

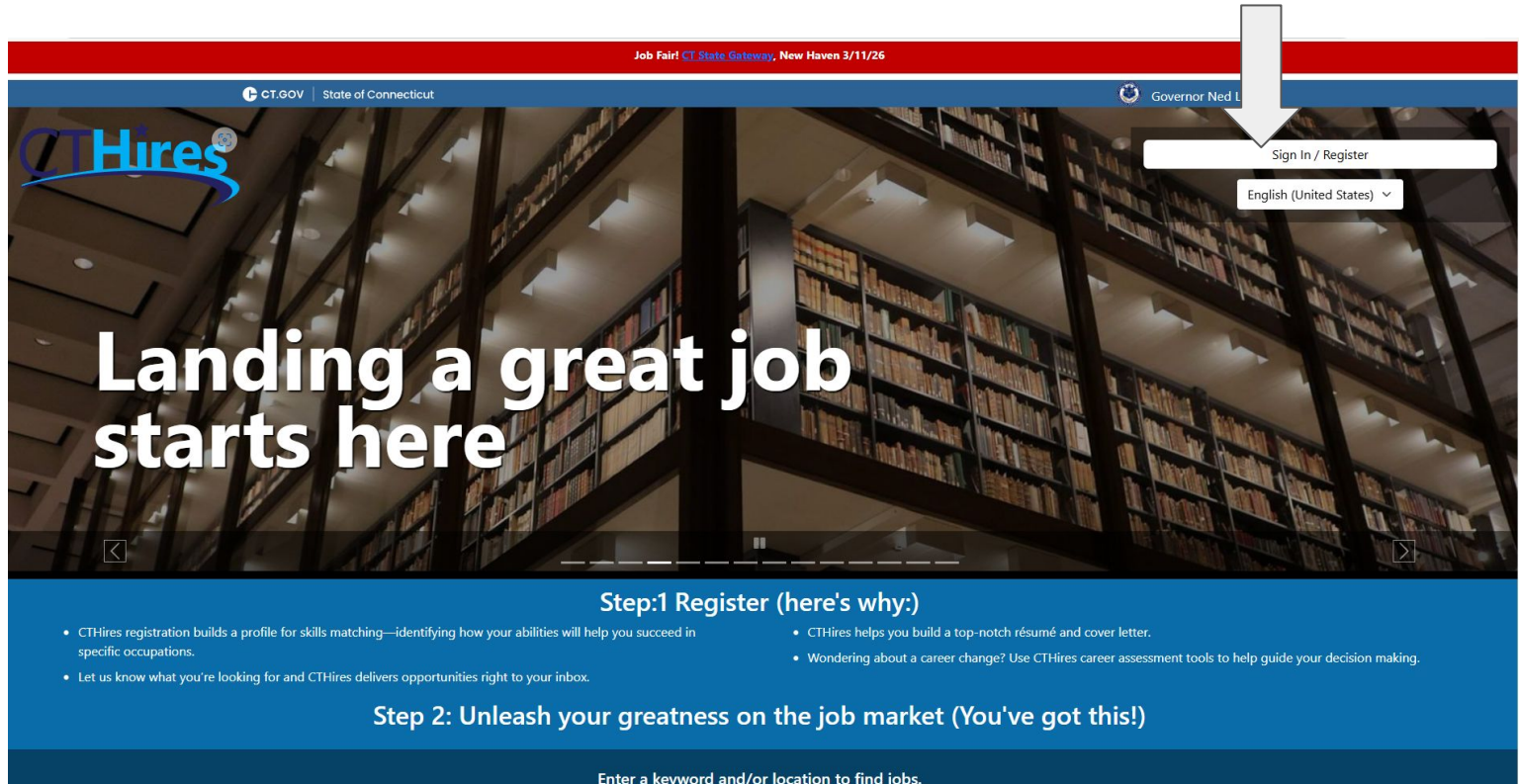
How to Upload Files into CTHires



[CTHires.com](https://www.CTHires.com)

-compatible with mobile devices.

You have now created an account, Click on “*Sign in/Register*” (upper right corner)



The screenshot shows the CTHires website landing page. At the top, there is a red banner with the text "Job Fair! CT State Gateway, New Haven 3/11/26". Below this is a blue navigation bar containing "CT.GOV | State of Connecticut" on the left and "Governor Ned L." on the right. The main header area features the CTHires logo on the left and a white button labeled "Sign In / Register" on the right, with a white arrow pointing down to it. Below the button is a language dropdown menu showing "English (United States)". The main content area has a background image of a library with the text "Landing a great job starts here" 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 bottom of the page has a dark blue footer with the text "Enter a keyword and/or location to find jobs."

CTHires

CT.GOV | State of Connecticut

Governor Ned L.

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!)

Enter a keyword and/or location to find jobs.

Enter your “Username” and “Password”



User Name:

Language:

English (United States)



Password:



[Retrieve User Name or Password.](#)

Sign In

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?](#)



Estimated time to
complete registration for
Individual: 13 minute(s)

Individual

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.

If you would like to view CTHires as a visitor



Privacy - Terms

Documents Upload



“To upload a Document From your “Dashboard”, Click on “Documents” (upper left hand.)

CT.GOV | State of Connecticut

Governor Ned Lamont

Menu **CT Hires** Jobs words Location Search

Assistance Profile Sign Out

Hide Dashboard Alerts Accessibility Mail Résumé Documents Calendar Home Pinned Links My Dashboard

My Dashboard How We Can Help You Directory of Services My Resources

My Workspace

Welcome to My Dashboard. This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.

▼ My Dashboard Assistant

What do you want to do today?

- Not Sure Where to Start?**
- Find a Job**
View available job
- Resume Builder**
This easy-to-use tool will help you create,
- Career Explorer**
Learn what career or type of job best suits

https://www.cthires.com/vosnet/dashboards/default.aspx?menuid=MENU_START_PAGE_DASHBOARD&qlink=1

Click on “*Document*” then “*Upload Document*” on (upper left side color in black)

The screenshot displays the CT Hires portal interface. At the top, there is a navigation bar with the CT Hires logo, a search bar, and user options like Assistance, Profile, and Sign Out. Below this is a secondary navigation bar with icons for Dashboard, Alerts, Accessibility, Mail, Resume, Document, Calendar, Home, and Pinned Links. The 'Document' icon is highlighted with a large grey arrow pointing to it. A 'Documents' sidebar menu is open on the left, showing an 'Upload Document(s)' button, which is also highlighted with a large grey arrow. The main content area shows a message: 'You haven't added any documents yet.' Below this are four featured sections: 'Not Sure Where to Start?', 'Find a Job', 'Resume Builder', and 'Career Explorer'. At the bottom, there is a 'Benefit Status' section with cards for 'Adult Services (WIOA)', 'Trade Adjustment Assistance (TAA)', 'About', and 'My WIOA Status'.

Click on “*Browse Files*” click on file to be uploaded. Click on “*SAVE*” (bottom center).

CT GOV | State of Connecticut

CT Hires

Jobs - Keywords Location Search

Assurance Profile Sign Out

My Dashboard / Add a Document

Add a Document

Please follow the instructions listed below to add a document into the system.

Document Information

Document Description:


Document Tags: Do not enter Personal Identifiable Information (PII) into this field. Keywords that will be indexed with this attachment.

Attach Document

Drag & Drop File Here
or [Browse Files](#)

[See Supported File Types](#)

Multiple documents can be uploaded simultaneously,
but must be selected one-by-one.



To view Click on upper Icon “Documents” then Click on “My Documents” For security purposes it will ask for your login credentials again.

The screenshot displays the CT Hires portal interface. At the top, there is a navigation bar with the CT Hires logo, a search bar for jobs, and user options like Assistance, Profile, and Sign Out. Below the navigation bar is a menu with icons for Dashboard, Alerts, Accessibility, Mail, Resumé, Documents, Calendar, Home, and Pinned Links. The main content area is titled "Documents" and contains the message "You haven't added any documents yet." Below this message are three buttons: "Upload Document(s)", "Scan Document", and "My Documents". A large white arrow points to the "My Documents" button. Below the Documents section is a carousel with four cards: "Not Sure Where to Start?", "Find a Job", "Resume Builder", and "Career Explorer". At the bottom, there is a "Benefit Status" section with three cards: "Adult Services (WIOA)", "About", and "My WIOA Status".

CT Hires State of Connecticut

Jobs - Keywords Location Search

Assistance Profile Sign Out

Menu

Hide Dashboard Alerts Accessibility Mail Resumé Documents Calendar Home Pinned Links My Dashboard

Documents

You haven't added any documents yet.

Upload Document(s)

Scan Document

My Documents

Not Sure Where to Start? Answer a few questions and we can point you in the right direction!

Find a Job View available job openings in your area.

Resume Builder This easy-to-use tool will help you create, store, update, and post your resume online.

Career Explorer Learn what career or type of job best suits you as well as areas for which you might want to receive more training and education.

Benefit Status

Adult Services (WIOA)

Trade Adjustment Assistance (TAA)

About

The WIOA Adult program provides adults with workforce preparation, career services, training services and job placement assistance needed to increase occupational skill attainment, obtain industry certifications, and

My WIOA Status

4 Exited Program

3 Enrolled in a Program

2 Determined Eligible

1 Application Under Review

All Uploaded Documents should appear on this page.

The screenshot shows the CTHires user interface. At the top, there is a navigation bar with the CTHires logo, a search bar for jobs and locations, and user options like Assistance, Profile, and Sign Out. Below this is a secondary navigation bar with icons for Dashboard, Alerts, Accessibility, Mail, Resumes, Documents, Calendar, Home, and Pinned Links. The main content area is titled "Documents" and includes a sub-header: "This tab contains information on documents you have uploaded or scanned into the system." There are tabs for "General Information", "Background", "Activities", "Paths", "Memo", and "Documents". A table lists the uploaded documents with columns for Name, Tags, Class, Create Date, Expiration Date, and Action. One document, "Screenshot_3.png", is listed with a tag of "Doc" and a create date of "02/26/2026". The page also features a feedback form at the bottom and a footer with various links and copyright information.

CTHires

Jobs - Keywords Location Search

Assistance Profile Sign Out

Hide Dashboard Alerts Accessibility Mail Resumes Documents Calendar Home Pinned Links My Dashboard / Add a Document / Documents

Documents

This tab contains information on documents you have uploaded or scanned into the system.

[Individual Portfolio]

My Individual Profiles My Individual Plans

General Information Background Activities Paths Memo Documents

Show Filter Options (Showing all records)

Activate a column title to sort.

Name	Tags	Class	Create Date	Expiration Date	Action
Screenshot_3.png	Doc		02/26/2026		View Meta Data

Page 1 of 1 Rows: 5

Uploaded and scanned documents with spaces in the document name may be incompatible with some browsers. These spaces will be replaced with _ when saving the document in our system.

[Upload a Document | Scan a Document]

Return to My Dashboard

We value your input, please provide your feedback below so we can assist you further.

Submit

About
Sign Out
Home
Site Map
Site Search

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
Feedback
Assistance

CTHires
Contact Us

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Virtual OneStop® - VOS Sapphire AI v24