

## **PARTICIPANT INSTRUCTIONS - CWDS**

### **You know your Keystone ID and Password:**

1. Enter your Keystone ID and Password; click on “Login”
2. On the “Edit Individual Basic Information Screen,” review/update your information from the PA CareerLink system
3. Press “Save and Continue,” which will take you to your account home page.

### **You do not know your Keystone ID, Password, or Participant ID:**

1. Press, “Forgot Your Password?” under the Keystone shaped box.
2. Click the radio button in front of “Individual Seeking Services” and click the radio button in front of “Using your Identifying Information”. Click “Save and Continue”.
4. **Please call the PA CareerLink at 814-533-2493, Monday – Friday 8:00 am – 4:30 pm, to retrieve your Participant ID by providing your First name, Last name and Date of Birth.**
5. On the “Enter Participant Identifier” screen, enter your **Participant ID** number.
6. Follow the directions to create a new Password and Hint Question; press “Save and Continue”
7. The system then routes you to the “Individual Services” page, where you may log in or select other services.