Getting Started with My Workforce Connection

The New Mexico Department of Workforce Solutions is changing the way you access job seeking services and Unemployment Insurance benefits with a more secure and simplified login process. **AS OF MAY 15**, both existing and new users for the New Mexico Workforce Connection Online System ([www.jobs.state.nm.us](http://www.jobs.state.nm.us)) and the New Mexico Unemployment Insurance (UI) Tax & Claims System will be prompted to create a new single account. In order to create your new account, you will need to have a valid and accessible email address that you do not share with anyone else. Your email address will be used for account management and security purposes.

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**Getting Started**

To set up your new account:

1. Go to [www.jobs.state.nm.us](http://www.jobs.state.nm.us).
2. Click the “Log in” button in the upper right corner and select “Individual” from the drop down, or click the “Individual” button on the main page.
3. Make sure you have a valid, unique email address and that your pop-up blocker is disabled.
4. Click the “Create Account” button.

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**Create Your New Account**

Creating a new account takes three steps.

1. Create a username and enter your basic information.
2. Review your information and confirm that your email address is correct, then click on “Send Email”.
   - You will receive two emails, one containing your username for reference and the other containing your temporary password and a link to complete your account set-up.
3. Create your new password, select three security questions, and create the answers to your new security questions. Then click “Submit”.
   - Continue to the log in page and enter your newly created username and password.

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You are now logged in to **My Workforce Connection**!

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**Customize Your Homepage**

to access all the available features including job exploration, resume builder, labor market trends, and much more, link your pre-existing New Mexico Workforce Connection Online System (JOBS) account or complete a new profile.

1. Click “Start Here”
2. If you have a JOBS account, click “Yes” and enter your old username and password. If you don’t, click “No” and continue with the registration process.
3. Apply for benefits or link your Unemployment Insurance (UI) Tax & Claims System account (if needed).
   - Click on “Unemployment Insurance Benefits” if you have an Unemployment Insurance (UI) Tax & Claims System account, and log in using your social security number and password.
   - If you need to apply for benefits, click on “Apply for Benefits” in the top left corner.

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**Features to Keep in Mind**

Please note:

- To get back to My Workforce Connection, click on “My Workforce Connection” in the upper right corner of either the New Mexico Workforce Connection Online System or the Unemployment Insurance Tax & Claims System.
- You can link your existing accounts (both JOBS and UI) without losing any of your saved data or documents!