

How to register a CTHires account

Go to: [CTHires.com](https://ct hires.com)

Click on “*Sign in/Register*” (upper right)

The screenshot shows a web browser window with the URL ct hires.com/vosnet/Default.aspx. The browser's address bar includes navigation icons and a search icon. Below the address bar is a red banner with a phishing alert: "Phishing Alert! Fraudsters are contacting residents and claiming to be employers registered with CTHires. Do not release your personal information until you verify the caller. To verify: check out the company's website, then call them back using the phone number listed on their site. You can also contact your local American Job Center if you need assistance." The main content area features the CTHires logo on the left and a navigation menu on the right containing a "Sign In / Register" button and a language dropdown menu set to "English (United States)". The background of the main area is a large image of a white, ornate building with the text "Landing a great job starts here" overlaid in large white font. Below this is a blue section with the heading "Step:1 Register (here's why:)" and two columns of bullet points. The final section is a dark blue footer with the heading "Step 2: Unleash your greatness on the job market (You've got this!)"

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Phishing Alert! Fraudsters are contacting residents and claiming to be employers registered with CTHires. Do not release your personal information until you verify the caller. To verify: check out the company's website, then call them back using the phone number listed on their site. You can also contact your local American Job Center if you need assistance.

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CTHires

Sign In / Register

English (United States) ▾


Landing a great job starts here

Step:1 Register (here's why:)

- CTHires registration builds a profile for skills matching—identifying how your abilities will help you succeed in specific occupations.
- Let us know what you're looking for and CTHires delivers opportunities right to your inbox.
- CTHires helps you build a top-notch résumé and cover letter.
- Wondering about a career change? Use CTHires career assessment tools to help guide your decision making.

Step 2: Unleash your greatness on the job market (You've got this!)



Click on **“Individual Registration”** (blue oval)



User Name: Language:

Password: [Retrieve User Name or Password.](#)

If you would like to become a fully registered user with CTHires and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

 <p>Estimated time to complete registration for Individual: 13 minute(s)</p>	<h3>Individual</h3> <p>Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc.</p> <p>If you would like to view CTHires as a visitor to see what services are available, please select Guest Access.</p> <input type="button" value="Individual Registration"/>
 <p>Estimated time to complete registration for Employers and Agents: 14 minute(s)</p>	<h3>Employers and Agents</h3> <p>Register as this account type on behalf of your company or on behalf of another company acting as their agent with a valid Power of Attorney. Here you will gain access to industry data, labor market information, job applicants for your business. You can also post job openings online, as well as file for the Work Opportunity Tax Credit (WOTC).</p> <p>If you would like to view CTHires as a visitor to see what services are available, please select Guest Access.</p> <input type="button" value="Employers and Agents Registration"/>
	<h3>Provider</h3>

Click on “Comprehensive Registration” (blue lettering)

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Menu **CTHires**

Jobs - Job Title, Company, Occupation or Military Code City, State, County, Region, Zip, Remote or Hybrid Search

Assistance Sign In


Hide Dashboard Alerts Accessibility Home


Home / My Dashboard / Individual Registration Type

Individual Registration Type

Please select a registration method from the options below.

Individual Registration Type

 [Comprehensive Registration](#)
Select this option to complete a comprehensive registration process that results in full access to all the features available in this system.

 [Register with a Résumé](#)
Select this option to use an existing Résumé document that you will upload into the system to prefill a progressive registration process which will allow you access to some features available in the system.

[Return to Previous Page](#)

About Sign In / Register Home Site Map Site Search Explore CTHires	Settings Accessibility Statement Preferred Settings Page Preferences Languages	Services For Individuals For Employers Labor Market	Legal Privacy Statement Terms of Use Disclaimer Equal Employment Opportunity	Resources Protect Yourself Assistance	CTHires Contact Us
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Create a "User Name" and "Password"

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CTHires Jobs - Job Title, Company, Occupation or Military Code City, State, County, Region, Zip, Remote or Hybrid Search Assistance Sign In

Home / My Dashboard / Individual Registration Type / Registration

Login Information

* User Name:

Enter User Name (8 - 20 characters, and may include characters, letters or numbers. The following special characters are allowed: (!), (#), (\$), (@), (^), (*), (.), (.), (-), and ().

* Password:

Type a password please!

Must be between 8 and 20 characters in length.
One upper case character.
One lower case character.
One numeric character.
1 Special Character. (Allowable characters are ! @ # \$ % ^ * . and +).

* Confirm Password:

Select a "Security Question" and type an answer in the "Security Question Response"

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Home / My Dashboard / Individual Registration Type / Registration

* Password: Very strong!

- ✓ Must be between 8 and 20 characters in length.
- ✓ One upper case character.
- ✓ One lower case character.
- ✓ One numeric character.
- ✓ 1 Special Character. (Allowable characters are ! @ # \$ % ^ * . and +).

* Confirm Password:

* Security Question:

* Security Question Response:

Special characters are not allowed.

PIN ID:

Enter a 4 digit number

10:03 AM

Enter your “Social Security Number” and “Re-enter Social Security Number”:

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Home / My Dashboard / Individual Registration Type / Registration

Social Security Number

If you are filing for Unemployment Insurance (UI) benefits, you are required to provide your Social Security Number (SSN) to the CT Department of Labor per Federal Law 42 U.S.C. §1320b-7 and sections 31-222-13(d)(1) and (4) of the Regulations of Connecticut State Agencies.

If you are not filing for UI benefits, you are not required to provide your SSN. If you choose not to provide your SSN, you must make an appointment with your local American Job Center so we may accommodate your request. For a listing of American Job Centers, please visit <https://www.ctdol.state.ct.us/ajc/FactSheets.htm> and click on "Make an appointment".

Do not enter dashes (for example, 999001111)

* Social Security Number (SSN):


* Re-enter Social Security Number:

- **“Country”** is defaulted to **“United States”**
- Enter your **“Zip Code”**
- Answer: **“Are you authorized to work in the United States?”**

Primary Location Information

* Country: 

* Please enter your zip code:

[Find zip code](#) 

* Are you authorized to work in the United States?

Yes

No

In order to be referred to Jobs or receive other services you must be a US citizen, registered alien authorized to work in the US, or permanent resident. Please contact your nearest Job Center if you feel there is an error in your status to legally work in the US.

- Enter **“Primary e-mail”**
- Confirm **“Primary e-mail address”**

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Home / My Dashboard / Individual Registration Type / Registration

US, or permanent resident. Please contact your nearest Job Center if you feel there is an error in your status to legally work in the US.

E-mail Address ?

* Primary E-mail:


[Create E-mail Account](#)

[Read Our E-mail Security Policy](#)

* Confirm Primary E-mail Address:

Secondary E-mail:

Confirm Secondary E-mail Address:



- enter **“Date of Birth”**
- select **“Sex”**
- answer **“Have you registered with the Selective Selective?”**

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Home / My Dashboard / Individual Registration Type / Registration

You may be contacted regarding events and job openings using this email address. Your email address will not be shared with others.

Demographic Information ?

* Date of Birth: 📅 👁
(MM/DD/YYYY)

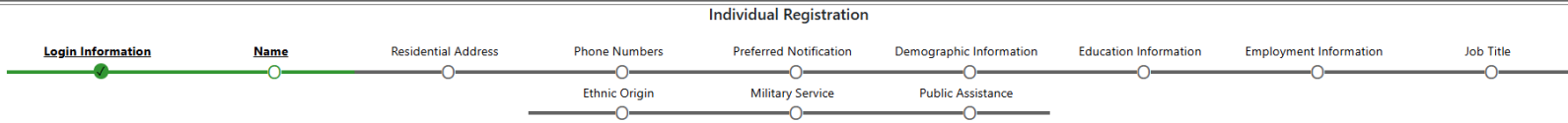
Age:

* Sex:
 Female
 Male
 I do not wish to answer.

* Have you registered with the Selective Service?
 ▼
[\[Selective Services web site. \]](#)

[Privacy](#) [Terms](#)

- enter **“First Name”**
- enter **“Last Name”**



Name

* First Name:

Middle Initial:

* Last Name:

<< Back Next >>

- answer “Are you homeless?”

The following is WHERE YOU LIVE:

- select “Country”
- enter “Address 1”
- enter “Zip code” (“City” and “State” should populate automatically)

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Residential Address

* Are you homeless?
 Yes
 No

[This is where you live.](#)

* Country:

* Address Line 1:

Address Line 2:
[Apt #, Lot #, Building #, Suite #](#)

* Zip Code:
[Find zip code](#)

* City:

* State:

The following is WHERE YOU RECEIVE MAIL (You may click the checkbox if it's the same as "Residential Address" -where you live)

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Mailing Address

This is where you receive your mail.

Check if mailing address is same as residential address

* Country:

* Address Line 1:

Address Line 2:

Apt #, Lot #, Building #, Suite #

* Zip Code:

* City:

* State:

- enter **“Primary Phone”** (“extension” is used in offices)
- select **“Primary Phone type”**

Phone Numbers

* Primary Phone: - - Extension: *

* Primary Phone Type: None Selected ▼

Alternate Phone: - - Extension:

Alternate Phone Type: None Selected ▼

Text Message Cell Phone Number: - - Extension:

Only Certain communications can be sent via text message. Normal text messaging rates apply.

- select **“Preferred Notification Method”**
- select **“From where are you accessing this website?”**

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Preferred Notification Method

* Please select a method in which you prefer to receive your notifications:

None Selected

None Selected

Internal Message

Email

Text Message (If Available)

Text Message Notification (If Available)

Internal Message with Email Notification

* From where are you accessing this website?

None Selected

How did you hear about this website?

None Selected

<< Back Next >>

- select **“Citizenship”**
- answer **“Do you wish to disclose a disability?”**

The screenshot shows the CT Hires application interface. At the top, there is a navigation bar with the CT.GOV logo, the text 'State of Connecticut', and the Governor Ned Lamont's name. Below this is a progress indicator with three steps: 'Ethnic Origin', 'Military Service', and 'Public Assistance'. The 'Military Service' step is currently active, indicated by a red triangle icon and a checkmark icon. The main content area is titled 'Citizenship' and contains a dropdown menu for 'Citizenship:' with the following options: 'None Selected', 'Citizen of U.S. or U.S. Territory', 'U.S. Permanent Resident', 'Alien/Refugee Lawfully Admitted to U.S.', and 'None of the above'. Below the dropdown is a paragraph of text: 'Providing this information is optional and refusal to provide disability information will not subject you to any adverse treatment. Information regarding your disability status will be kept confidential as provided by law and will be used only in accordance with the law. Please note that for some programs, the information is needed to determine eligibility. Note too that you may be eligible for additional support services and programs if you have a disability.' Below this text is a radio button question: 'Do you wish to disclose a disability?' with three options: 'Yes, I have a disability I wish to disclose.', 'No, I do not have a disability.', and 'I do not wish to answer.'

- Select **“Highest Education Level”**
- Answer **“Are you attending school?”**

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Individual Registration

Login Information Name Residential Address Phone Numbers Preferred Notification Demographic Information **Education Information** Employment Information Job Title

Ethnic Origin Military Service Public Assistance

Education Information

* Your Highest Education Level Achieved:

If you have a High School Diploma or High School Equivalency Diploma, please select the appropriate value of High School Diploma or High School Equivalency Diploma.

* Are you attending school?

<< Back Next >>

[\[Save Progress and Exit \]](#)

- select **“Current employment status”**
- select **“Type of business worked in”**
- select **“Unemployment Eligibility Status”**
- answer **“Are you currently looking for work?”**

Employment Information

* Current Employment Status:

* [Type of business worked in](#)

* [Unemployment Eligibility Status](#)

* Are you currently looking for work?
 Yes
 No

Within the last 12 months, have you received a notice of termination or layoff from your job or received documentation that you are separating from military service?

- Yes, I have recently received a notice of termination, layoff or military separation.
- No, I have not recently received a notice of termination, layoff or military separation.

- answer ***“Have you worked as a farmerworker in the last 12 months?”***

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Alerts Accessibility Assistance

documentation that you are separating from military service:

Yes, I have recently received a notice of termination, layoff or military separation.

No, I have not recently received a notice of termination, layoff or military separation.

Farmworker Information

The following questions do not pertain to work performed on a family farm, ranch, beekeeping, food processing or food manufacturing operation owned by yourself or close relatives.

* Have you worked as a farmworker in the last 12 months?

Yes

No

<< Back Next >>

[[Save Progress and Exit](#)]

- enter **“What is your desired job title?”**
- select **“Occupation”**

Job Title

Please enter a job title below. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

*What is your desired job title?

Your desired job and occupation titles can be changed at any time after registration.

Job Occupation

Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or you can search for an occupation using the search link.

Suggested occupation(s):

[Search for an occupation](#) 

* Occupation Title:

* Occupation Code:

- answer “Are you of Hispanic or Latino heritage?”
- Select “Race”

Ethnic Origin

* Are you of Hispanic or Latino heritage?

Yes

No

Information Not Provided

Race

* Race - Please check all that apply:

African American/Black

American Indian/Alaskan Native

Asian

Ethnic Hispanic or Latino

Hawaiian/Other Pacific Islander

White

Middle Eastern/North African

I do not wish to answer.

- Select answer “Do you have limited proficiency in speaking, writing, or understanding English? Or “Do you have difficulty in speaking, writing, reading or understanding English?”

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- American Indian/Alaskan Native
- Asian
- Ethnic Hispanic or Latino
- Hawaiian/Other Pacific Islander
- White
- Middle Eastern/North African
- I do not wish to answer.

Language

* Do you have limited proficiency in speaking, writing, reading, or understanding English?
or
Do you have difficulty in speaking, writing, reading, or understanding English?

Yes
 No

[<< Back](#) [Next >>](#)

[\[Save Progress and Exit \]](#)

- answer **“Are you the Spouse or Caregiver of an active U.S. Military member or a Veteran?”**
- answer **“Are you currently in the U.S. Military or a Veteran”?**

Spouse or Caregiver of a U.S. Military Member

Spouse or family caregiver of a Military member or Veteran may be entitled to State and Federal benefits. Please answer the following questions.

* Are you the Spouse or Caregiver of an active U.S. Military member or a Veteran?

Yes

No

Military Service

Veterans may be entitled to additional State and Federal benefits. Please answer the following questions.





* Are you currently in the U.S. Military or a Veteran?

Yes

No

- answer **“Has your household received Temporary Assistance for Needy Families (TANF) payments?”**
- answer **“Have you been determined eligible for or received Supplemental Nutrition Assistance Program assistance (SNAP formerly known as Food Stamps)?”**
- answer **“Have you received General Assistance Payments?”**
- answer **“Have you received Refugee Cash Assistance Payments?”**
- answer **“Have you been supported through the State’s Foster Care System?”**

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Public Assistance ?

Please provide answers to the following questions if any apply within the last 6 months.
Your answers will let us know how we can prioritize the services we may be able to provide you.

* Has your household received Temporary Assistance for Needy Families (TANF) payments?
 Yes
 No

* Have you been determined eligible for or received Supplemental Nutrition Assistance Program assistance (SNAP formerly known as Food Stamps)?
 Yes
 No

* Have you received General Assistance Payments?
 Yes
 No

* Have you received Refugee Cash Assistance Payments?
 Yes
 No

* Have you been supported through the State’s Foster Care System?
 Yes
 No

Click “Finish”