



**WORKFORCE DEVELOPMENT**  
**AGING & COMMUNITY SERVICES**



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# **CalJOBS Help Sheet 1**

## **How to Access and Navigate the CalJOBS System**

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## How to Access CalJOBS

This help sheet outlines how to log into the CalJOBS system with staff access and provides a basic overview of the homepage.

### Staff Access:

1. To log into the system, go to <https://caljobs.lacounty.gov> to use the LA County CalJOBS Portal, or go to <https://caljobs.ca.gov> to use the State site, using your internet browser. LA County Portal helps LA County keep track of usage. CalJOBS works best with Google Chrome.
2. Click “**Sign In**” to enter the login page. Enter your ‘**User Name**’ and ‘**Password**’ and complete the **reCaptcha** before clicking “**Sign in**”.

Note: All staff members should have accounts set up by the County Management Information System (MIS) Administration. If you do not have an account set up already, contact the CalJOBS Tech Support Team at [CalJOBStechsupport@wdacs.lacounty.gov](mailto:CalJOBStechsupport@wdacs.lacounty.gov) to receive your username and temporary password.

The image shows two screenshots of the CalJOBS system. The top screenshot is the homepage banner, which includes the CalJOBS logo, a link for 'En Español', and a 'Sign In' button. A red arrow points to the 'Sign In' button. The bottom screenshot is the login page, titled 'Option 1 - Already Registered'. It features a 'User Name' field, a 'Password' field, a reCAPTCHA 'I'm not a robot' checkbox, and a 'Sign In' button. Three red arrows point to the 'User Name' field, the 'Password' field, and the reCAPTCHA checkbox.

If you are a new staff member, CalJOBS Tech Support Team will provide you with your username and a temporary password.

Note: All LA County CalJOBS account usernames have the prefix “LAO”, followed by the first initial of the first name and the full last name. For example, John Doe’s username would be “laojdoe”. The user will then be assigned the temporary password “Password1@” (case sensitive).

- Once you log into the system using the temporary password, you will be asked to set a unique password, after agreeing to the **Staff Sign-In Notice**.

*Note: Your password will need to consist the following: 8-20 characters, must include at least one uppercase letter and one lowercase letter, one number and one special character such as (!), (@), (#), (\$), (%), (^), (\*), (.), (,) ( \_ )  
Example: Sample1!*

\* New Password:  Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are (!), (@), (#), (\$), (%), (^), (\*), (.), (,) ( \_ )

\* Confirm Password:

If you forget your username and/or password at any time, you must contact CalJOBS Tech Support Team at [CalJOBStechsupport@wdacs.lacounty.gov](mailto:CalJOBStechsupport@wdacs.lacounty.gov) to reset your account.

CalJOBS Tech Support Team will reset your password using the default password 'Password1@'. Once you receive your temporary password, you may follow the same process provided in step 4.

*Note: Only employers and job seekers that forgot their username and/or password may click on the “**Retrieve User Name or Password**” link to reset their account. DO NOT USE FOR STAFF ACCOUNTS.*

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

## Navigation Menu:

Once you're logged into the system, you will see four tabs at the top:

1. **My Staff Dashboard** – contains Dashboard Widgets for access to commonly used functions and recently accessed items
2. **My Staff Resources** – shortcuts for frequently used items, including My Alerts and My Reports
3. **My Staff Account** – add electronic signature and customize search options here
4. **Directory of Services** – A list to access all Workforce Staff Services

The system defaults to the **My Staff Dashboard** tab, where Dashboard Widgets are contained. This tab offers a quick visual access tool for staff to view common items as soon as they log in. Available widgets include:

1. **Active Case Load** – status of the individual cases where user is case manager
2. **Saved Lists** – shows most recently accessed records and saved search lists
3. **My Messages** – shows read and unread system messages, including alerts
4. **My Calendar** – shows appointments and upcoming events
5. **Latest News and Announcements** – new announcements released from Employment Development Department
6. **My Report Indicators** – view your job placements and activities performed to assist individuals and employers

*Note: You may click on the "Configure Dashboard Widgets" link to display the widgets you'd like to see.*

The left navigation menu is crucial, and contains all available functions in CalJOBS, such as **Quick Search**, **Services for Workforce Staff**, **Reports**, **Communications**, **Templates**, **Schedules**, and **Other Staff Services**. Click the top-left **Menu** hamburger button to open the navigation menu.

The screenshot displays the CalJOBS My Staff Workspace interface. At the top, a blue navigation bar contains a hamburger menu icon (labeled 'Menu') on the left, and various utility links like 'Information', 'Home', 'Accessibility', 'My Dashboard', 'Sign Out', 'Services for Individuals', and 'Services for Employers' on the right. Below the navigation bar, the main content area is titled 'Welcome to My Staff Workspace Anahit Damlamyan.' and includes a brief instruction. The interface is organized into several widget sections: 'Active Case Load' (showing counts for WP, WIOA, TAA, GEN, NFJP, and a Total Case Load), 'Customer Relationship Management (CRM)' (with sub-sections for Marketing Leads, Contact List, Work Items, and Appointments), 'Labor Market Services' (with sub-sections for Labor Market Facts, Area Profile, Industry Profile, and Occupational Profile), and 'Latest News and Announcements'. A red arrow points to the hamburger menu icon in the top-left corner.

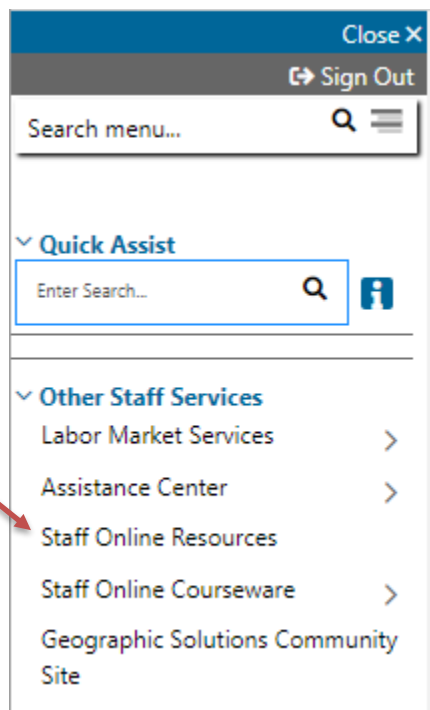
Below the main workspace, a second screenshot shows the navigation menu open. The menu is titled 'Close X' and 'Sign Out' at the top. It features a search bar and a 'Quick Assist' section. The main menu items are categorized into:

- Other Staff Services:** Labor Market Services, Assistance Center, Staff Online Resources, Staff Online Courseware, Geographic Solutions Community Site.
- My Staff Workspace:** My Staff Dashboard, My Staff Resources, My Staff Account, Directory of Services.
- Services for Workforce Staff:** Manage Individuals, Manage Employers, Manage Résumés, Manage Labor Exchange, Manage Activities, Manage Providers, Manage Case Assignment, Manage Profiling, Manage Funds, Manage Scan Card.

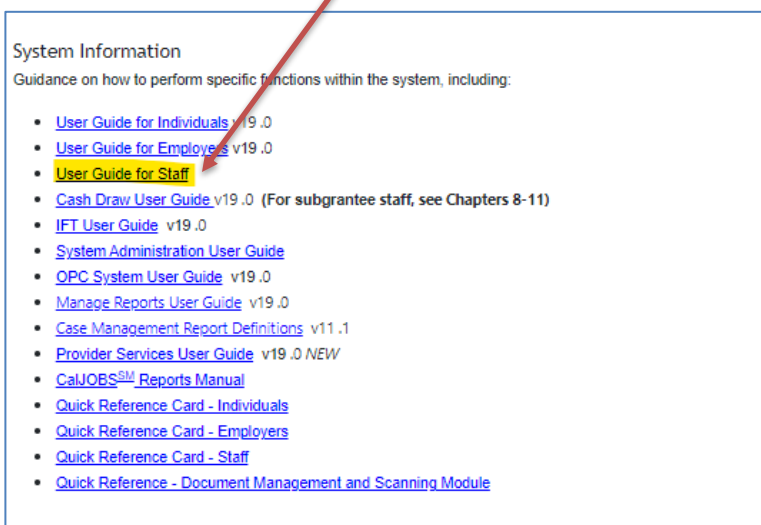
A red arrow points to the 'Close X' icon at the top left of the menu.

- You can hide the left navigation menu by clicking the “**Close**” icon at the top left corner of the page.

- To access more detailed information regarding how to use CalJOBS, go to the **Other Staff Services** tab on the left navigation menu and click on **“Staff Online Resources”**.



Access the latest version of the **“User Guide for Staff”** for the latest instructions on CalJOBS system usage.



### **CalJOBS Navigation Tips:**

- Chrome browser seems to be most ideal for CalJOBS.
- Use **Back** and **Next** buttons only.
  - On the CalJOBS site, the Back button on the browser will cause you to lose any information you have entered on the page.
- Clicking on a word or phrase that is underlined will take you directly to the referenced document.
- Fields marked with a red asterisk (\*) are required.
  - A red error message will let you know you have skipped a required question and you will not be able to move to the next page or step.
- To expand a folder, click on the (+) sign to see all available options. To collapse a folder, click on the (-) sign.