

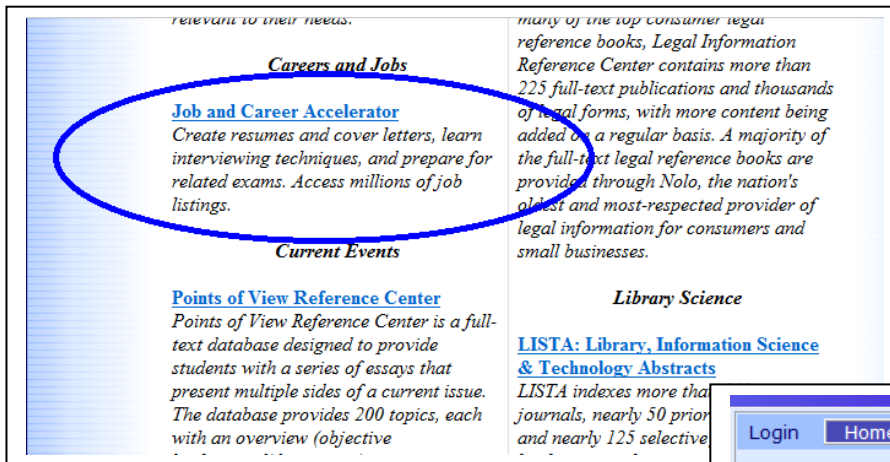
Job & Career Accelerator

Jumpstart your job search with **Job & Career Accelerator (JCA)** a FREE online resource you can access with your library card through the New Jersey State Library. Job seekers use JCA to create resumes, search for job postings and even learn Microsoft Office programs using in-depth online tutorials.

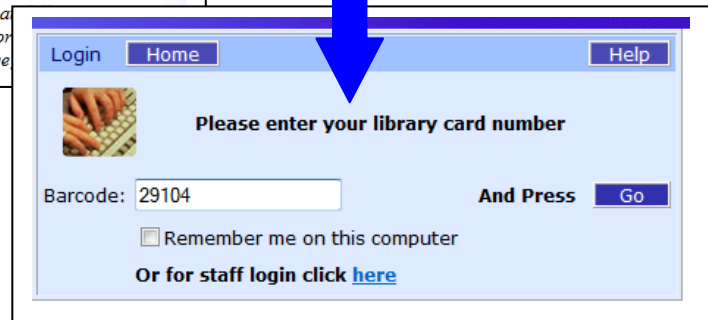
HOW TO...
access

Job & Career
Accelerator

1. Go to jerseyclicks.org. Scroll down the page and click on **Job & Career Accelerator**.



2. Enter your library card number in the **barcode box**.



3. Once your Library card is entered, you will be on the landing page for **Job & Career Accelerator**. Click the **“Register”** tab.



4.

Enter all required fields to create your account. Your email will be your username on the account.

5.

You are now logged into JCA. Watch a **short video** to get started and explore all of the resources available to you.



6.

You can access the Microsoft Office tutorials by clicking the Home button on the JCA page. Select the **Popular Software Tutorials** icon to get started.



Questions? Contact us at:

Bergenfield Library Reference • (201) 387-4040 ext. 2832 • reference@bergenfield.bccls.org