



## Career Services Portal Checklist

This checklist is designed to assist you in applying to Career Services at Virginia Career Works – Capital region.

- ☐ Visit [www.vcwcapiatal.com/orientation](http://www.vcwcapiatal.com/orientation)
- ☐ Watch 7-minute Orientation Video
- ☐ Select One of the Career Services Programs:
  - General Career Services (Adult/Dislocated Worker)
  - Career Services for Ages 18-24 (Young Adults)
- ☐ Read or Watch Information About Program Services
- ☐ Select the “Register Today” Button
- ☐ Select “Create an Account”
- ☐ Complete Quick Registration Form
- ☐ Complete Detailed Registration Form
- ☐ Select “Agree” on the End-User Agreement page
- ☐ Complete the “Initial Intake Form”
- ☐ Complete and Sign the “Career Services Application”
- ☐ Upload any Required Documentation
- ☐ Visit [www.vawc.virginia.gov](http://www.vawc.virginia.gov) to Register for Job Services

*\*Any questions can be submitted on <https://vcwcapiatal.com/contact/> or the contact request form in the career services portal.*