

How to set up a Universal Jobmatch account

Before you can set up a Universal Jobmatch account you **must** have a valid email address.

Once you have an email address, you can then create a Government Gateway Account or reuse an existing Government Gateway Account (your Government Gateway Account will be created immediately during the Universal Jobmatch Registration process).

When setting up a new account, during the registration process you will be sent an email with your activation code and a link back to Universal Jobmatch to finish your registration.

It is recommended that you set up a Universal Jobmatch account so you can access **the full range of features** offered by this service.

What you need to do next

Option 1: You want a Universal Jobmatch account but DO NOT already have a Government Gateway User ID and Password:

1. Access www.gov.uk/jobsearch^{web}
2. **'Start'** the Universal Jobmatch service which will launch the 'Welcome to Universal Jobmatch' homepage
3. Select **'Register'** and follow the on screen instructions

Option 2: You want a Universal Jobmatch account and already HAVE a Government Gateway User ID and Password:

1. Access www.gov.uk/jobsearch^{web}
2. **'Start'** the Universal Jobmatch service which will launch the 'Welcome to Universal Jobmatch' homepage
3. Select **'Log in'** and follow the on screen instructions

What if I forget my User ID or Password to my Universal Jobmatch Account once I have fully Registered?

On the Universal Jobmatch login screen there are links to having your User ID or Password sent to your set up email address (the one you initially used) so you can log back in correctly. This is a similar method that is used if you forget your Username and Password with your own Internet Service Provider login account. Once logged back in, you can also reset your User ID and / or Password to something else that may be more memorable through your User Profile if you wish to.

What if I forget my User ID or Password to my Government Gateway Account once I have registered?

If you have difficulty logging into the Government Gateway, or using any of its features, click on the 'Help' button on screen. The instructions on that page should help you.



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