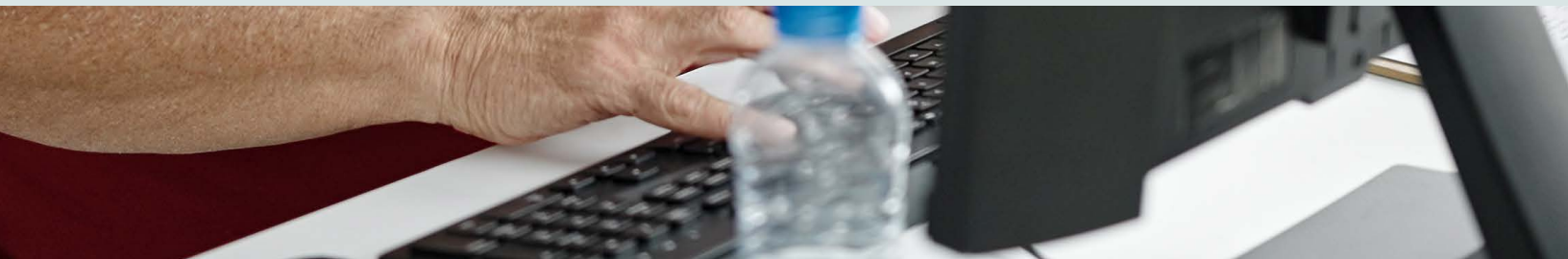




# JOB SEARCH ESSENTIALS

A Resource Guide For Job Seekers

November 2025

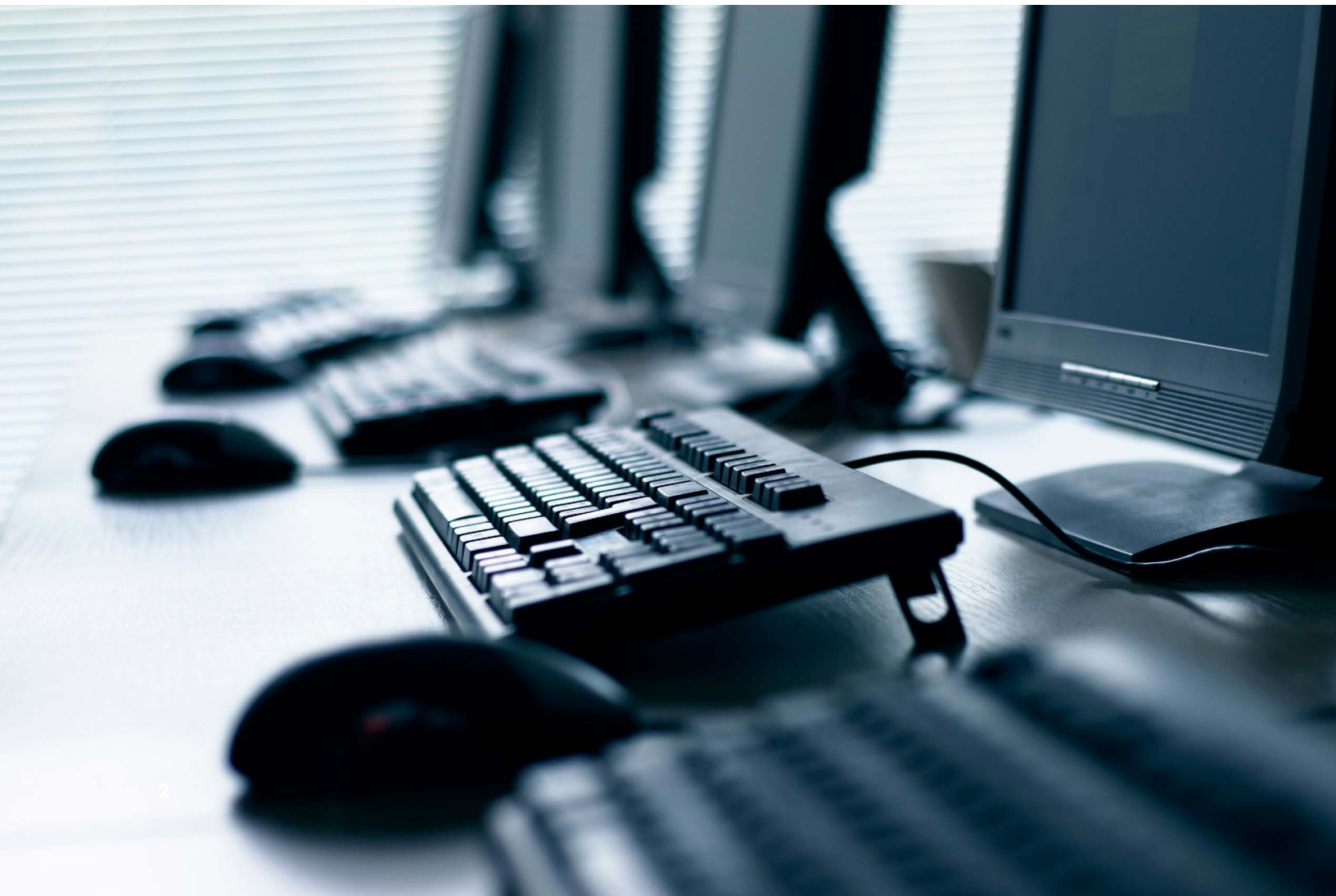


This guide offers easy, step-by-step instructions for job seekers new to computers, helping them search, apply for jobs, and stay safe online.



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# NAVIGATING COMPUTERS AND JOB SEARCH

from Project Compass

This guide is designed for individuals entering the workforce who are unfamiliar with using computers for job searches. It provides step-by-step instructions on using public computers, navigating web browsers, using hyperlinks, using online platforms like Indeed, LinkedIn, and others to find employment, using a cellphone to take and upload photos of identification documents, and staying safe from internet job and phishing scams. The guide assumes no prior computer experience and aims to be a comprehensive resource.

## About Project Compass

Project Compass is a community-guided program created by [Merit Network](#), a nonprofit organization supported by Michigan's public universities that has helped the state's educational community for over 60 years. With support from the United States Department of Agriculture, Project Compass helps towns and neighborhoods in Michigan find practical ways to improve comfort with basic technology and make sure everyone can use online resources easily and affordably.

By bringing together local groups and community voices, this program helps pinpoint what each area needs most, find ways to get the right tools and support, and build lasting solutions so people can stay connected.

Learn more:

[merit.edu/research/project-compass](https://merit.edu/research/project-compass)

# 1. INTRODUCTION TO PUBLIC COMPUTERS

Public computers are available at libraries, community centers, or employment agencies. They provide free access to the internet for job searches.

## Finding a Public Computer

Michigan Library Directory:

- Michigan Library Directory (Google Doc), PDF or Excel
- Some locations require a library card or ID to use computers. A library employee can help you set up a free library card. Bring identification such as a driver's license, passport, or your Michigan ID card.
- Time limits (e.g., 30–60 minutes) may apply. Ask staff about extending the time if needed.

## What You'll Need

- A strong password. The best passwords are easy for you to remember, but hard for others to guess. Try not to use quotes or popular phrases in your passwords.
- Identification for access (e.g., driver's license).
- A cellphone with a camera, if available (for taking photos of IDs, see Section 7).

## Getting Started

1. Approach the front desk and ask for computer access.
2. Follow staff instructions to log in (they may provide a guest pass or temporary login).
3. Sit at the assigned computer station, which includes a monitor, keyboard, and mouse.



## 2. BASIC COMPUTER SKILLS

Before using the internet, learn these basic computer functions. If you aren't sure what to do next, ask a library staff member for assistance—they are always happy to help.

### Turning On the Computer (if it's not turned on)

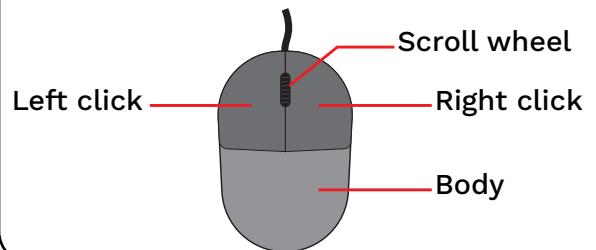
- Locate the power button (usually a circle with a line on the monitor or computer tower).
- Press the button once. Wait for the screen to display a login page.
- Enter the guest login or library card number as instructed.

### Using the Mouse:

Move the mouse on a flat surface to control the cursor (arrow) on the screen.

- **Left-click:** Selects an item (e.g., a button or link).
- **Right-click:** Opens a menu with options.
- **Double-click:** This is quickly pressing and releasing the left-click mouse button two times in a row. Double-click is a commonly used action to open a computer file or program.
- **Scroll:** Roll the mouse wheel to move up or down a page.

#### PARTS OF THE MOUSE



#### ▶ VIDEO: Using a mouse

A slow and concise tutorial on how to use the mouse buttons, what they do, and when to click them.

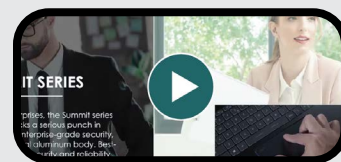
#### ◆ [Click to watch:](#)



#### ▶ VIDEO: Using a Trackpad

This quick guide video provides you with the touchpad gestures that you can use out of the box, and also how to change the touchpad gesture function.

#### ◆ [Click to watch:](#)



## Using the Keyboard

- **Letters and Numbers:** Type to enter text (e.g., your name or job title).
- **Enter Key:** Submits information or moves to the next line.
- **Backspace:** Deletes text to the left.
- **Shift Key:** Hold to type capital letters or symbols (e.g., @ for email addresses).
- **Spacebar:** Adds a space between words.



## Opening Programs

- Look for icons on the desktop (screen after login, see diagram in Section 3).
- Double-click (quickly press the left mouse button twice) an icon labeled “Internet Explorer,” “Google Chrome,” or “Firefox” to open a web browser.

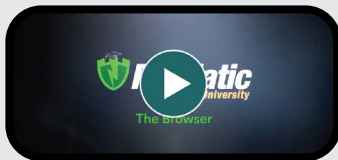
### 3. UNDERSTANDING WEB BROWSERS

A web browser is a program that lets you access websites. Common browsers include Google Chrome, Microsoft Edge, and Mozilla Firefox.

► **VIDEO: What is an Internet browser and how does it work?**

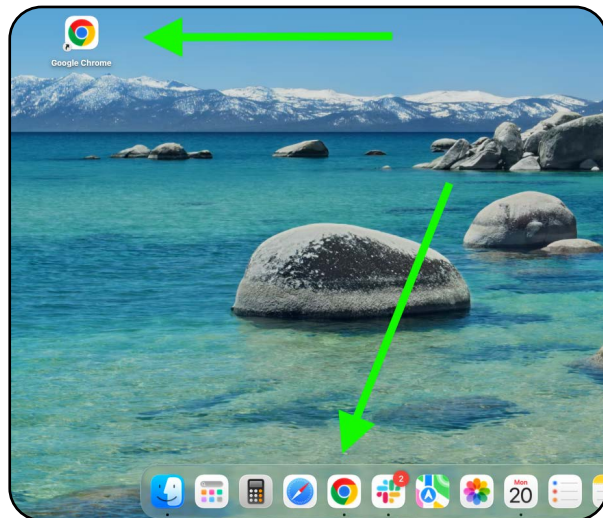
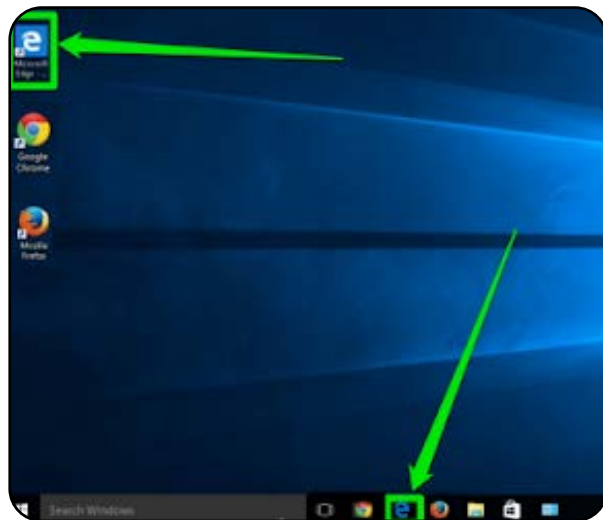
This brief video introduces you to an internet browser with simple explanations of going online.

◊ [Click to watch:](#)



#### Opening a Browser

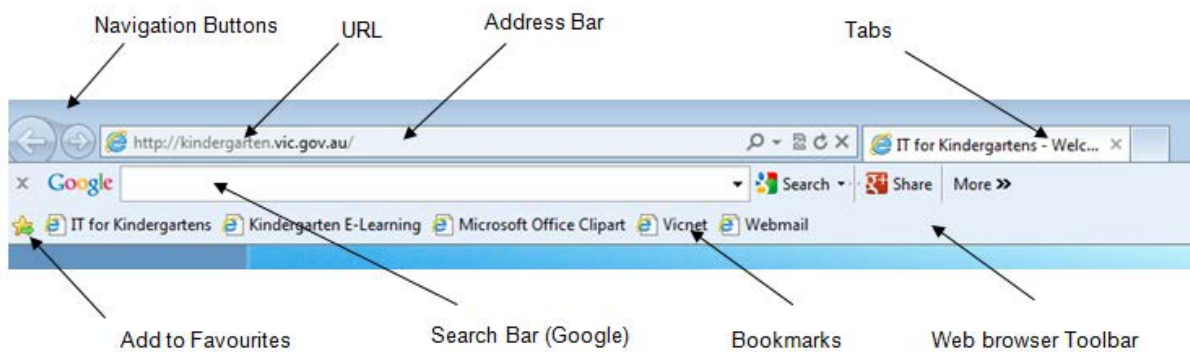
- Double-click the browser icon on the desktop. (PC/Windows Top, Mac Bottom)
- Wait for a window to appear with a blank page or a search bar.



## Navigating a Browser

- **Address Bar:** At the top, type the website address (e.g., www.indeed.com). Typing “www.” is optional. After you have finished typing the website address, press the Enter or Return key (some keyboards say Enter, some say Return, but they both do the same thing!).
- **Search Bar:** Often in the middle of the page (e.g., Google’s search box). Type keywords like “jobs near me” and press Enter.

- **Tabs:** Open multiple websites by clicking “+” next to an open tab. Switch between tabs by clicking their titles.
- **Back/Forward Buttons:** Use the arrows at the top left to return to a previous page or move forward.
- **Bookmarks:** Save a website by clicking the star icon near the address bar. Access bookmarks via the menu (three dots or lines in the top-right corner).



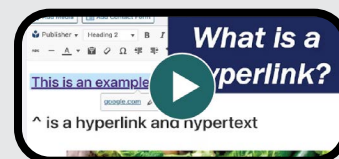
## Using and Clicking Hyperlinks

A hyperlink (or link) is text or an image on a website that, when clicked, takes you to another webpage or section. Links are often blue, underlined text (e.g., “Click here”) or buttons.

### ▶ VIDEO: What is a Hyperlink?

Hyperlinks allow users to navigate from one page to another with a single click, making it easy to move between different websites or different sections of the same website.

### ♦ [Click to watch](#)



## How to Identify a Hyperlink

Move your mouse cursor over text or an image. If the cursor changes to a hand, it's a hyperlink.

Links may change color when you hover over them or be labeled as “Apply Now,” “Learn More,” or job titles.

## How to Click a Hyperlink

1. Move the mouse cursor over the link until it turns into a hand.
2. Left-click (press the left mouse button once) to open the link.
3. If the link opens in the same tab, use the “Back” arrow (top-left) to return to the previous page.
4. If you want to open a link in a new tab (to keep the current page open), right-click the link, select “Open in New Tab,” then switch tabs by clicking the new tab's title at the top.

## Tips for Using Hyperlinks

- Be cautious with links in emails or unfamiliar websites (see Section 10 for scam prevention).
- If a link doesn't work, check the spelling in the address bar or try searching for the website again.
- On job sites, click links like “Apply Now” or job titles to view details or start an application.

### ▶ VIDEO: How to Hover Over a Link to Check It's Not a Scam

What you see isn't always where you'll end up. Hover your mouse pointer over a link to see its true destination (usually shown at the bottom of your browser window).

If it looks weird or doesn't match, don't click. Copy/paste if you're unsure. Always look before you click, especially in email.

### ◆ [Click to watch](#)



## Searching for Websites

▶ **VIDEO: How To Search a Single Website**

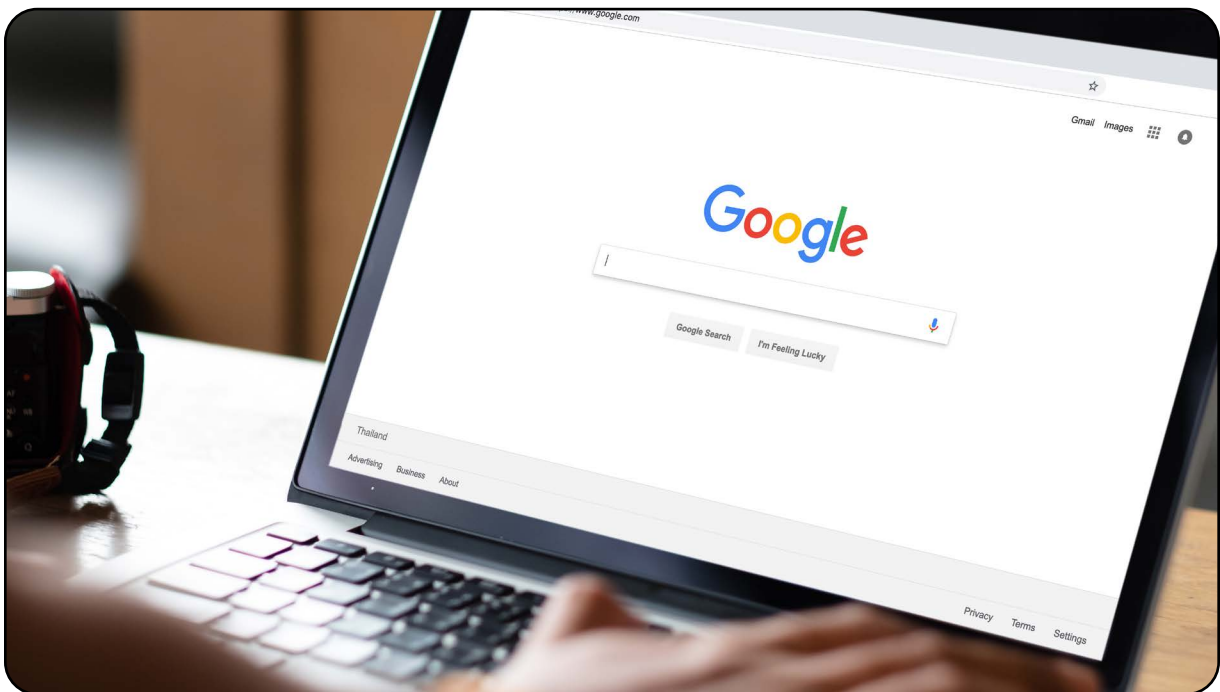
If you know the information or item you want is on a specific site, there are quicker ways to get to it besides a general web search. Most websites allow you to search inside them, and even search engines allow you to narrow things down.

◇ [Click to watch](#)



### Open the browser.

- In the address bar or search bar, type “Google” and press Enter.
- In Google’s search box, type the website name (e.g., “Indeed jobs”) and press Enter.
- Scroll down the search findings and click the first hyperlink that matches the website (e.g., [www.indeed.com](http://www.indeed.com)).



## 4. CREATING AN EMAIL ACCOUNT

An email account is required for most job search websites and applications.

### Why You Need Email

**To create accounts on job sites like Indeed and LinkedIn.**

- To receive job alerts and communicate with employers.
- To send or receive identification documents (see Section 7).

### Steps to Create a Gmail Account

1. Open a browser and go to [www.google.com](http://www.google.com).
2. Click the 'Gmail' link (top-right corner) or type 'Gmail' in the search bar, then click 'Create an account.'
3. Fill in the form:
  - First and Last Name: Enter your full name.
  - Username: Choose a simple username that is easy for you to remember (e.g., johnsmith123@gmail.com).
  - Password: Create a password (at least 8 characters, mix letters and numbers, e.g., Job2025Smith).
  - Phone Number: Enter a phone number for account recovery (optional but recommended).

4. Click "Next" and follow prompts to verify your account (e.g., enter a code sent to your phone).
5. Write down your username and password in a secure place.

### Logging In to Email

1. Go to [www.google.com](http://www.google.com) and click the "Gmail" hyperlink.
2. Enter your username and password, then click "Sign In."
3. Check your inbox for job alerts or employer messages.

► **VIDEO: How to Create a Gmail Account in 33 Seconds (Step-by-Step Tutorial)**

Here is the step-by-step way to create a free email account with Gmail so that you can start sending emails immediately. Gmail is a secure and current email for personal and business use.

◇ [Click to watch](#)



## 5. USING JOB SEARCH WEBSITES

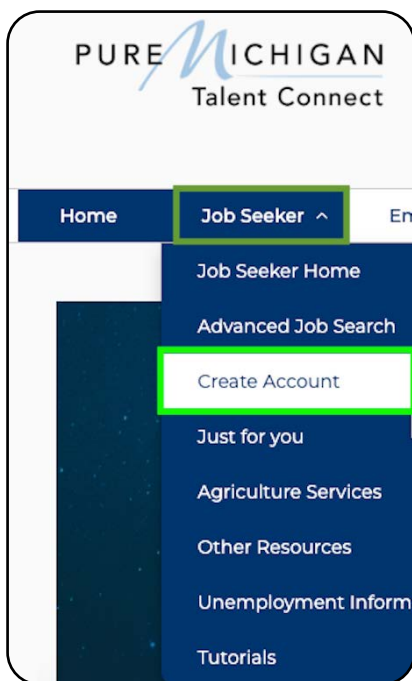
### Pure Michigan Talent Connect

♦ [VISIT: mitalent.org](http://mitalent.org)

Pure Michigan Talent Connect is a job posting website for opportunities across the State of Michigan. This website is managed by Michigan Works.

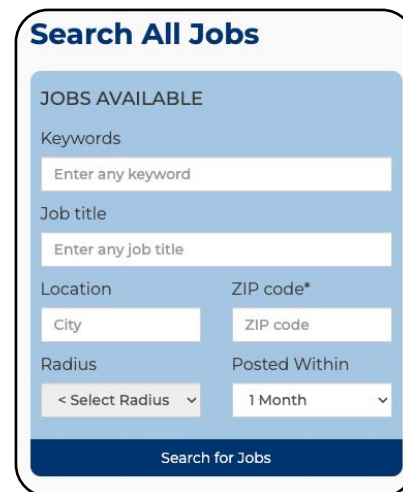
#### Creating an Account

1. Go to mitalent.org.
2. Above the Michigan Works! visual, find the box that says “Job Seeker”. Hover your cursor over the box.
3. From the dropdown menu, select “Create Account”.
4. Follow the onscreen instructions. If you already have a MiLogin account, you may use it on this site also.



#### Searching for Jobs

1. Go to mitalent.org
2. Above the Michigan Works! visual, find the box that says “Job Seeker”. Hover your cursor over this box.
3. From the dropdown menu, select “Job Seeker Home”.



4. On the right side of the screen, you will see a box titled “Search All Jobs”.
5. In the “Keywords” search bar, type any keywords you would like to search for in job listings. In the “Job title” search bar, type any job title you would like to search for in job listings. Type your zip code in the “ZIP code\*” search box to refine your search. You may also use the “Location” (type your city), Radius (mile range you would like to show jobs located within) and Posted Within (select how recent you want the listings to be if desired).
6. When you’re ready, click the dark-blue ‘Search for Jobs’ button.

## Indeed

### ◇ [VISIT: indeed.com](https://www.indeed.com)

Indeed is a popular job search engine with listings for various industries.

#### ► **VIDEO: Getting Started on Indeed**

Follow along with a brief beginner-level tutorial on getting an account started.

### ◇ [Click to watch](#)



### Creating an Account:

1. Go to [indeed.com](https://www.indeed.com).
2. Click the “Sign In” hyperlink (top-right corner), then click “Create Account.”
3. Enter your email address and create a password.
4. Click “Create Account” and verify via email if prompted.

### Searching for Jobs:

1. On the homepage, enter a job title (e.g., “warehouse worker”) in the “What” box.
2. Enter your location (e.g., “Springfield, IL”) in the “Where” box.
3. Click the “Find Jobs” button.
4. Use filters (left side) to narrow the results:
5. Distance: Click the “Within 25 miles” hyperlink for rural areas.
6. Date Posted: Click “Last 7 days” for recent listings.
7. Job Type: Click “Full-time,” “Part-time,” or “Contract.”

### Applying for Jobs:

1. Click a job title hyperlink to view details (e.g., salary, requirements).
2. Click the “Apply Now” or “Apply with Indeed Resume” hyperlink.
3. Upload a resume (see Section 6) or manually enter your work history.
4. Submit the application and check your email for confirmation.

## LinkedIn

### ◇ [VISIT: linkedin.com](https://www.linkedin.com)

LinkedIn connects you with employers and professional networks.

#### ▶ **VIDEO: How to get started on LinkedIn in 2025**

This quick tutorial will guide you through the essential steps to set up your LinkedIn profile and get started building your professional network.

### ◇ [Click to watch](#)



### **Creating an Account:**

1. Go to [www.linkedin.com](https://www.linkedin.com).
2. Click the “Join Now” hyperlink.
3. Enter your email and create a password.
4. Fill in your name, location, and most recent job (or select “I’m a student” if no work history).
5. Verify your email by clicking a hyperlink sent to your inbox.

### **Building a Profile:**

Click the “Me” hyperlink (top-right) and select “View Profile.”

1. **Add a photo (optional):** Click the camera icon and upload a professional photo.
2. **Add work experience:** Click the “Add profile section” hyperlink > “Experience,” then enter past jobs.
3. **Add skills:** Click the “Add profile section” hyperlink > “Skills,” then list skills like “customer service” or “manual labor.”

### **Searching for Jobs:**

1. Click the “Jobs” hyperlink (top-left).
2. Enter a job title and location, then click “Search.”
3. Filter by clicking hyperlinks like “Experience Level” (e.g., “Entry Level”) or “Company.”
4. Click the “Easy Apply” hyperlink for simple applications or follow external hyperlinks for other jobs.

## Other Platforms

### CareerBuilder

- ◆ [VISIT: careerbuilder.com](https://www.careerbuilder.com)
- Create an account with your email.
- Search jobs by keyword and location.
- Upload a resume or manually enter details to apply.

### Monster

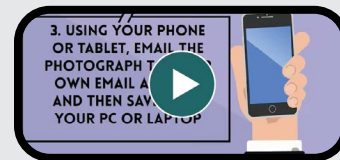
- ◆ [VISIT: monster.com](https://www.monster.com)
- Sign up with your email.
- Use the search bar for jobs and click job title hyperlinks to apply.
- Explore career advice articles via hyperlinks for resume tips.

### USAJobs

- ◆ [VISIT: usajobs.gov](https://www.usajobs.gov)
- Create an account for federal government jobs.
- Search for jobs by location or agency (e.g., U.S. Postal Service).
- Follow detailed application instructions, as federal jobs require extensive forms.

► **VIDEO: How to upload documents when filling out an online application.**

◆ [Click to watch](#)



## 6. BUILDING A RESUME ONLINE

A resume is a document summarizing your work history, skills, and education.

### Using Indeed

◇ [VISIT: indeed.com](https://www.indeed.com)

► **VIDEO: Using Indeed.com's resume builder**

Even if you already have a resume, consider creating one on Indeed. Templates are available for different designs, and they can be downloaded. Enter information in the fields provided, and your resume will be formatted automatically. When you apply for a job, you can choose to use your Indeed resume or upload a different one.

◇ [Click to watch](#)



### Log in to indeed.com.

1. Click the “Upload Resume” or “Build a Resume” hyperlink.

2. Enter:

- **Contact Information:** Name, email, phone number, and address.
- **Work Experience:** Job titles, employers, dates (e.g., Jan 2020–Dec 2022), and duties.
- **Education:** High school diploma, GED, or higher education.
- **Skills:** List relevant abilities (e.g., “forklift operation,” “teamwork”).

3. Click “Save” and download as a PDF to a USB drive.

### Using Canva

◇ [VISIT: canva.com](https://www.canva.com)

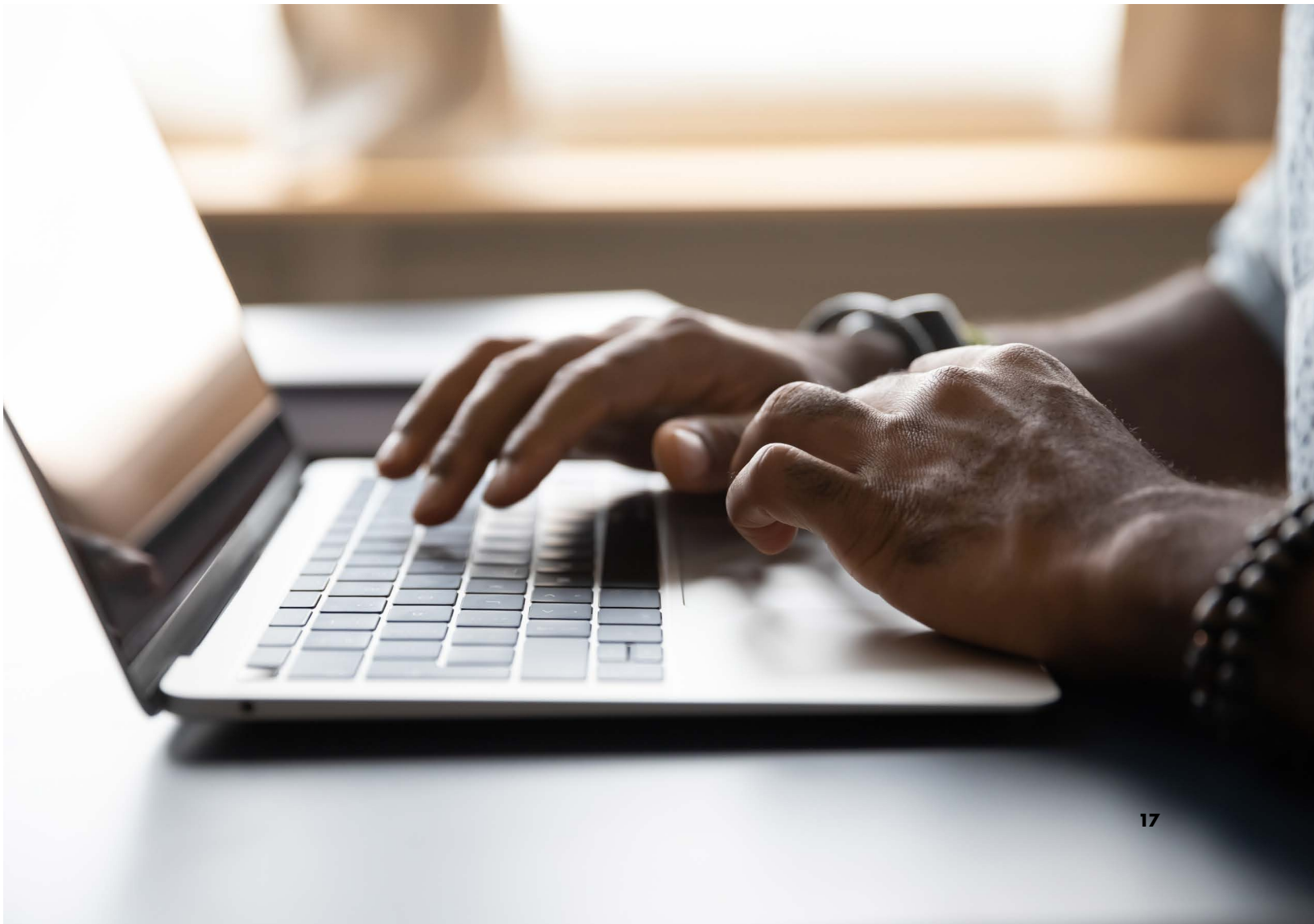
1. Go to [www.canva.com](https://www.canva.com) and click the “Create a Resume” hyperlink.
2. Choose a free template.
3. Edit text boxes with your information.
4. Click the “Share” hyperlink > “Download” to save as a PDF.

## Tips for a Strong Resume

- Keep it to one page.
- Use simple fonts (e.g., Arial, Times New Roman).
- Use action words (e.g., organized, managed, achieved)
- List jobs in reverse chronological order (most recent first).
- Tailor your resume to the job by including relevant skills.

## Resume Templates

- <https://careerservices.fas.harvard.edu/resources/bullet-point-resume-template>
- <https://thegoodocs.com/freebies/resume-templates>
- <https://www.freesumes.com/free-resume-templates-for-ms-word>
- <https://resumegenius.com/resume-templates/google-docs-resume-templates>
- <https://www.beamjobs.com/resume-help/google-docs-resume-templates>



## 7. APPLYING FOR JOBS ONLINE

### Steps to Apply

1. Find a job listing on Indeed, LinkedIn, or another platform by clicking job title hyperlinks.
  2. Read the job description carefully to understand the requirements.
  3. Click the “Apply” hyperlink and upload your resume or enter details manually.
  4. Upload identification documents if required (see Section 7).
  5. Write a cover letter if requested. This is a short letter explaining why you’re a good fit for the job.
  6. Click the “Submit” hyperlink to send the application and note the job title and company in your notebook.
1. Open Google Drive and click the "New" button in the top left corner.
  2. Select the arrow next to "Google Docs" and choose "From a template".
  3. Find templates by either looking under the "Letters" or "Resumes" category in the template gallery, or by searching for a specific term like "cover letter".
  4. Click on a template to open a new document with that design.
  5. Edit the template by clicking on the text boxes to replace the placeholder information with your own.
  6. Customize the document by changing fonts, colors, and other formatting options to your preference.
  7. Save your work by making a copy of the template so you can edit it later without altering the original.
  8. Download the completed document as a PDF to preserve the formatting before sharing it.

### How to create a resume or cover letter

You can find free resume and cover letter templates through Google's built-in template gallery in Google Docs.

## 8. TAKING AND UPLOADING PHOTOS OF IDENTIFICATION DOCUMENTS

Some jobs require you to submit photos of identification documents (e.g., driver's license, state ID, or Social Security card) via email or a website. This section explains how to take clear photos with a cellphone and upload them.

### Taking Photos with a Cellphone

#### What You'll Need:

- A cellphone with a camera (most smartphones have one).  
If you do not own a smartphone or camera, your local library may have devices available to borrow.
- Your identification document (e.g., driver's license).
- A flat, well-lit surface (e.g., a table with natural light or a lamp).

### Steps to Take a Clear Photo

#### 1. Prepare the Document:

- Place the ID on a plain, dark surface (e.g., a black or blue folder) to avoid glare.
- Make sure the room is well-lit, preferably with natural light or a bright lamp.
- Remove any covers or holders from the ID so all details are visible.
- Open the Camera App:
- On your phone, find the camera app (often an icon with a camera picture).
- Tap the icon to open it. You'll see a preview of what the camera sees.

#### 2. Position the Camera:

- Hold the phone directly above the ID, about 12 inches away, so the entire ID fits in the frame.
- Keep the phone steady. If possible, rest your elbows on the table to avoid shaking.
- Ensure the ID is centered and all text (name, date of birth, ID number) is readable.

### 3. Take the Photo:

- Tap the circular button on the screen (usually at the bottom) to take the photo.
- Check the photo in your phone's gallery (find the "Photos" or "Gallery" app).
- If the photo is blurry or the text is unreadable, retake it with better lighting or a steadier hand.

### 4. Save the Photo:

- The photo automatically saves to your phone's gallery.
- Write down the date and time you took the photo to find it easily later.

## Tips for a Good Photo

- Avoid shadows by ensuring light is even across the ID.
- Do not cover any part of the ID with your fingers or other objects.
- If the ID has reflective surfaces, angle the phone slightly to reduce glare.
- Take multiple photos and choose the clearest one.

## Uploading Photos to a Website

### ▶ VIDEO: How to upload photos

A short video tutorial on uploading photo images.

◇ [Click to watch](#)



## Steps to Upload

### 1. Access the Website:

- On a public computer, open a browser and go to the job application website (e.g., a company's career page or USAJobs).
- Log in to your account or navigate to the application form.

### 2. Find the Photo:

- In File Explorer/Finder, click your photo file's name.
- Copy the photo to the computer's desktop: Right-click the photo, select "Copy," then right-click the desktop and select "Paste."

**3. Upload the Photo:**

- On the website, find the section asking for ID upload (e.g., click the “Upload Document” or “Attach File” hyperlink).
- Click the “Choose File” or “Browse” hyperlink.
- In the pop-up window, select the photo from the desktop and click “Open.”
- Click the “Upload” or “Submit” hyperlink to send the photo.

**4. Verify the Upload:**

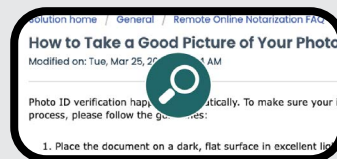
- Check that the website confirms the file was uploaded.
- Save a copy of the photo on a USB drive or email it to yourself for future use.

## Tips for Uploading and Emailing

- Ensure the file size is under the website’s limit (usually 5–10 MB). Most ID photos are small enough.
- If the upload fails, check your internet connection or try a different browser.
- Never send sensitive documents to unverified email addresses. Confirm the employer’s email is legitimate (see Section 10).

► **TUTORIAL: How to take a good picture of your photo ID**

◇ [Click to view tutorial](#)



## 9. INTERNET SAFETY AND PRIVACY

### Protecting Your Information

- Never share your Social Security number, bank details, or other sensitive information on job sites unless verified. This means you should only give out private information on websites that you know are real and safe.
- A verified website has been checked and confirmed as trustworthy. For example:
  - It usually has a secure web address that starts with “https” (the “s” stands for secure)
  - It often shows a padlock icon next to the web address in your browser.
  - It may be well-known or recommended by official organizations, like government agencies or large, reputable companies.
  - Some sites are certified or approved by job boards or security services, meaning they have gone through steps to prove they are real and not fake or scammers.

### Job Search Safety

- ◇ [LEARN MORE: Michigan Talent Connect](#)
- ◇ [LEARN MORE: The Family Cybersafety Playbook](#)
- Use a strong password (e.g., mix letters, numbers, and symbols, like Job2025Smith).
- Log out of all accounts before leaving the computer.
- Avoid clicking suspicious hyperlinks in emails (e.g., “You’ve been hired!” from unknown senders).
- Be cautious when uploading ID photos; only send to trusted employers (see Section 10 for scam prevention).

► **VIDEO: Simple steps to staying safe online**

Online security is critical. This video covers seven quick key steps you can take to keep yourself safe:

◇ [Click to watch](#)



## 10. RECOGNIZING AND AVOIDING JOB AND PHISHING SCAMS

Scammers often target job seekers with fake job offers or phishing emails that steal personal information. Here's how to stay safe.

### ► VIDEO: All the “Ishings” Trying to Scam You

The concept of phishing has spawned a variety of “ishing” terms. They represent different ways scammers try to achieve a common goal: to scam you. I'll review what they all mean.

**Phishing, smishing, vishing, quishing** — they're all sneaky scams trying to trick you into giving up personal information, money, or account access. Whether it's by email, text, phone, or QR code, staying safe means being skeptical and double-checking before you click or reply.

◆ [Click to watch](#)



### What is a Job Scam?

→ A job scam is a fake job offer designed to steal your money or personal information (e.g., Social Security number, bank details).

→ Scammers may contact you via email, text, or phone, pretending to be employers. Double-check the number or email address the message is coming from. If the name of the company or recruiter is misspelled, it might be a phish! Don't click on links or attachments if you're unsure - contact the company or the person who interviewed you directly to verify.

### What is Phishing?

→ Phishing is when scammers send emails or texts with hyperlinks that trick you into sharing personal information or downloading harmful software.

→ These messages may look like they're from legitimate companies (e.g., Indeed or a bank).

### Signs of Job and Phishing Scams

→ **Too Good to Be True:** Job offers promising high pay for little work (e.g., “Earn \$5,000/week from home!”).

→ **Requests for Payment:** Asking you to pay for training, equipment, or application fees before starting work.

→ **Suspicious Hyperlinks:** Emails or texts with hyperlinks that have strange spellings (e.g., “indeedd.com” instead of “indeed.com”).

- **Urgent Demands:** Messages pressuring you to act quickly (e.g., “Send your ID now to secure the job!”).
  - **Unprofessional Communication:** Emails with poor grammar, misspellings, or generic greetings (e.g., “Dear Applicant” instead of your name).
  - **Unverified Contact:** Emails or calls from unknown sources or personal email addresses (e.g., joboffer123@gmail.com instead of hr@company.com).
  - **Requests for Sensitive Information:** Asking for your Social Security number, bank details, or ID photos before a formal job offer.
- Check if the job is listed on the company’s official career page or on trusted sites like Indeed or LinkedIn.
  - Call the company’s official phone number (found on their website) to confirm the job offer.

### 2. Check Hyperlinks Carefully:

- Before clicking a hyperlink, hover your mouse over it (without clicking) to see the URL in the bottom-left corner of the browser.
- Ensure the URL matches the official website (e.g., www.indeed.com, not indeecl.com).
- Avoid clicking hyperlinks in unsolicited emails or texts. Instead, type the website address directly into the browser’s address bar.

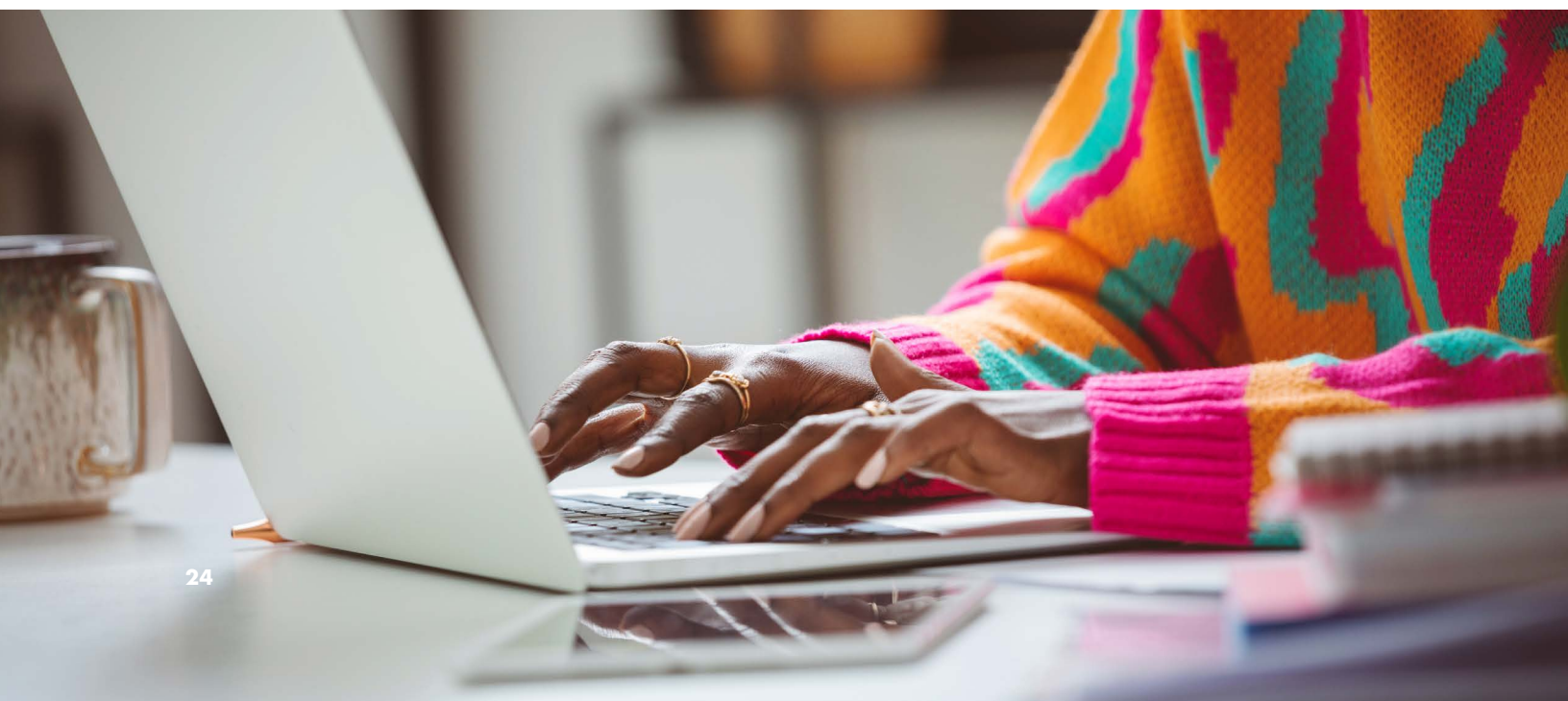
### 3. Protect Your Information:

- Never share your Social Security number, bank details, or ID photos unless you’ve verified the employer.

## How to Avoid Scams

### 1. Verify the Employer:

- Search the company’s name on Google to find its official website (e.g., www.companyname.com).



- Only upload documents to secure websites (look for “https://” in the address bar and a padlock icon).

#### 4. Report Suspicious Activity:

- If you receive a suspicious email, do not reply or click any hyperlinks. Forward it to your state employment agency or library staff.
- Report job scams to the Federal Trade Commission at [www.ftc.gov/complaint](http://www.ftc.gov/complaint).
- Report phishing emails to [reportphishing@apwg.org](mailto:reportphishing@apwg.org).

## What to Do if You Suspect a Scam

- Stop all communication with the sender.
- Do not send money, documents, or personal information.
- Ask your employment agency or library staff for help verifying the job.
- If you’ve shared sensitive information, contact your bank or local authorities immediately.

## Examples of Safe vs. Unsafe Hyperlinks

- **Safe:** “<https://www.indeed.com/jobs>” (official website, starts with “https://”).
- **Unsafe:** “<http://indeed.jobs-offer.com>” (wrong, no “https://”).
- **What to Do:** If unsure, type “[www.indeed.com](http://www.indeed.com)” directly into the address bar instead of clicking the hyperlink.

## The Family Cyber Safety Playbook

Make smart moves to block scammers, protect kids, and defend your data.

visit [staysafemichigan.com](http://staysafemichigan.com) to view and download a free copy!



## 11. TROUBLESHOOTING COMMON ISSUES

### Computer Won't Turn On

- Ensure it's plugged in and press the power button firmly.
- Ask staff for assistance.

### Browser Freezes

- Press Ctrl + Alt + Delete and select "Task Manager."
- End the browser task and reopen the browser.

### Can't Log In to Email:

- Double-check your username and password.
- Click the "Forgot Password" hyperlink to reset via phone or recovery email.

### Website Won't Load

- Check the internet connection (look for Wi-Fi bars in the bottom-right corner).
- Try a different browser or ask staff for help.

### Photo Upload Fails

- Ensure the file is a common format (e.g., JPEG or PNG).
- Check the file size (reduce by taking a new photo if needed).
- Verify the internet connection.

### Hyperlink Doesn't Work

- Check if the URL is spelled correctly in the address bar.
- Try searching for the website on Google and click a verified link.
- Ask staff for assistance if the link leads to an error page.

## 12. ADDITIONAL RESOURCES

### Local Employment Agencies

- Contact your state's Department of Labor (e.g., Michigan Department of Labor and Economic Opportunity: [michigan.gov/leo](http://michigan.gov/leo)).
- Visit job fairs or workshops advertised at libraries.

### Free Computer Classes

- Libraries often offer free basic computer training. Ask at the front desk.
- Online computer tutorial: [seniorplanet.org/digitalskillsready/](http://seniorplanet.org/digitalskillsready/)

## Resume and Interview Help

Visit [www.careeronestop.org](http://www.careeronestop.org) for resume templates and interview tips.

Ask agency staff for one-on-one job coaching.

## Scam Prevention Resources

Federal Trade Commission: [ftc.gov](http://ftc.gov) (click the “Consumer Protection” link).

Better Business Bureau Scam Tracker: [bbb.org/scamtracker](http://bbb.org/scamtracker).

## Michigan Job Search and Employment Services Resources

### 1. Pure Michigan Talent Connect (MiTalent.org)

→ **Purpose:** State’s main job search portal for job seekers and employers

→ **Website:** [mitalent.org](http://mitalent.org)

→ **Phone:** 888-522-0103

→ **Email:** [MiTalentCustomerSupport@michigan.gov](mailto:MiTalentCustomerSupport@michigan.gov)

### 2. Michigan Works! (Statewide Network of Local Career Centers)

→ **Purpose:** Offers job search help, résumé workshops, training, and employment programs

→ **Website:** [michiganworks.org](http://michiganworks.org)

→ **Phone (Statewide Office):** 517-241-9830

→ **Find a Local Office:** Michigan Works Service Center Locator

### 3. Michigan Department of Labor and Economic Opportunity (LEO)

→ **Purpose:** Oversees workforce development, unemployment insurance, apprenticeships, and vocational programs

→ **Website:** [michigan.gov/leo](http://michigan.gov/leo)

→ **Phone:** 517-335-5858

→ **Email:** [LEO-Communications@michigan.gov](mailto:LEO-Communications@michigan.gov)

### 4. Michigan Rehabilitation Services (MRS)

**Purpose:** Employment and training support for individuals with disabilities

**Website:** [michigan.gov/mrs](http://michigan.gov/mrs)

Phone: 800-605-6722

**Email:** [MRS-CustomerAssistance@michigan.gov](mailto:MRS-CustomerAssistance@michigan.gov)

### Unemployment Insurance Agency (UIA)

→ **Purpose:** Provides unemployment benefits and reemployment services

→ **Website:** [michigan.gov/uia](http://michigan.gov/uia)

→ **Phone:** 866-500-0017

→ **MiWAM Online Portal:** [miwam.unemployment.state.mi.us](http://miwam.unemployment.state.mi.us)



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