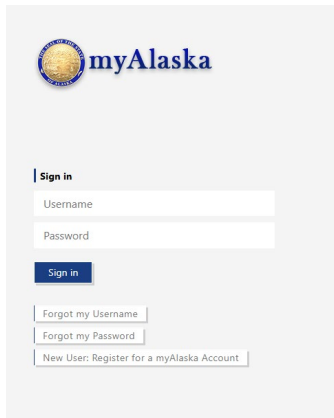


AlaskaJobs Account Login Guide - Individuals

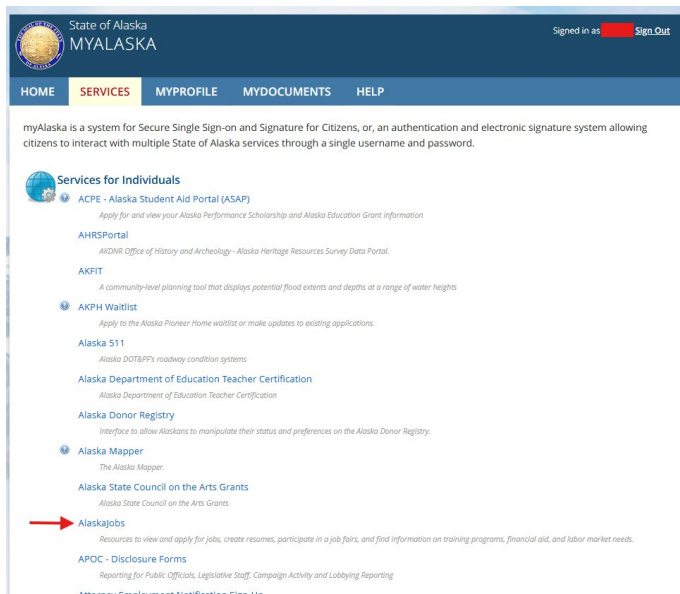
1. Navigate to <https://alaskajobs.alaska.gov/> and click on the “Log In” button in the upper right corner. Then, select “Individual” from the drop-down menu.



2. You will be directed to sign in to a MyAlaska account. If you already have one, enter your username and password. Otherwise, click on “New User: Register for a myAlaska Account” to create one.



- If you opted to create a new MyAlaska account, after the registration process is completed, you would go to the Services tab in MyAlaska and click “AlaskaJobs” under Services for Individuals to return to the AlaskaJobs home page.



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We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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3. It will ask you what type of user you are. Select “Individual Jobseeker” and either of the two options below:

- If you had an ALEXsys account before, select “Yes, verify my account” and proceed to step 4.
- If you have never logged into AlaskaJobs AND never had an old ALEXsys account, select “No, start a new registration” and proceed to create a new registration

Type of user

Type of user

* indicates required fields.

* Please tell us what type of user you are.

- ☒ Individual Jobseeker
☐ Employer
☐ Training or Education Provider
☐ Grantee Staff
☐ WOTC Out of State Staff

* Were you previously registered in Alaska Jobs or have you been instructed to verify your account?

- ☒ Yes, Verify my account
☐ No, Start a new registration

Next >>

4. Complete the required fields. This part is attempting to match your information with the information in the account that’s already in the system.

- If you get a pop-up message that says, “We cannot match the information you have provided with a user in our system.”, it either means that you did not have an old ALEXsys account and will have to start a new registration, or one of the fields did not match with an account in the system. If it’s the latter, you may need to contact your local job center so they can update the old account with your current information if trying again nets you the same pop-up message.

Your Information

* First Name:	
* Last Name:	
* Date of Birth:	
* Social Security Number:	(no dashes)
* Confirm Social Security Number:	(no dashes)
* Zip Code:	

AlaskaJobs Account Login Guide - Individuals

5. Once a matching account has been found, you will be asked to enter an email verification code and a username. The verification code will be sent to the email that is currently associated with the account in the system.
 - If you no longer have access to the email listed in your old ALEXsys account or are having issues receiving the verification code email, please contact your nearest job center, toll-free in Alaska at 1-877-724-2539.
 - Job Centers are listed at <https://jobs.alaska.gov/offices/index.html>

Email Verification

We have sent an email with a verification code to your email address in our system [redacted]@alaska.gov. To complete the verification process, please access this code and enter it below. This code will remain active for 24 hours. Successful entry of this code will provide access to the AlaskaJobs system. If you do not have access to this email address, please click the Contact Staff link below.

* Enter Verification Code

* Username

Next >>

[\[Go to Contact Staff \]](#)

The username that you will enter here is the same MyAlaska username you used in Step 2 earlier.

6. If successful, it will show you a signed out page. All you need to do from here is to sign in again as an Individual with the same MyAlaska credentials and you should be all good to go.