1. Navigate to [https://alaskajobs.alaska.gov](https://alaskajobs.alaska.gov) and click on the “Log In” button in the upper right corner.

2. Select “Individual” from the drop-down menu.
3. You will be directed to sign in to your MyAlaska account.
   - Note, you must have a MyAlaska account for each user type in AlaskaJobs, such as an individual seeking a job, an employer recruiting for a position, a Service Provider, or a Grantee Case Manager.
   - If this is your first time to log in to AlaskaJobs, then please write down or remember your MyAlaska Username for later in this process.

4. Select “Individual Jobseeker”.
   - If you have not previously logged into the new AlaskaJobs, select “Yes, verify my account” and proceed to step 5.
   - If you have never accessed the new AlaskaJobs and never had an old ALEXsys account, select “No, start a new registration” and proceed to create a new registration.
5. Complete the below required fields to match your information including your social security number in the old ALEXsys account to the new AlaskaJobs account you are creating.

![Your Information Form]

6. An email verification code will be sent to your email address used in the old system. Please enter it here. Make sure to check your junk mail or spam folder.
   - If you no longer have access to the email listed in your old ALEXsys or ICM account, or need assistance for any reason, please contact your nearest job center.
   - Call Toll-Free in Alaska (877) 724-2539.
   - Job Centers are listed at [https://jobs.alaska.gov/offices/index.html](https://jobs.alaska.gov/offices/index.html).

7. Please enter your MyAlaska username.
   - In the future, you will access AlaskaJobs by signing into MyAlaska and then choosing AlaskaJobs in services.