How to use Universal Jobmatch

To benefit from the full range of features offered by Universal Jobmatch, you will need to create an account.

To do so you must have an email address and a Government Gateway account. The same email address cannot be registered more than once, so you cannot use an email address that you share with anyone else. If you don't have an email address you can get one by registering with one of the free to use email providers, such as Hotmail, Gmail or Yahoo.

If you don't already have a Government Gateway account you will need to create one as you will need to use your Government Gateway ID and password to log in to Universal Jobmatch.

Registering and logging into your account

If you do not have a Government Gateway user ID and password

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

You must remember your Government Gateway user ID and password as you will need them every time you log in to use Universal Jobmatch. If you need to write your ID and password down, do not keep them together and keep them somewhere safe.

If you already have a Government Gateway account and know your user ID and password

1) Access **www.gov.uk/jobsearch**
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

If you already have a Government Gateway account but do not know / have lost your user ID or password

1) Access **www.gateway.gov.uk** and click on 'Help desks'
2) You can request to have your user ID or password sent to you again by calling the government department help desk for a service you are enrolled for. You will be asked a number of questions for security purposes in order to confirm your identity and a replacement User ID or new password will be posted to you within seven days
3) You may also visit the department's website as they may provide this functionality online

If you want to do a jobsearch using Universal Jobmatch but do not want to create a Universal Jobmatch account yet

You can carry out a general jobsearch using Universal Jobmatch without creating an account. This will only allow you to search for jobs. You will not be able to apply for a job without creating an account.

1) Access **www.gov.uk/jobsearch**
2) 'Start' the Universal Jobmatch service which will launch the 'Welcome to Universal Jobmatch' homepage
3) Enter a Job Title and/or Skills / Keywords and a City, county or postcode in the search fields. Alternatively use the Browse jobs function on this page and follow the on-screen instructions

If you are unable to use or access a computer, you can find out what support is available in your area from your local Jobcentre Plus office.