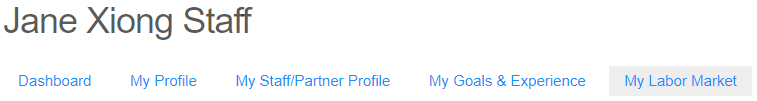
My Labor Market

# Log In

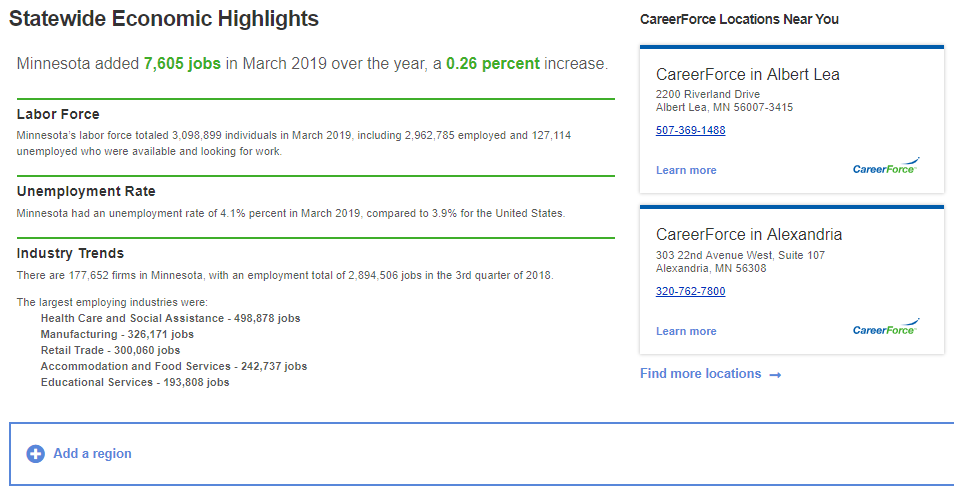
1. Open a recommended web browser\* on your computer or mobile device.
   * Apple Safari
   * Google Chrome
   * Microsoft Edge
   * Mozilla Firefox
2. Enter [www.careerforcemn.com](http://www.careerforcemn.com/) in the browser address (URL) bar.
3. From the top menu, click the “Log in” link.
4. Enter your username in the “Username” field. If you forgot your username, click the “Forgot Username” link and follow the instructions.
5. Enter your password in the “Password” field. If you forgot your password, click the “Forgot Password” link and follow the instructions.
6. Click “Submit” to open your account Dashboard.

# My Labor Market

1. Only Staff/Partner and Employer users have a “My Labor Market” link on their Dashboard.

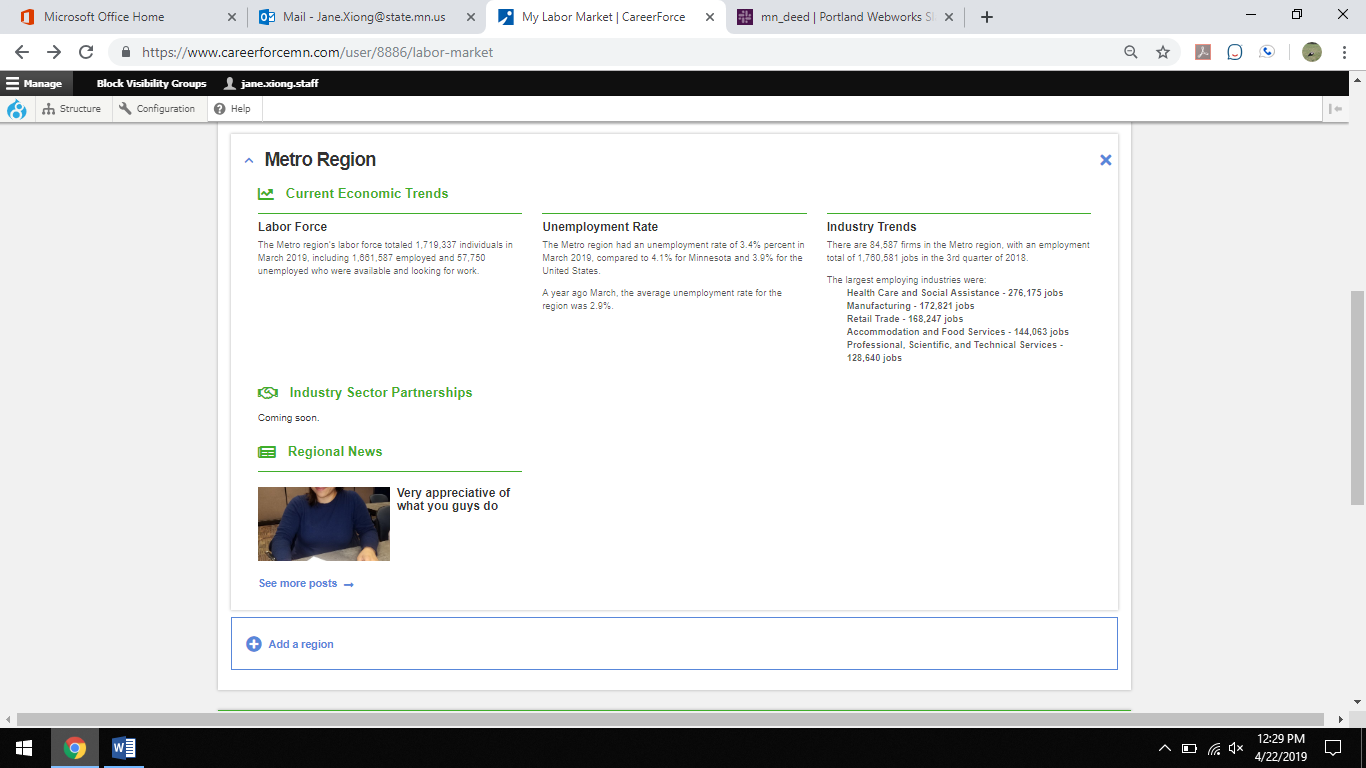


1. Click the “My Labor Market” link to open the My Labor Market page, which displays Statewide Economic Highlights with Labor Force, Unemployment Rate, and Industry Trends.
2. The CareerForce Locations Near You section shows the two closest CareerForce Locations to the user’s selected city, county or ZIP code, and a “Find More Locations” link to the CareerForce Location Search.

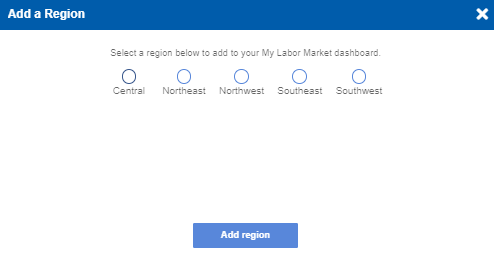


# Add a Region

1. The user’s regional Labor Force, Unemployment Rate, Industry Trends, Industry Sector Partnerships, and Regional News will be displayed, based upon the user’s selected account location.
2. To remove a region, click the “X” in the upper right corner of that section.
3. To add a region, click “+ Add a region.”

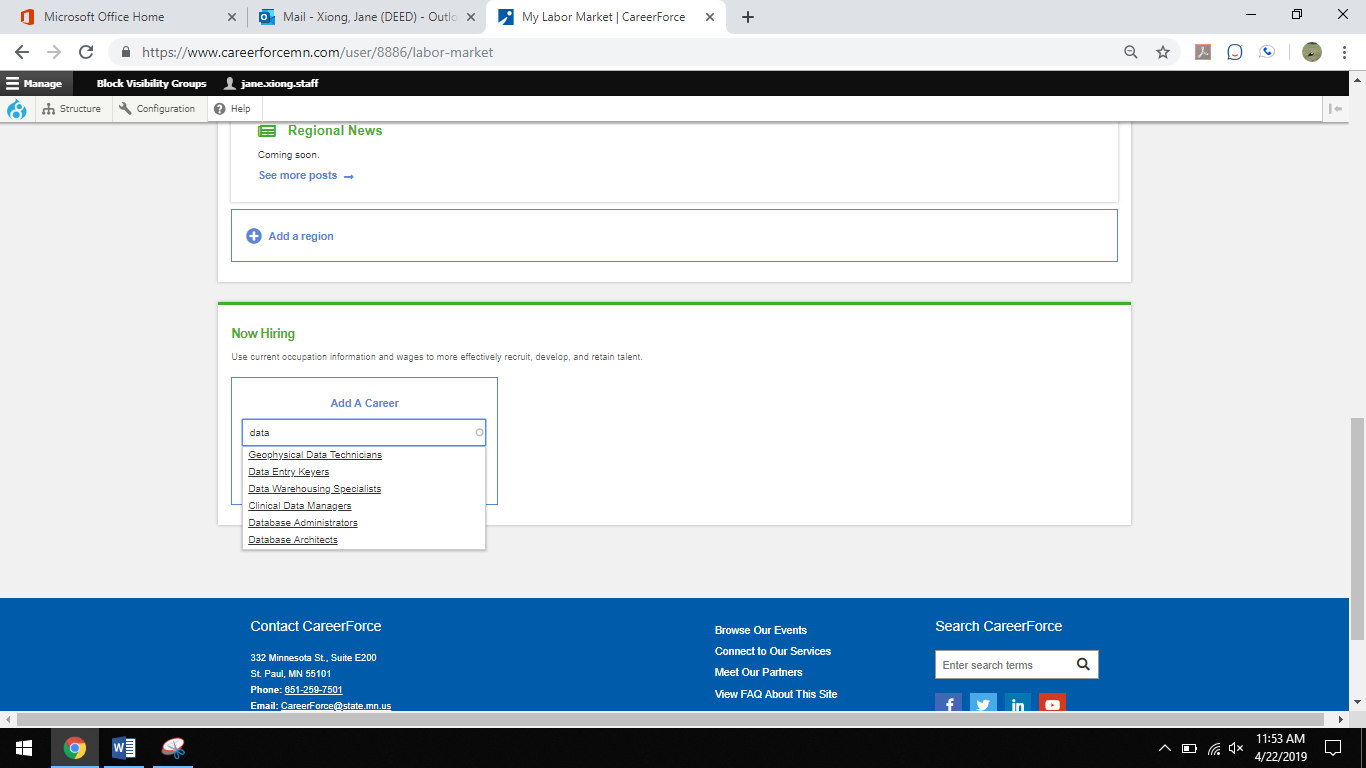


1. On the “Add a Region” pop-up box, click a region radio button to select it.
2. Click the “Add region” link to display the new region on the page.

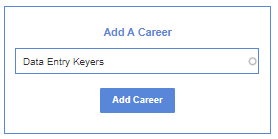


# Now Hiring

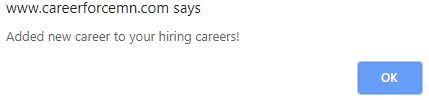
1. In the “Now Hiring” section, enter an occupational title to view suggested matches.



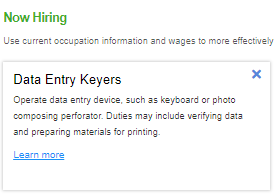
1. Click on a suggested matching title to fill the text field.
2. Click on the “Add Career” button.



1. A pop-up box will display the “Added new career to your hiring careers!” message. Click “OK” to close it.



1. Click “Learn more” under the added career to view occupational details.



1. Use occupational details, including Education, Demand, Wages, Cost of Living, and Daily Work Activities, to help with talent recruitment, development, and retention for your organization.

