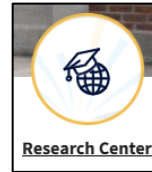


Start at **www.trumbull-ct.gov/Library** and click on the *Research Center* button.



Scroll down to the *Career* section, and then click on *JobNow*.

On the *Welcome* page, enter the 14-digit number from the barcode on the back of your library card, and click *Login to JobNow!*

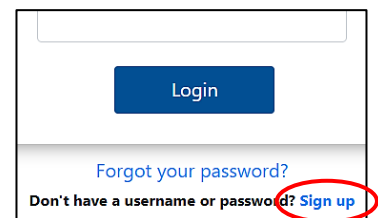
Get Started

Enter your library card **barcode number** with no spaces.

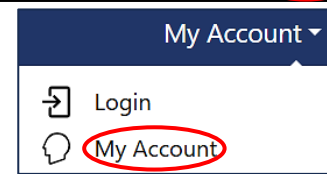
11234123451234

JobNow Accounts

Some sections of the JobNow site will ask you to login with a username and password. If this is your first time using JobNow, just click on the *Sign up* link. Enter a username and password of your choice, and make sure to remember them or write them down for future use. Then click the *Next* button.

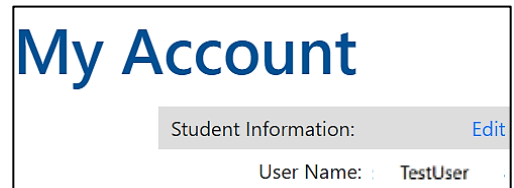


From the main JobNow site, click on *My Account* at the top right, and then click on *My Account* from the dropdown menu. Enter your username and password if you are not already logged in.



Next to *Student Information*, click *Edit*.

On the Edit page, enter your email address in the *Email* field. You will need this if you ever forget your password and need to retrieve it. Then click the *Update* button.



Once you are on the JobNow homepage, you can select from many different resources and tools, such as:

Static Articles and information:

- Resume Templates
- Interview Tips

Expert help through email:

- Resume Lab
- Expert Job Matching

Live expert help through chat (available at specific times of the day, click each tool to see the hours):

- Live Resume Expert
- Live Interview Coach
- Live Job Coach
- Live Life Skills
- Live Unemployment Benefits Navigator (located under “Unemployment Assistance”)

After completing a chat, you can watch a recording of the session, or have a transcript emailed to you. You can also go to the *My Account* page and click on *My Past Sessions* to see any of your recordings or transcripts.

Interactive tools:

SkillSurfer

- written and video lessons in a variety of subjects, as well as practice tests
 - math
 - college entrance exams
 - computer software
 - life skills such as productivity and financial planning



SkillsFirst

- create resume or edit existing resume
 - AI analysis for spelling & grammar, readability, wording of achievements, and results
- career advice videos, such as networking, interviewing, and writing resumes



eParachute

- An interactive tool to help find what career fields are best for you.



Adult Learning Center (listed as *Adult Learners* in the blue menu at the top)

- study materials and practice tests for the GED (High School Equivalency) test
- study materials and practice tests for the U.S. Citizenship test
- videos and tutorials on using Microsoft Office, with live tutors available through chat

