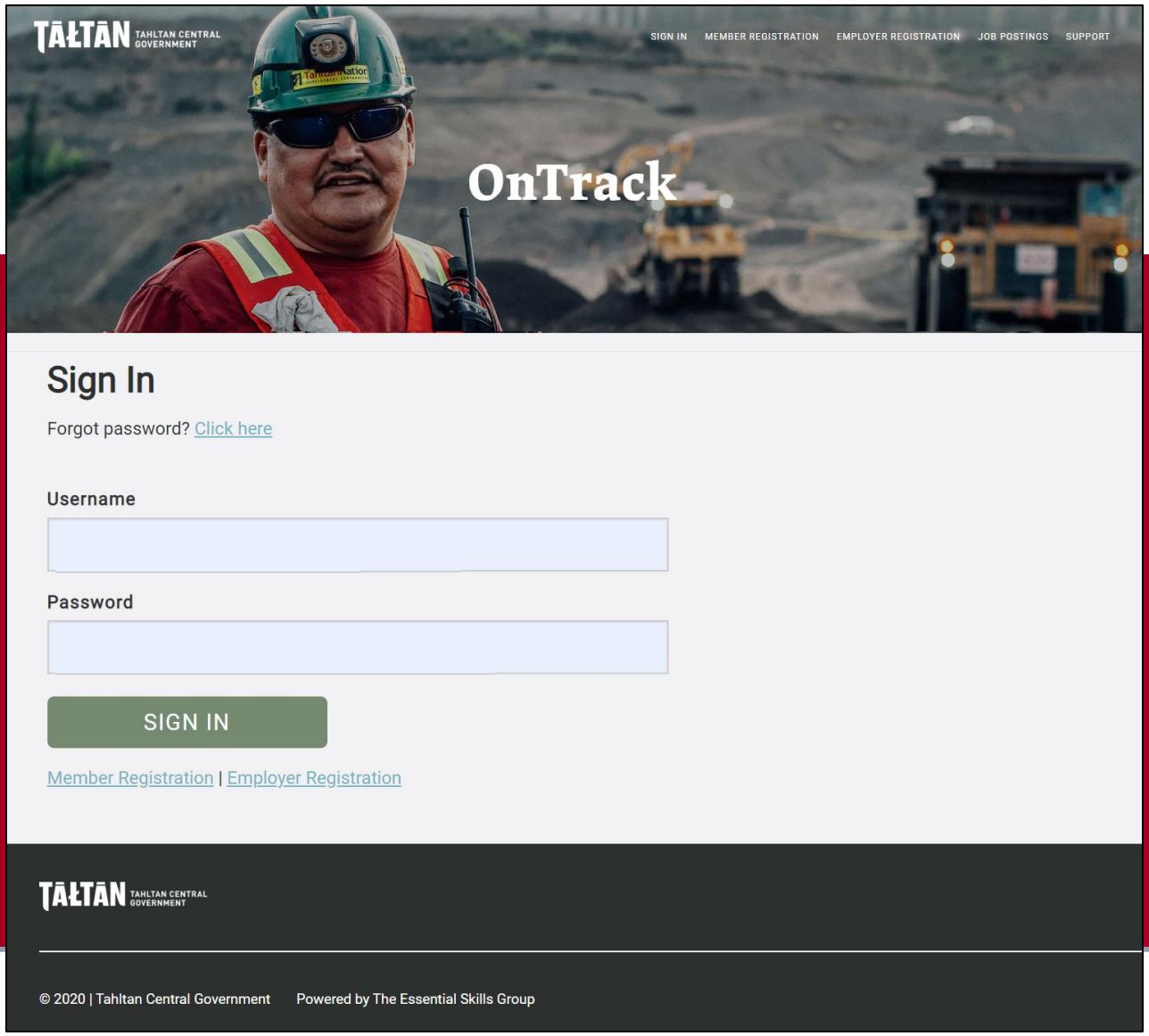
User Guide for Tahltan Members



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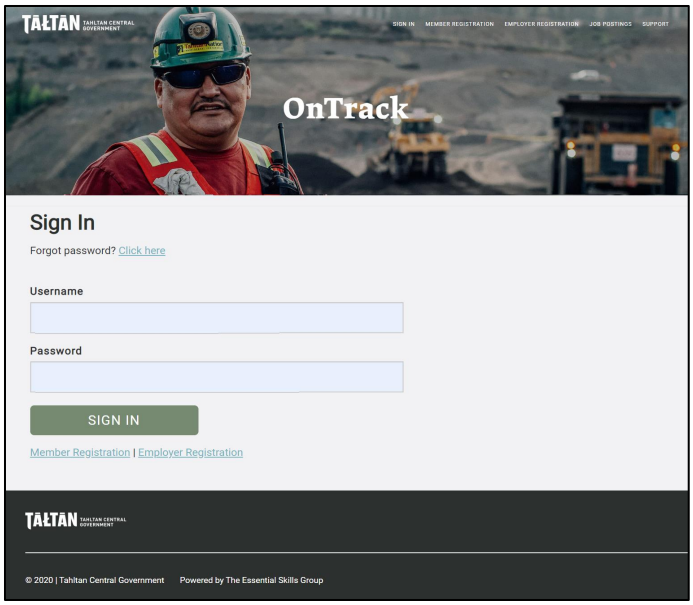
Welcome

This web application is called OnTrack. It was created by the Tahltan Central Government (TCG) to help you meet your employment and training goals.

It has several features including a portfolio builder that lets you record your skills and certifications and create a personalized resume.

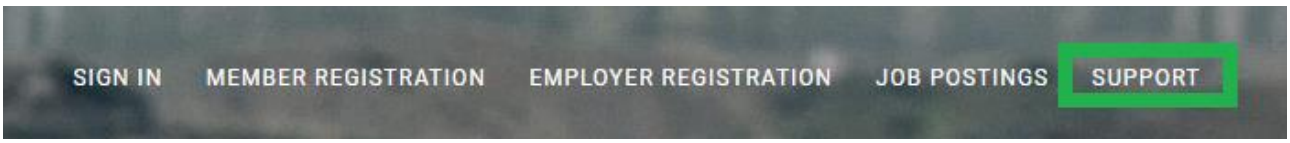
OnTrack also connects you to jobs. Employers in the Tahltan region use the web application to post job openings. You are notified every time there is a new job listing. With a simple click of a button, you can learn about the job ands end your resume.

This user guide explains how to use OnTrack.



Help desk

Members can access our help desk support by clicking the **SUPPORT** link found on the navigation bar.

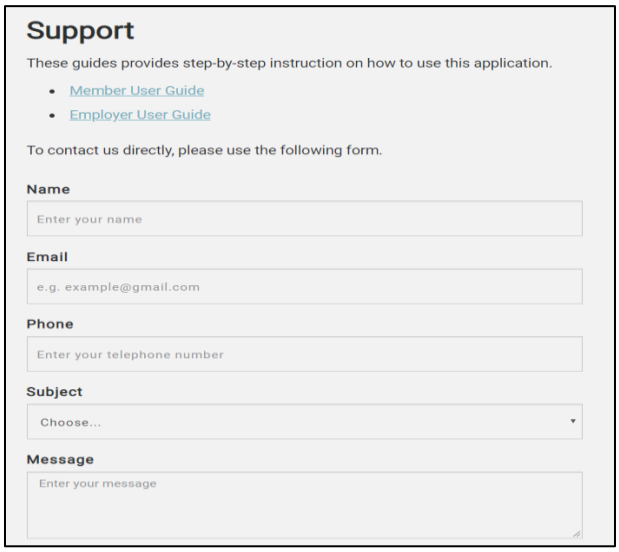


Complete the form to submit your request for support.

You can also request technical support by telephone and email:

a) Telephone support (1-403-808-4580): 8:00 A.M. to 5:00 P.M. Monday – Friday.

- Calls will be answered immediately or forwarded to voicemail. Messages left on voicemail will be responded to within one business day.
- Email support (Mherzog@esentialskillsgroup.com): 8:00 A.M. to 5:00 P.M. Monday – Friday. Emails received will be responded to within one business day.



Minimum computer requirements

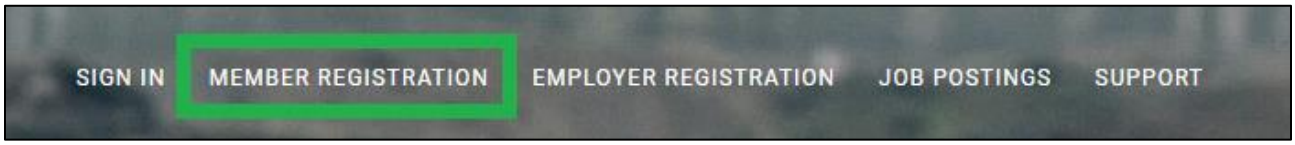
This website can be used on a wide range of devices including personal computers, laptops, notebooks and tablets. You can your mobile devices such as smartphones to register, however, you'll need to use devices with larger screen sizes such as personal computers, laptops, notebooks and tablets to do other things on the website such as take tests.

You should use devices that have a strong connection to the Internet. Some wireless networks are not strong enough for everything to work properly, depending on the strength of the connection.

How to register

Go to https://tahltancg.essentialskillsgroup.com

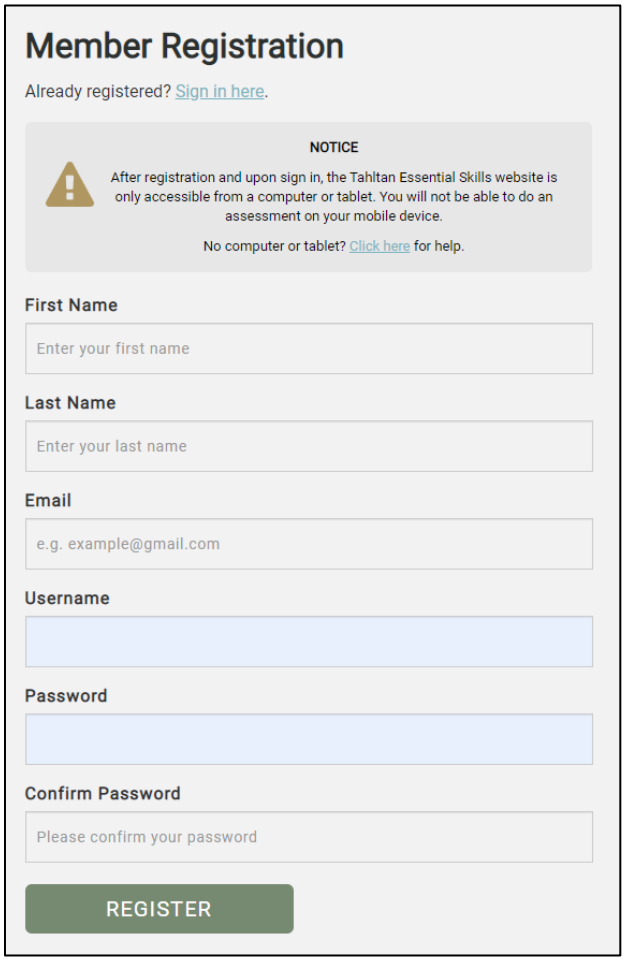
Click the **MEMBER REGISTRATION** link.



Complete the registration form and click the **REGISTER** button to submit your information.

Remember the username and password you selected. You will need this information to log into the website later. For security reasons, we don't store both elements on the web application, so you won't be able to recover that information online later.

You will receive an email from the TCG confirming your registration.



Please note that you can register to use OnTrack using a smartphone, but you'll need to use a tablet (e.g. iPad), laptop or desktop computer to complete tasks such as creating your resume and responding to job openings.

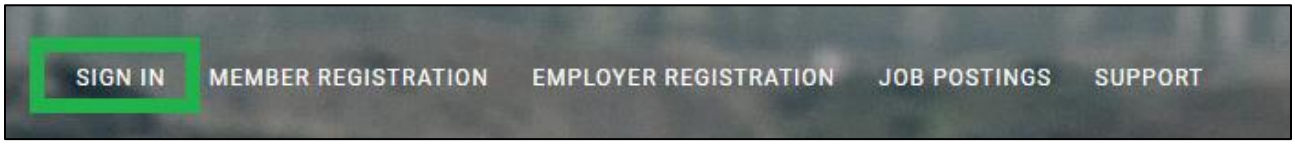
If you do not have access to a tablet, laptop or desktop, click the **Click here** link on the notice to open the help desk form. Complete the form and select "I do not have a tablet, laptop or desktop" selection under the **Subject** heading.

We'll contact you and provide the help you need to use OnTrack.

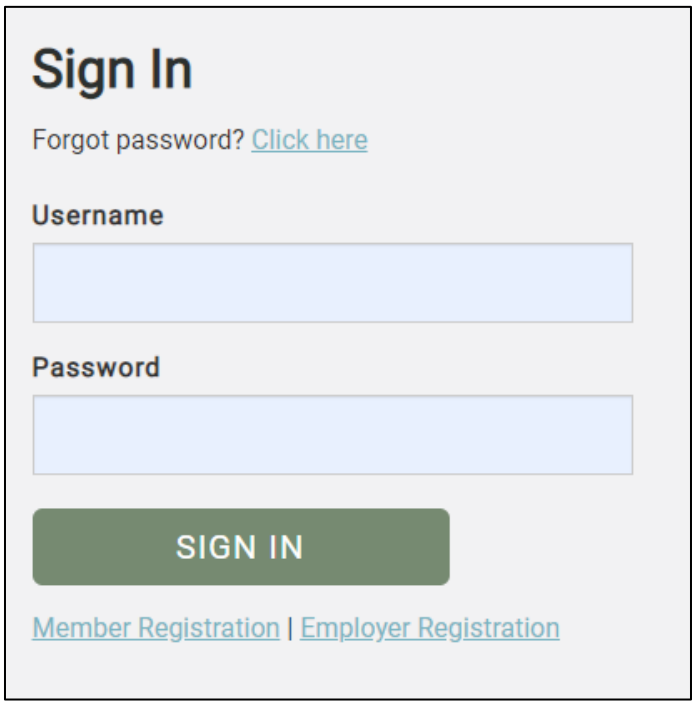
How to sign in

Go to https://tahltancg.essentialskillsgroup.com

Click the **SIGN IN** tab on the navigation bar.



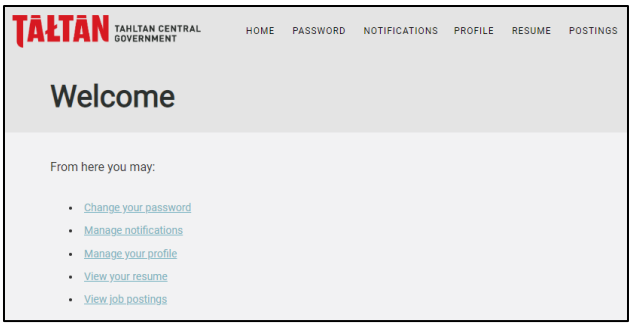
Enter your username and password and click **SIGN IN.**



A homepage dashboard loads with various buttons on the top of the page.

These buttons allow you to:

- Mange your password.
- Manage your profile.
- View and print your resume.
- Apply for jobs.

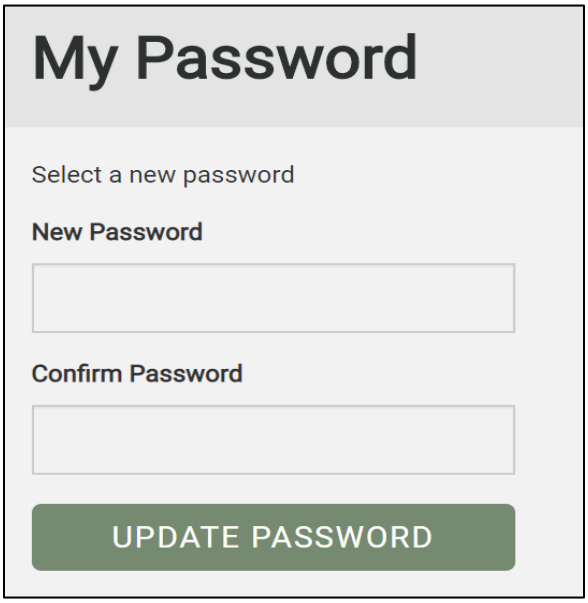


How to manage your password

Click the **PASSWORD** tab on the navigation bar.

Enter and confirm your new password.

Click **UPDATE PASSWORD** to save the change.



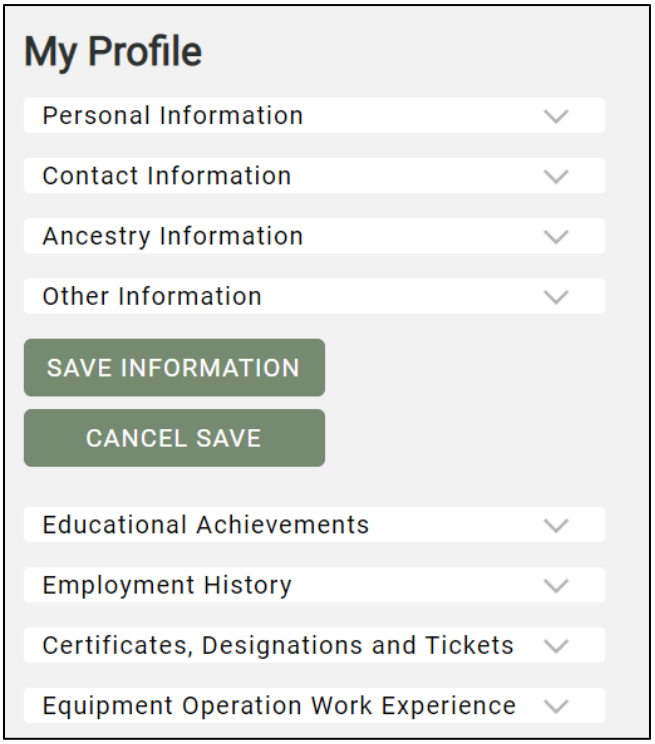
How to set up and manage your profile

OnTrack has a special feature that allows you to create a profile. It's like an expanded version of a resume.

1. You can use it to create a resume that documents your education, work experience and certifications.
2. TCG can use it to better understand the skills and abilities of community members.
3. Employers can use it to locate people with the right skills for the right job.

My Profile organize information under eight categories:

- **Personal Information**: Your first name, last name, gender, addresses, etc.
- **Contact Information**: Your phone numbers and other means of contact.
- **Ancestry Information**: Your connection to Tahltan or other indigenous communities.
- **Other Information**: General information about your education and work experience.
- **Educational Achievements**: The names of schools and the educational achievements you've earned (e.g. high school diploma).
- **Employment History**: Companies where have worked and the duties you performed.
- **Certificates, Designations and Tickets**: The certificates, designations and tickets you have earned. You can also enter certificate numbers and expiry dates, and upload certificate images.



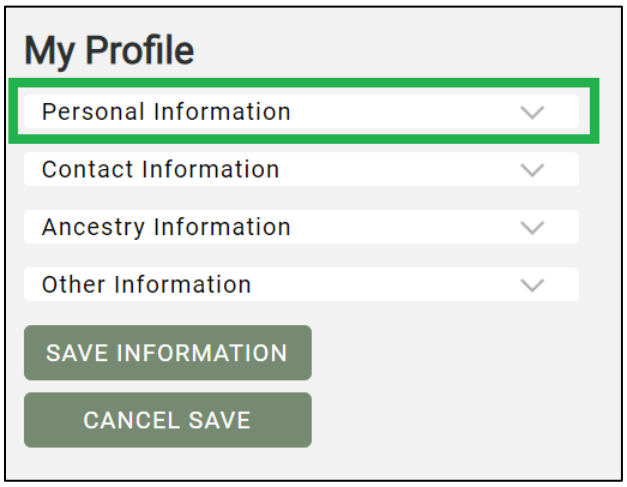
- **Equipment Operation Work Experience**: Your experience operating various types of equipment such as graders and dozers.

The TCG may have already partially or fully completed your profile using information available to them.

Here is how to use this feature.

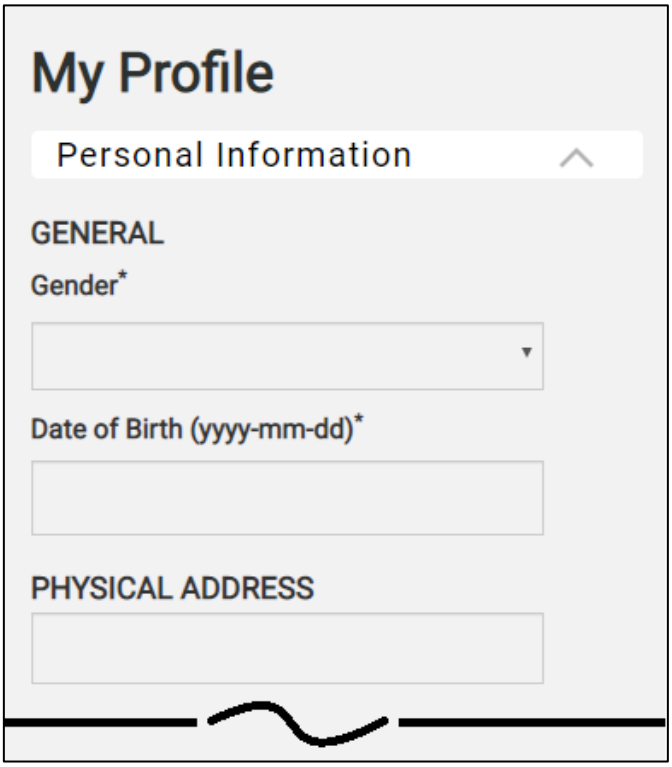
Click the **PROFILE** tab on the navigation bar.

Click the category you would like to complete or edit, such as **Personal Information**.



An entry form, such as the one to the right, will appear.

Review or update each field.



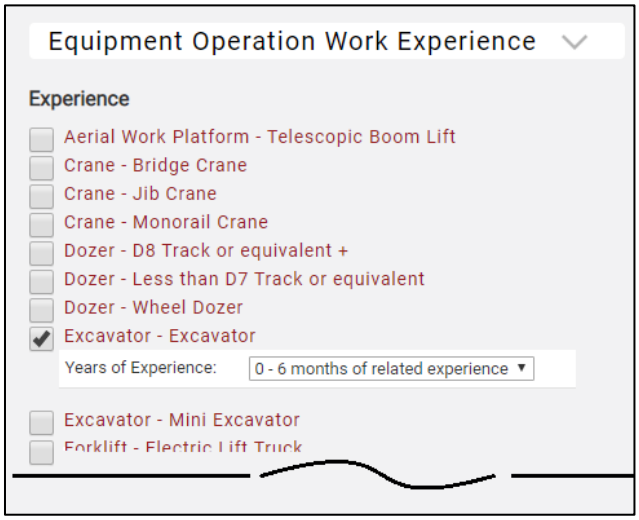
The **Certificates, Designations and Tickets** section lets you record certificate numbers and expiry dates. You can also upload images of your certificates, so you always have access to them. Click the certificate image button and select the image to upload.

As shown in the image to the right, you can also add certificates that are not listed by clicking the "Certificate – (Certificates Added by You)" selection. You can add as many certificates as you like.

Click the **ADD CERTIFICATES** button to save your work. Click **CANCEL ADD** to cancel the additions you have made.

The **Equipment Operation Work Experience** section lets you record the operating experience you have on over 40 different types of equipment.

Click the equipment descriptor and use the dropdown box to indicate how much work experience you have on that type of equipment.



Click the **ADD WORK EXPERINCE** button to save your work. Click **CANCEL ADD** if you want to cancel your edits.

Resume feature

OnTrack automatically sends your resume to employers when you apply for a job. The resume it sends can either be one that you have uploaded or a resume that is automatically created by OnTrack.

Here is how to add your own resume or create one using OnTrack.

First, click the **RESUME** button on the navigation bar.

To add your own resume

The top section of the Resume web page has a section called Uploaded Resume.

If no resume is uploaded, the first line will read "You have not uploaded a resume" as shown in the image to the right.

To upload a resume, click the Choose File button, select the file that you would like to upload and click UPLOAD RESUME

If you would like to attach a cover letter to your resume, add it to the PDF document that includes the resume.

After uploading a resume, you can click the Click Here button to review it.

Click here to delete the resume.

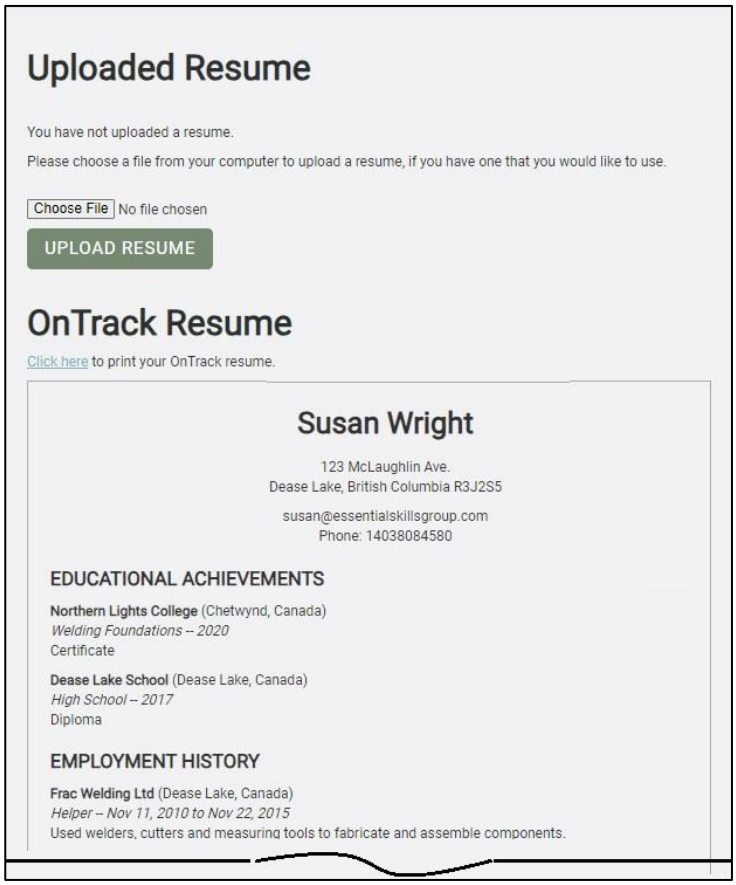
To upload a new resume, click the Choose File button, select the file that you would like to upload and click UPLOAD RESUME

Resume created by OnTrack

The resume automatically created by OnTrack includes most, but not all, of the information entered in the **My Profile** section. Information such as age, gender and ancestry are not included.

You can make changes to the information on your resume by updating your profile.

To print your resume, click the **Print** button.



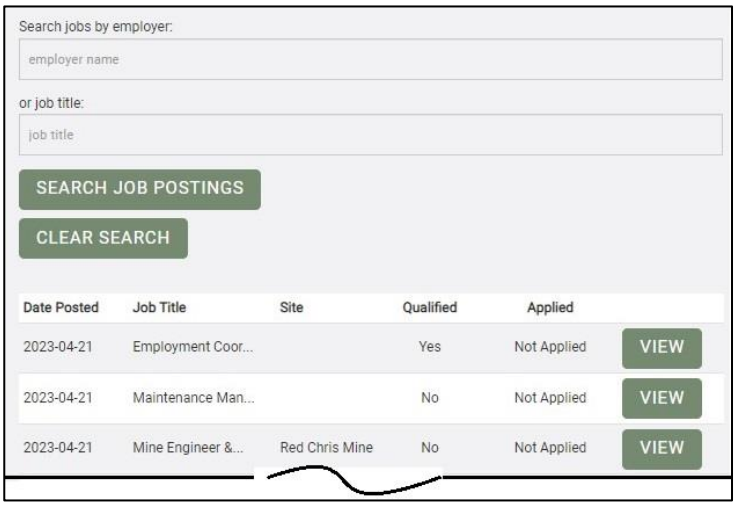
How to apply for jobs

OnTrack allows you to apply for jobs that employers in the Tahltan region have posted. Here are the steps to view and apply for the jobs.

Step 1 – You will receive an email informing you of a job that was posted.

Step 2 – Log into the web application and click the **POSTINGS** tab on the navigation bar.

A new webpage will load. It lists all the current job openings. It presents:



- A **Date Posted** column that lists the date when the job was posted.
- A **Position Title** column that lists the tile of the job.
- A **Qualified** column that shows whether the skills, qualifications and experience listed in your profile match the requirements of the job. **Note: You can still apply for jobs for which you are not qualified.**
- An **Applied** column that indicates whether you have applied for the position. A date will be displayed for the jobs you have applied for.
- The **View** column that lets you see the job posting.

The top section of the web page allows you to search for postings by employer and job title.

Step 3 –Click the **View** button to learn about the job and its requirements. It will open a new web page, like the one to the right.

Step 4 – Decide whether the position is a good fit for your career goals and skill set.

Step 5 – If you decide not to apply, click the **BACK TO JOB POSTINGS** button at the bottom to return to the main **Job Postings** page.

If you decide the job is a good fit, click the **APPLY FOR JOB** button at the bottom of the job posting. When you do this:

1. The employer who posted the job is notified that you wish to apply for the job. They are provided:
   - Your contact information such as name, addresses and telephone numbers.
   - A copy of your most recent uploaded resume, or if no resume has been uploaded, the resume created by Ontrack.
2. The **Job Postings** page indicates the date that you applied.

To help ensure employers are providing employment opportunities to members, the Tahltan Central Government is notified that you have applied. They also receive:

- Your contact information such as name, addresses and telephone numbers.
- A copy of your resume that includes information about your education, work experience, certifications and designations.

It is the responsibility of the employer to contact you once you have submitted your application.

How to use Notifications

The **NOTIFICATIONS** feature allows you to stop receiving job posting if you are unavailable for work or already have a job. By default, it's turned on.

Click the **NOTIFICATIONS** tab on the navigation bar to modify your settings.

- Check the **Check job postings** text box if you want to be informed of new job postings.
- Uncheck the box if you don't want to be notified about new job postings.

Click the **UPDATE** button to save your selection.