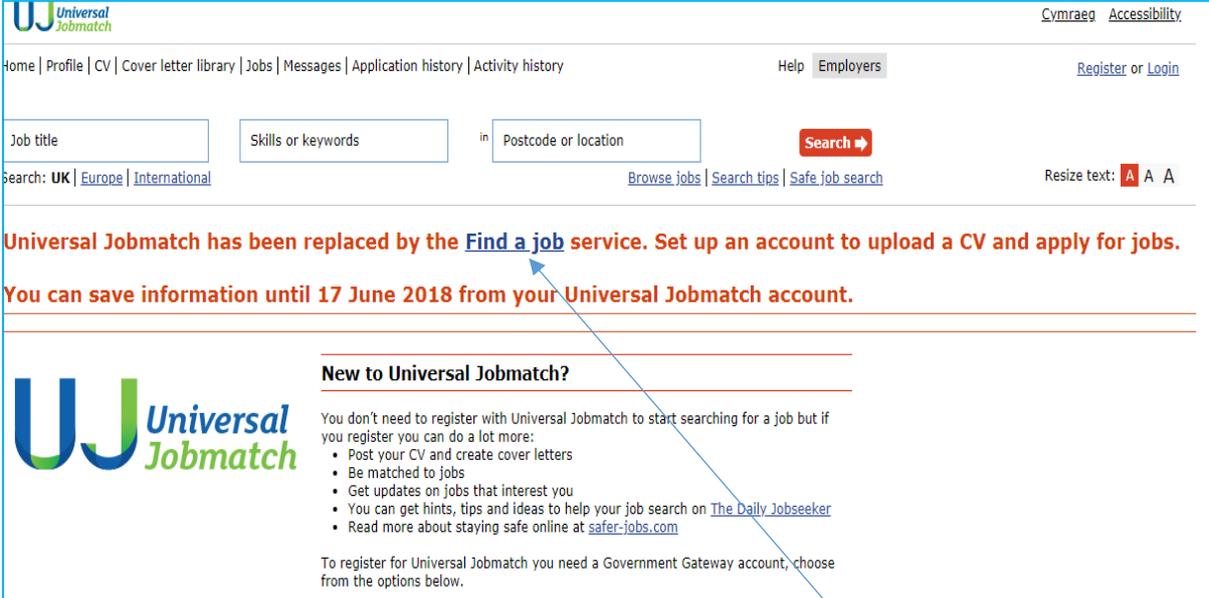


# Create

Government Gateway - Universal Job Match is being replaced with “Find a job”. The same functionality will exist but it is going to look and feel different. Firstly you will have to create a new account before starting to use the site. This is not as difficult as it seems. The following are the steps required to create your new account with Find a job.

Before accessing UJM you should have your email open as this will be needed later.

After your usual method of reaching the UJM login page you will be faced with this



The screenshot shows the Universal Jobmatch website interface. At the top left is the UJ Jobmatch logo. To the right are links for 'Cymraeg' and 'Accessibility'. Below the logo is a navigation menu with links: Home | Profile | CV | Cover letter library | Jobs | Messages | Application history | Activity history. On the right side of the navigation menu are links for 'Help', 'Employers', 'Register or Login'. Below the navigation menu is a search bar with three input fields: 'Job title', 'Skills or keywords', and 'Postcode or location'. A red 'Search' button is to the right of the 'Postcode or location' field. Below the search bar are links for 'Browse jobs', 'Search tips', and 'Safe job search'. To the right of these links is a 'Resize text' control with 'A A A' buttons. Below the search bar is a red notification banner that reads: 'Universal Jobmatch has been replaced by the [Find a job](#) service. Set up an account to upload a CV and apply for jobs. You can save information until 17 June 2018 from your Universal Jobmatch account.' Below the banner is a section titled 'New to Universal Jobmatch?' with the UJ Jobmatch logo and a list of benefits of registering. A blue arrow points from the 'Find a job' link in the notification banner to the 'Find a job' section below.

Universal Jobmatch has been replaced by the [Find a job](#) service. Set up an account to upload a CV and apply for jobs. You can save information until 17 June 2018 from your Universal Jobmatch account.

### New to Universal Jobmatch?

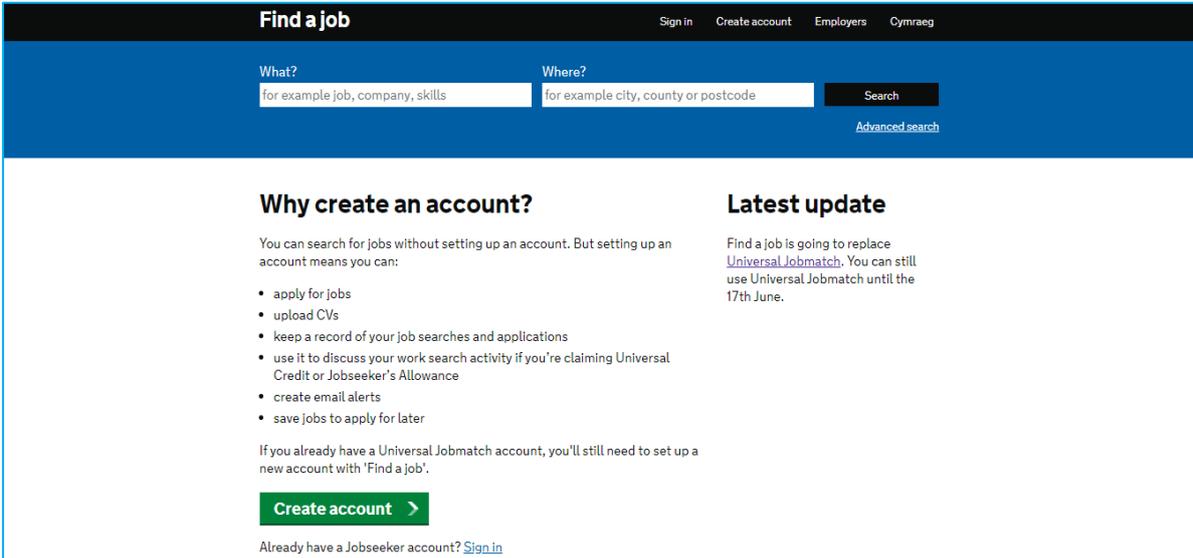
You don't need to register with Universal Jobmatch to start searching for a job but if you register you can do a lot more:

- Post your CV and create cover letters
- Be matched to jobs
- Get updates on jobs that interest you
- You can get hints, tips and ideas to help your job search on [The Daily Jobseeker](#)
- Read more about staying safe online at [safer-jobs.com](#)

To register for Universal Jobmatch you need a Government Gateway account, choose from the options below.

What is next required is for you to hover your mouse over the link “Find a job” typed in blue. Your mouse pointer changes to a hand, left click on this.

You will then be presented with the following page.



The screenshot shows the 'Find a job' website interface. At the top is a dark blue header with the text 'Find a job' and links for 'Sign in', 'Create account', 'Employers', and 'Cymraeg'. Below the header is a search bar with two input fields: 'What?' (with placeholder text 'for example job, company, skills') and 'Where?' (with placeholder text 'for example city, county or postcode'). A black 'Search' button is to the right of the 'Where?' field. Below the search bar is a link for 'Advanced search'. Below the search bar is a section titled 'Why create an account?' with a list of benefits of registering. To the right of this section is a section titled 'Latest update' with text about the replacement of Universal Jobmatch. Below the 'Why create an account?' section is a green 'Create account' button with a right-pointing arrow. Below the button is a link for 'Sign in'.

## Find a job

Sign in Create account Employers Cymraeg

What? Where?

for example job, company, skills for example city, county or postcode Search

Advanced search

### Why create an account?

You can search for jobs without setting up an account. But setting up an account means you can:

- apply for jobs
- upload CVs
- keep a record of your job searches and applications
- use it to discuss your work search activity if you're claiming Universal Credit or Jobseeker's Allowance
- create email alerts
- save jobs to apply for later

If you already have a Universal Jobmatch account, you'll still need to set up a new account with 'Find a job'.

[Create account](#) >

Already have a Jobseeker account? [Sign in](#)

### Latest update

Find a job is going to replace [Universal Jobmatch](#). You can still use Universal Jobmatch until the 17th June.

Even though you have an existing UJM account you must click on the green “Create account >” button.

The next page that is displayed will be this

The screenshot shows the 'Create account' page on the 'Find a job' website. The page has a dark blue header with the text 'Find a job' on the left and 'Sign in', 'Create account', 'Employers', and 'Cymraeg' on the right. Below the header, there is a breadcrumb trail: 'Find a job > Create account'. The main content area is white and contains the following elements:

- Create account** (Section Header)
- Enter your email and create a password:
- Email:
- Password:  (Minimum 8 characters in length with at least one number and one letter)
- Confirm password:
- By using this site you agree to comply with our [acceptable use policy](#).
- Create account** (Green button)

On the right side of the page, there are two sections:

- Forgot your password?** with a link [Reset your password](#).
- Already registered?** with a link [Sign in](#).

Now you will need to complete each section, left click in the box below “Email” and enter your email address. Next click in the box below “Password” you can keep your existing UJM password if you wish but it may be advisable to create a new one. Click in the box “Confirm password” and retype your existing OR the newly created password. Lastly you click on the green “Create account” button located at the bottom left.

At this point an email will be sent to you. When you open the mail it appears as this.

The screenshot shows an email verification message with the following content:

- Find a job** (Section Header)
- Verify your email address** (Blue button)
- You're nearly there.
- We need you to [verify your email address](#) to finish creating your Find a job account.
- Verify your email address** (Green button)
- This link will expire after 24 hours. [Sign up again](#) if the link has expired.
- If you did not create an account on Find a job then you can ignore this email.
- If the above link does not work then copy and paste the following link into a web browser to complete the email verification process: <https://findajob.dwp.gov.uk/verify-account/?token=eyJhbGciOiJIUzI1NiJ9.eyJ1aWQiOiJlNU4MzU5NC01OUFFLExRTgtQTBERs02QjI3RTE0MERDMzkiLCJlbWVpbC6I6m5laWxzMTFAb3V0bG9vay5ib20iLCJleHAiOiE1MjYzNzU1ODQsInNpZCI6IjE0NUQxQ0lyLTU4>

Now you must click on the green “verify your mail address” button.

You will now be taken to the new Find a job web service.

The screenshot shows the 'Find a job' website's user account page. At the top, there is a navigation bar with the site name 'Find a job' and links for 'Welcome | johnsmith@outlook.com', 'Your account', 'Sign out', 'Employers', and 'Cymraeg'. Below the navigation bar, the page title is 'Find a job > Your account'. A welcome message 'Welcome | johnsmith@outlook.com' is displayed. Below this, a prompt asks the user to 'Please choose one of the following options:'. There are six options arranged in a 2x3 grid, each in a white box with a blue border and a blue underlined title. The options are: 'Search for jobs' (Search for job adverts in the UK), 'Your activity' (View the job searches, job ads and job applications you've done in the past), 'Your CVs' (Manage CVs you have uploaded), 'Your email alerts' (Manage the email alerts you have set up), 'Your favourite jobs' (Manage the jobs you favourited), and 'Manage account' (Change your password and delete your account).

## Search for jobs

This option is clearly where you will conduct your job search.

The screenshot shows the 'Find a job' search results page. At the top, there is a search bar with 'What?' and 'Where?' labels. The 'What?' field contains 'for example job, company, skills' and the 'Where?' field contains 'UK'. A 'Search' button is to the right of the 'Where?' field. Below the search bar, there is a link for 'Advanced search'. The main content area shows 'Find a job' and '10,743 Jobs in UK'. Below this, there is a 'Location' section with a list of regions and their job counts: UK (10,743), London (1,937), South East England (1,771), North West England (1,150), Eastern England (1,132), South West England (1,100), East Midlands (751), West Midlands (675), Wales (650), Yorkshire And The Humber (601), and North East England (408). There is a 'show more >' link. To the right of the location list, there is a box that says 'Receive a daily email alert with the latest jobs in UK' and a 'Create an email alert' button. Below this, there is a 'Posting date' section with links for 'Since yesterday', 'Last 3 days', 'Last 14 days', and 'Last 30 days'. At the bottom, there is a 'Salary range' section. The main search results show 'Results 1-10 of 10,743' and a 'Show 10 per page and sort by Most relevant' dropdown. The first result is 'SEN support Teaching Assistant' by 'eTeach UK Limited - Worcester, Worcestershire, WR4 9PE', posted on 13 May 2018. The second result is 'Cleaner' by 'eTeach UK Limited - Epsom, Surrey, KT19 9BH', posted on 12 May 2018.

It works in a very similar fashion to the other job sites that you may have used, entering your requirements in the top section and possibly using the filters down the left hand side to tailor your search.

## Your activity

Keeps track of what and when you performed searches. It is split into three sections. **Job views** where you have specifically looked at a job. **Searches** which records the searches conducted and finally **Applications**.

[Find a job](#) > [Your account](#) > Your activity

### Your activity

[Job views](#)   [Searches](#)   [Applications](#)

Showing viewed jobs 1 to 13 of 13: Print this page

Date	Job description
------	-----------------

## Your CVs

Allows you to upload up to five cvs, the same as UJM.

### Your CVs

Upload a CV  
Accepted extensions: PDF, DOC, DOCX, RTF and ODT. File should not be larger than 1MB. Maximum 5 CVs per user.

No file chosen

[« Return to your account overview](#)

## Your email alerts

If you have set up mail alerts the type of alert is kept here allowing you to change the frequency or delete them.

### Your email alerts

You can sign up for email alerts when you [search for job adverts](#) using the Create alert button.

Search title	Number of live jobs	Send frequency	Actions
<i>No email alerts found</i>			

[« Return to your account overview](#)

## Your favourite jobs

This functions the same as the “save” feature in UJM. In the job search page, to the right of a job is a heart shape, if you do wish to “favourite” a job, click on the heart. The job will then be saved to the below.

### Your favourites

You can favourite job adverts by using the favouriting heart icon next to each job. [Search for job adverts](#)

Job	Actions
<i>No favourite jobs found</i>	

[« Return to your account overview](#)

## Manage account

This area allows you to either reset you password or delete your account only.

### Change password

Click the button and you will receive an email on  with instructions on how to change / reset your password.

[Reset my password](#)

[« Return to your account overview](#)

### Delete account

If you no longer want to use the Find a job service you can delete your account.

Check the box to indicate your acceptance.

I understand that this action will delete my account and all of my data. **This cannot be undone.**