Register to update your school information on the New Mexico Workforce Connection website. Our system is frequently used by the public to research training available in New Mexico by different occupations. Your school information is displayed in our Special Services section.

To view your information:
- Start at www.jobs.state.nm.us
- Under “Special Services” click on “Education and Training Services”
- Click on “Training Providers and Schools”
- You can choose “Statewide” or by “A Metropolitan Area,” “A Workforce Investment Area,” or “A County”
- On the next page click “Continue” under Option 2
- Now you have a list of schools click on your schools title to review your information.

To Update your information:
- To create access to your provider/program information go to www.jobs.state.nm.us and click on “Not Registered?” For additional assistance please call your local WIA representative:
  - Central Area: 505-724-3638
  - Eastern Area: 915-479-5014
  - Northern Area: 505-986-0363 ext. 8
  - Southwestern Area: 575-744-4857 or 575-744-4857
- Once you have access then click on “Manage Provider Profile” check that your information as an institution is correct including all Locations and Contacts
- To add a program for WIA review click on “Provider Programs”
- Click on “CRS Services”
- Click on “Add New CRS Services”
- You will now start filling out information regarding the program such as Program Name, Description, CIP Code, Completion Level, Certification or Licensing Information, Prerequisites, Class size etc. If you have questions on any of these please contact your local WIA representative.

WWW.JOBS.STATE.NM.US