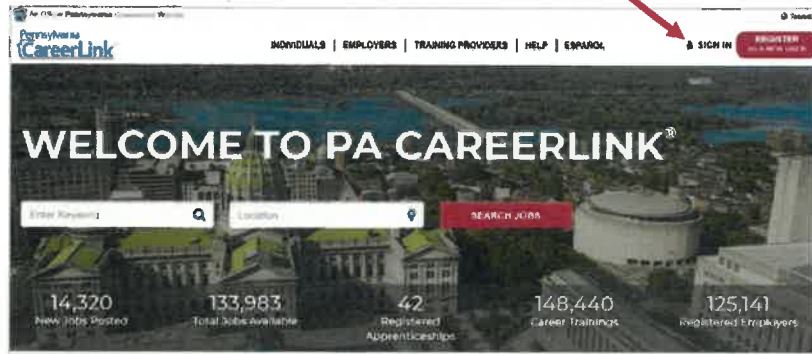


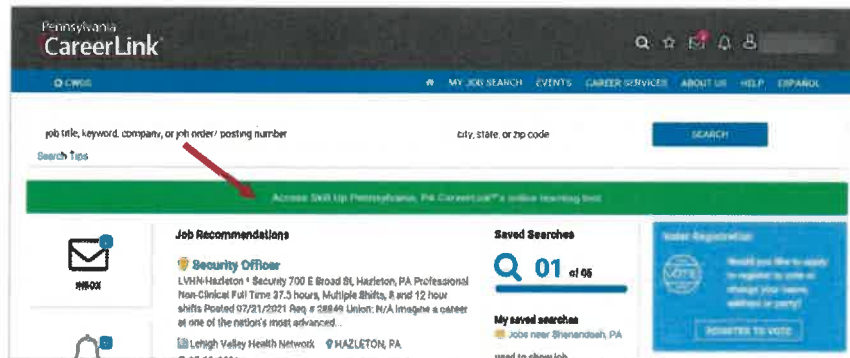
ACCESSING SkillUp™ PA ON PA CAREERLINK® ONLINE

If you have an existing account on PA CareerLink® Online:

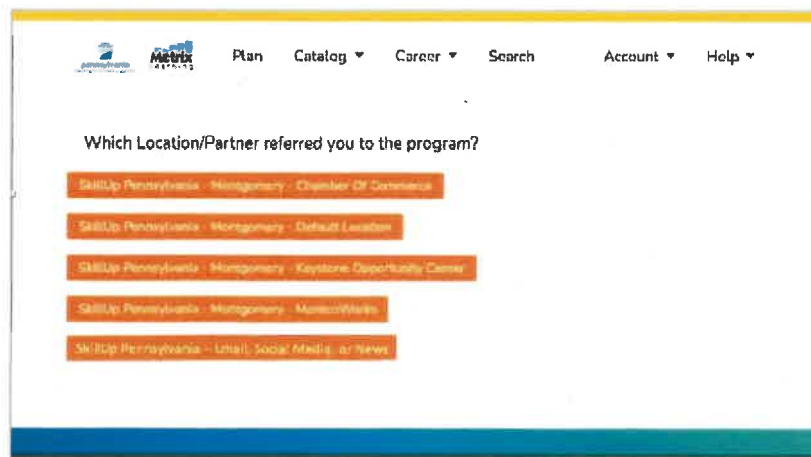
- From the PA CareerLink® Online home page (<https://www.pacareerlink.pa.gov/>), press the *Sign In* Button and enter your Keystone ID and Password to go to your Home Page.



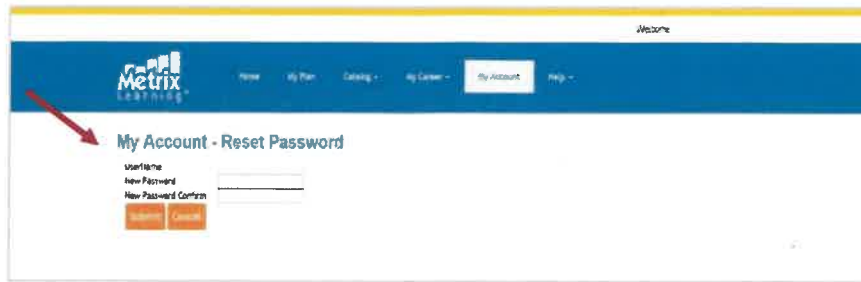
- At the top of your Home Page, press the green banner to access SkillUp™ PA, PA CareerLink®'s online learning tool.



- You may be directed to this screen to select the Location/Partner that referred you to the program. The selections are based on your zip code.

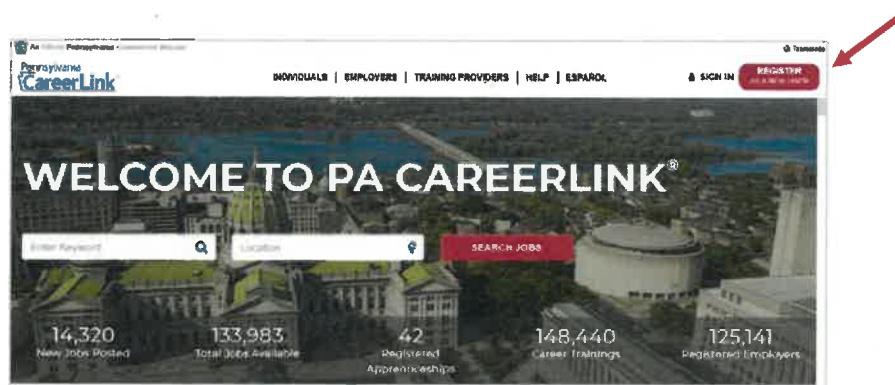


- SkillUp™ PA will assign you a user name. Select your password to create your account to start learning!



If you don't have an account on PA CareerLink® Online:

- From the PA CareerLink® Online home page (<https://www.pacareerlink.pa.gov/>), press the *Register* button.



- Select *Individual Seeking Employment*.



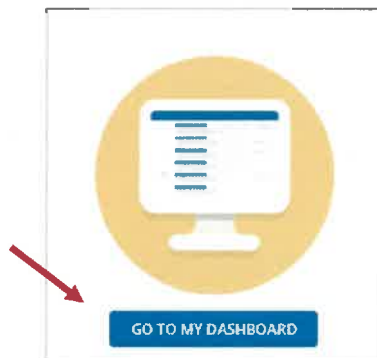
- Complete the following information:
 - *First Name*
 - *Last Name*
 - *Date of Birth*
 - *Have you applied for, or are you receiving benefits or services?*
 - *Press Continue.*

- You will be asked to enter information on various screens as you proceed to create your account.
- Once at the **Create User Account** screen:
 - Create a *Keystone ID/User Name* that is unique to the system and does not include spaces.
 - Create a *Password* at least eight characters long with three of the following:
 - One Uppercase letter
 - One lowercase letter
 - One number
 - One special character
 - Complete the *Security Questions & Answers* section. Three different questions and answers must be selected.
 - Check the box to confirm viewing the *Civil Rights Statement*, then press *Continue*.

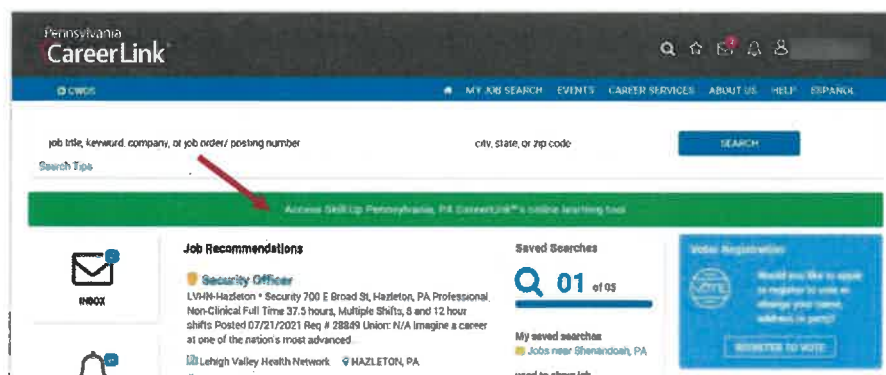
- You will receive a Registration Confirmation.
- Be sure to review all the information on this page such as Unemployment Compensation (UC) Registration Requirement, Requesting Staff Assistance, and Building a Resume.



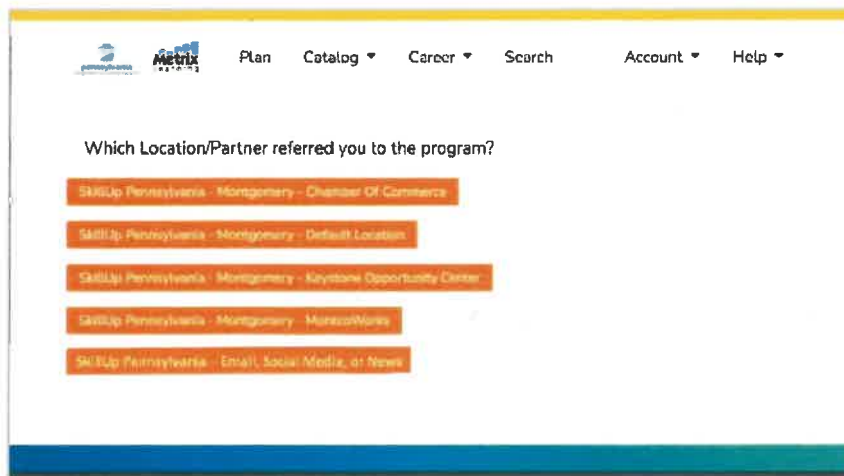
- To go directly to your Home Page to access SkillUp™ PA, select *Go To My Dashboard*:



- At top of your Home Page, press the green banner to access SkillUp™ PA, PA CareerLink®'s online learning tool.



- Select the Location/Partner that referred you to the program. The selections are based on your zip code.



- SkillUp™ PA will assign you a user name. Select your password to create your account to start learning!

