How to Register for the Virginia Workforce Connection

Some of the fields described in this help text may not be shown, due to your system's configuration.

Create and type a User Name and Password to access the system. You must retype your password in the Confirm Password field.

Username and Password Requirements: This system will require you to create usernames and passwords that meet certain rules that have been set up by the system administrator, in order to meet security standards. Some systems will require you to use letters, numbers, and/or capital letters in your username and/or password. Check the highlighted blue text on the page to confirm your system's requirements.

You cannot use the same values for both your username and password (for example, the system will not allow you to use *John26a5* for both).

Tips for Creating Secure Passwords - The first step in safeguarding your online privacy is creating a secure password. A secure password is one that cannot easily be guessed or discovered by a computer program or persistent individual in a short period of time. When creating your password, consider the following tips:

- Mix capital and lowercase letters
- Include similar looking substitutions, such as the number zero for the letter *O*
- Create a unique acronym
- Include phonetic replacements, such as *Luv2Laf* for "Love to Laugh."

When creating your password, don't use:

- Personal information (your name, birth date, etc.)
- Words or acronyms that can be found in a dictionary
- Keyboard patterns (asdf) or sequential numbers (1234)
- All numbers, uppercase letters, or lowercase letters
- Repeating characters (gg66)

Never tell your password to anyone, or send it by email. Try not to write your password down anyplace that is easily accessible. Also, periodically test your current password and change it to a new one.

Select a Security Question from the drop-down list, and type the answer to the question in the Security Response Question field. If you lose your password in the future and request that the system send it to you, you will be asked your selected Security Question and required to provide the correct response before the system will send you the information.

Please make note of your User Name and Security Question Response for future reference. These things are required in order to access your personal information.

Employers – Enter your employer identification number in the space provided, and click the radio button beside the type of number you are using - Social Security Number or Federal Employer Identification Number.

Enter the Zip Code where your place of business is located. If you are not sure of the business Zip Code, click the Find Zip Code link to access a page on the U.S. Postal Service's website that will allow you to look up the Zip Code using the residence's address.

DO NOT call the following numbers for unemployment questions!
For assistance setting up your VAWC account, please call 804-786-6470 or e-mail VWCCustomerFollowup@vec.virginia.gov [1]. **Job Seekers** (only) needing assistance should call 804-786-0187.

Virginia Workforce Connection [2]

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Source URL:
http://www.vec.virginia.gov:80/employers/post-a-job-or-find-a-candidate/register-workforce-connection

Links:
[1] mailto:VWCCustomerFollowup@vec.virginia.gov
[2] http://www.vec.virginia.gov:80/virginia-workforce-connection