

Start at [www.trumbull-ct.gov/Library](http://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.

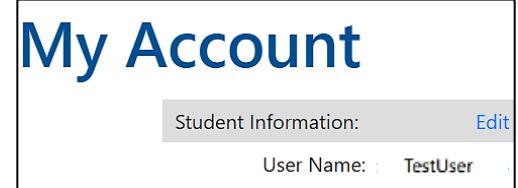
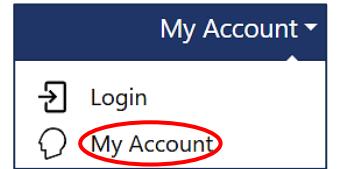
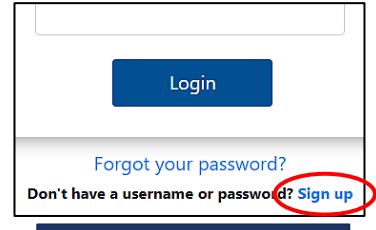
## JobNow Accounts

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



A screenshot of a website interface. At the top, there is a dark blue navigation bar with white text. The items in the bar are: a logo (a stylized 'f' icon), "Home", "Resume ▾", "Interviews &amp; Skills ▾", "Job Searching ▾", and "Adult Learners". The "Adult Learners" item is circled in red. Below the navigation bar, the page content begins with a heading "→ Brainfuse JobNow Resume Reboot Workshop". Below this are two search input fields: "Search Job" (with placeholder "Job title, keywords or company name") and "Location" (with placeholder "City, state or zip code"). Further down the page, there are two main sections: "Resume" (with a purple icon of a resume and a "Live Resume Expert" link) and "Interviews &amp; Skills" (with a purple icon of two people shaking hands and a "Live Interview Coach" link).