



## Registration instructions for RAV customers

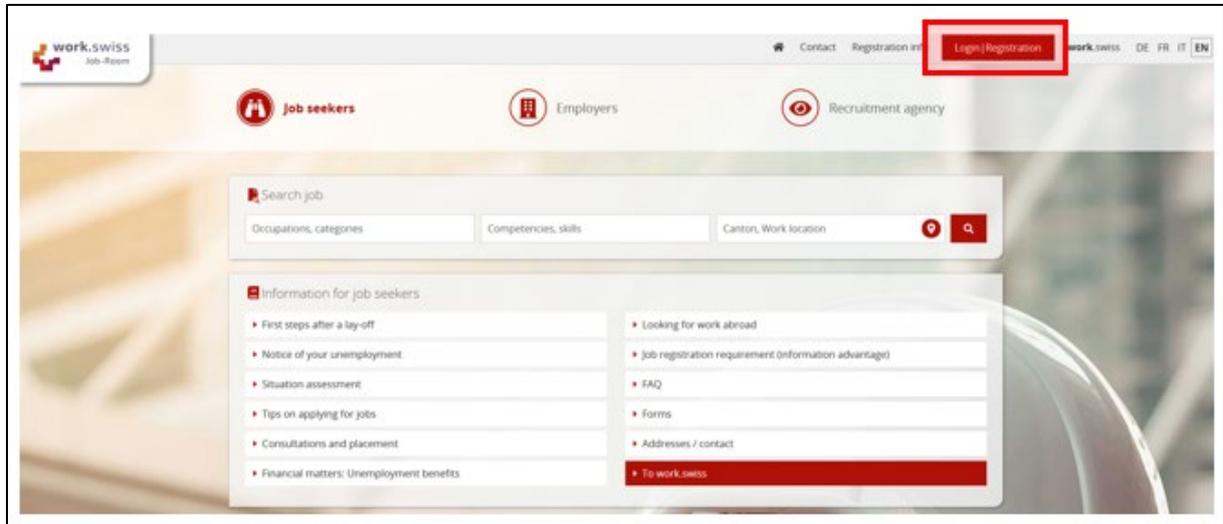
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For technical issues please send us an e-mail to: [jobroom@alv.admin.ch](mailto:jobroom@alv.admin.ch)

## 1.1 Start page

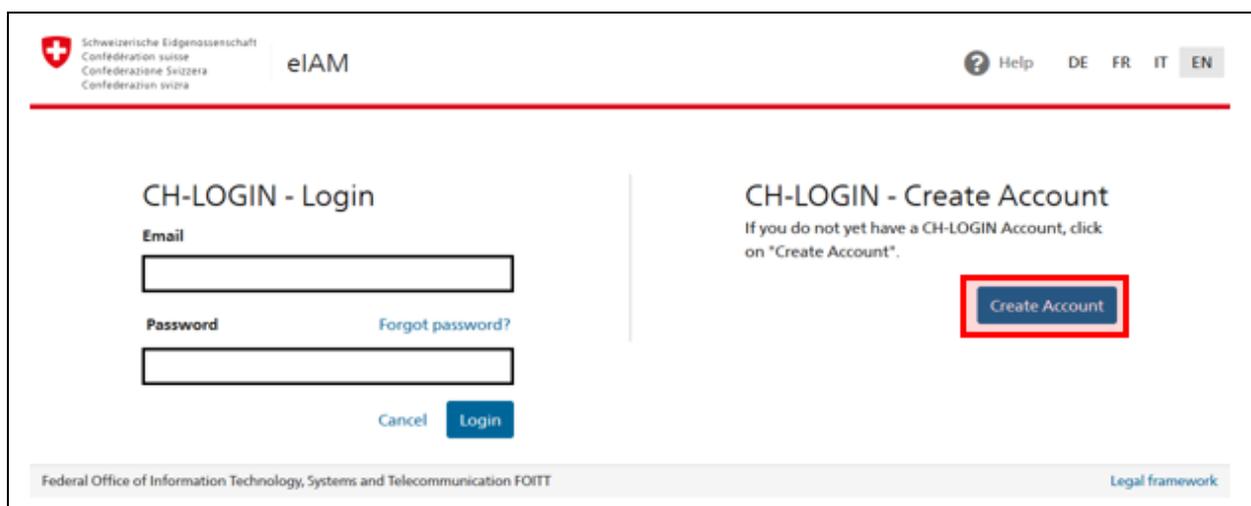
Go to <https://www.job-room.ch/>. In Job Room, click on the «Login | Registration» button at the top right.



This takes you to the eIAM login screen, where you will register for your Job Room profile.

## 1.2 Registration eIAM (CH-LOGIN)

Please select the option «Create Account».



Please note: New registration is only necessary if you do not have a CH-LOGIN account yet. Your CH-LOGIN account is not linked to any specific application and can therefore be used to log in to various applications offered by the Federal Administration.

### 1.3 Entering registration information

Please fill in all fields and make sure that your password meets the criteria. Remember to read and accept the terms & conditions. Then click on «Continue».

Please note: Your eIAM is a personal account. Please do not use group email addresses such as [info@example.com](mailto:info@example.com). You can change the recruiting email address used for job vacancies in Job Room at any time.

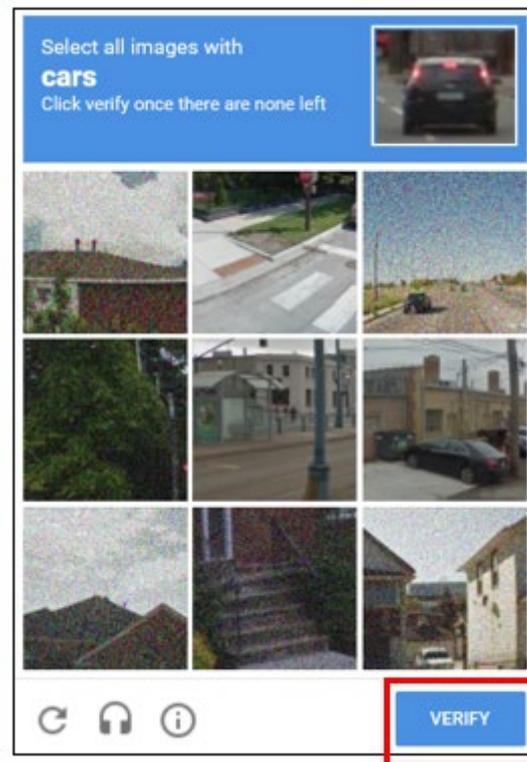
The screenshot shows the registration page for the eIAM system. At the top left, there is a logo for the Swiss Confederation (Schweizerische Eidgenossenschaft, Confédération suisse, Confederazione Svizzera, Confederaziun svizra) and the text 'eIAM'. On the top right, there are language selection buttons for DE, FR, IT, and EN. The main heading is 'CH-LOGIN - Register'. Below this, there is a link: 'Already have an account? Login here.' The registration form consists of five input fields: 'First name', 'Surname', 'Email', 'Password', and 'Confirm password'. Below the fields, there is a checkbox labeled 'I accept the terms of use.' and two buttons: 'Cancel' and 'Continue'.

## 1.4 Captcha

In rare cases, a window with captcha opens, which you must then complete. If you are not asked to complete a captcha, go to the next point..

If a captcha box appears, click on the images that fulfill the requirements.

Then click on «Verify» to confirm.



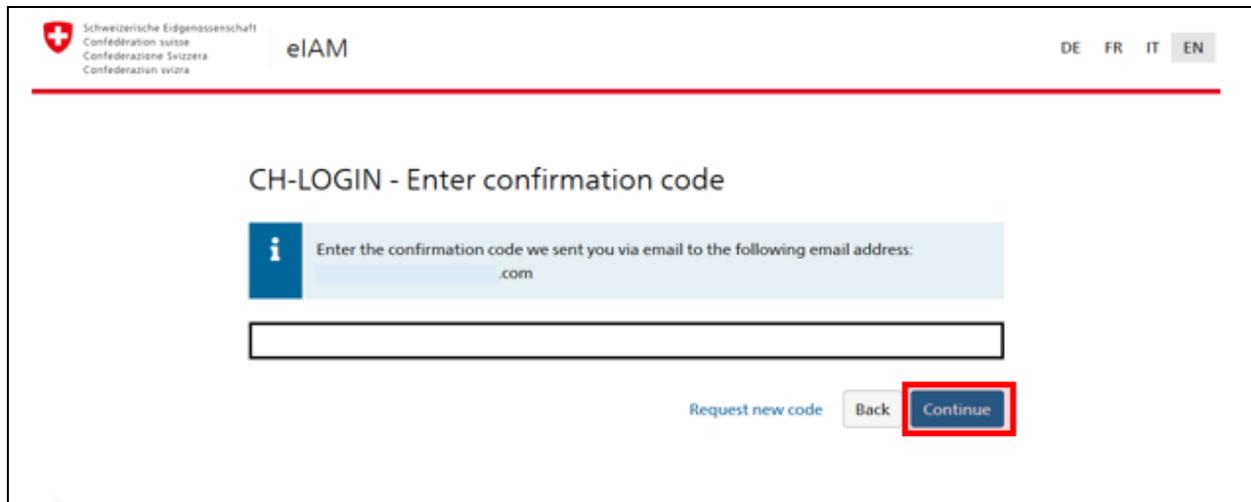
## 1.5 Email containing code

A code will be sent to the provided email address.



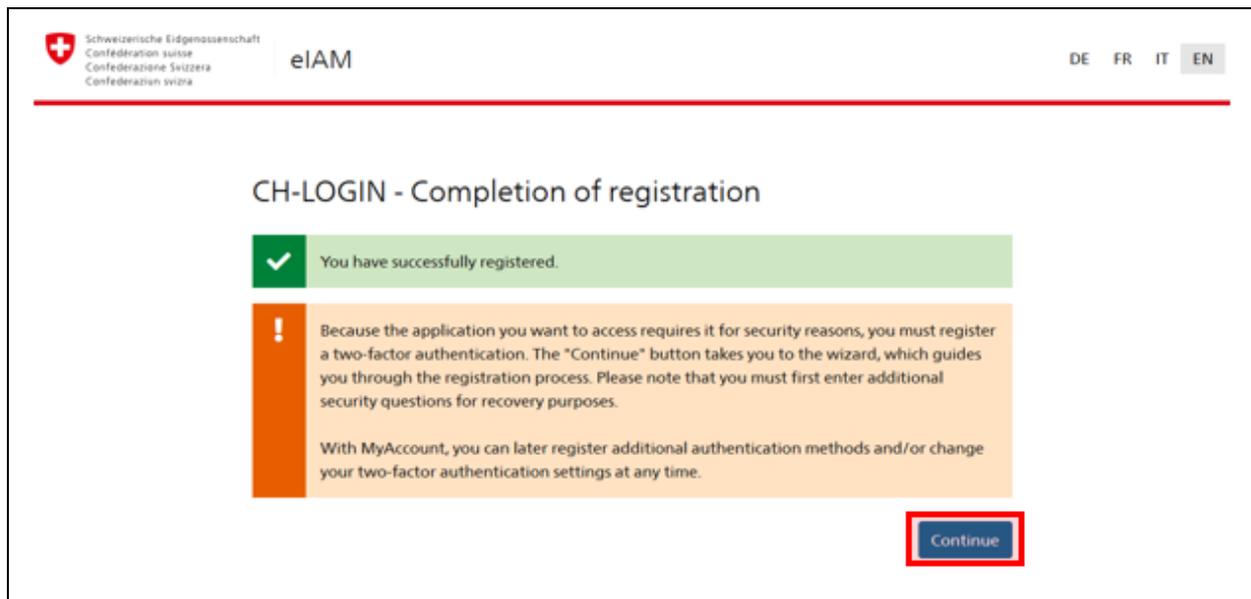
## 1.6 Enter registration code

Please enter the registration code in the appropriate field.  
Then click on «Continue».



The screenshot shows the 'CH-LOGIN - Enter confirmation code' page. At the top left is the Swiss Confederation logo and the text 'Schweizerische Eidgenossenschaft', 'Confédération suisse', 'Confederazione Svizzera', and 'Confederaziun svizra'. To the right is the 'eIAM' logo. In the top right corner are language selection buttons for 'DE', 'FR', 'IT', and 'EN'. The main heading is 'CH-LOGIN - Enter confirmation code'. Below this is a light blue box with an information icon and the text: 'Enter the confirmation code we sent you via email to the following email address: .com'. Underneath is a text input field. At the bottom right, there are three buttons: 'Request new code' (a link), 'Back', and 'Continue' (highlighted with a red box).

You have now created your personal account login. The following screen will appear. Click on «Continue».

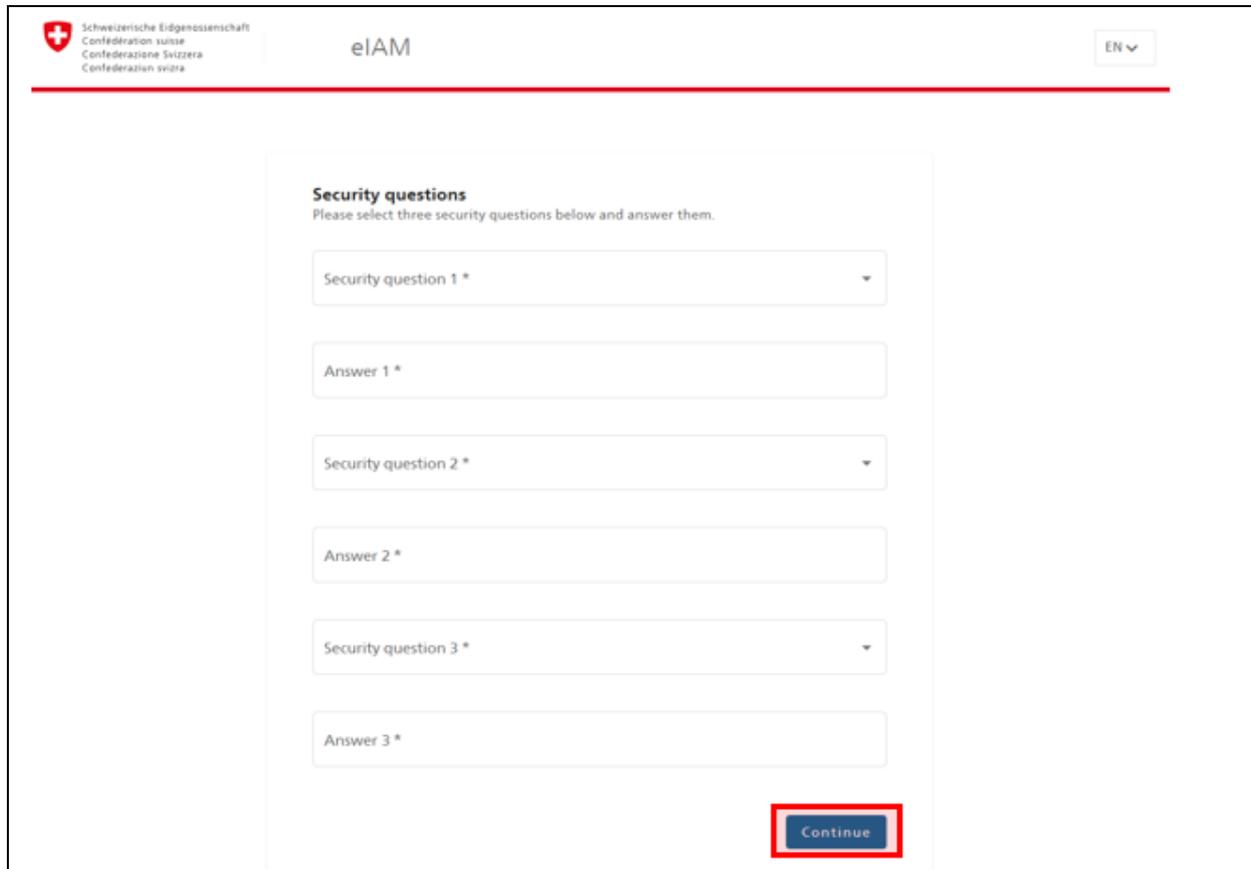


The screenshot shows the 'CH-LOGIN - Completion of registration' page. At the top left is the Swiss Confederation logo and the text 'Schweizerische Eidgenossenschaft', 'Confédération suisse', 'Confederazione Svizzera', and 'Confederaziun svizra'. To the right is the 'eIAM' logo. In the top right corner are language selection buttons for 'DE', 'FR', 'IT', and 'EN'. The main heading is 'CH-LOGIN - Completion of registration'. Below this is a green box with a checkmark icon and the text: 'You have successfully registered.'. Underneath is an orange box with an exclamation mark icon and the text: 'Because the application you want to access requires it for security reasons, you must register a two-factor authentication. The "Continue" button takes you to the wizard, which guides you through the registration process. Please note that you must first enter additional security questions for recovery purposes. With MyAccount, you can later register additional authentication methods and/or change your two-factor authentication settings at any time.' At the bottom right, there is a 'Continue' button (highlighted with a red box).

Please note: You have not yet completed the registration process.

## 1.7 Security questions

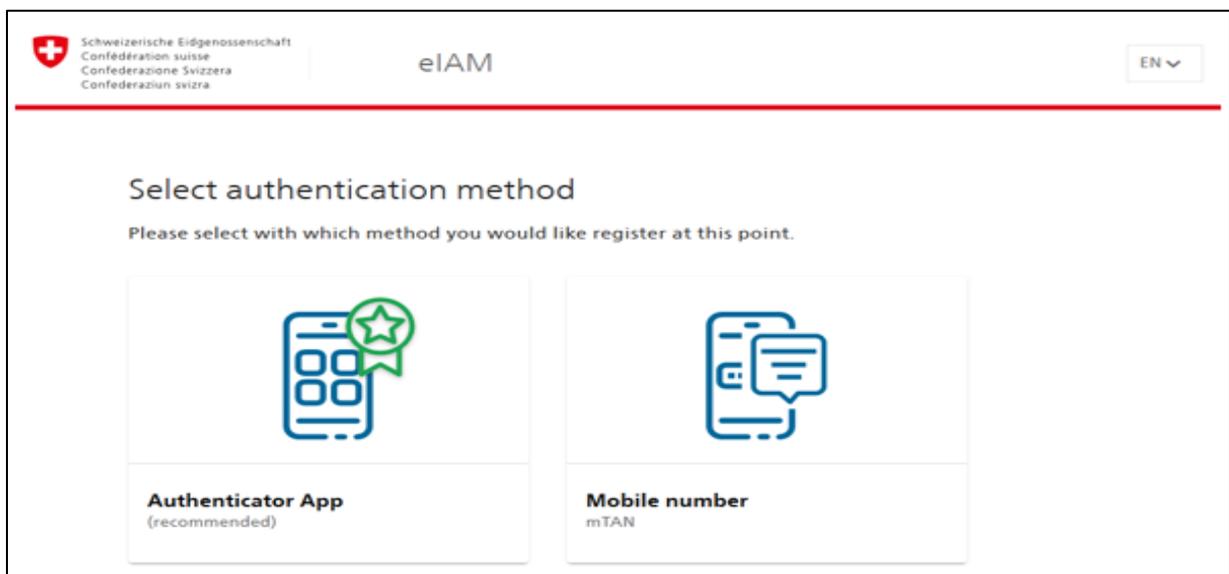
Please select the security questions and answer them. Click on «Continue».



The screenshot shows the eIAM interface for setting security questions. At the top left is the Swiss Confederation logo and name in German, French, Italian, and Romansh. The page title is 'eIAM' and there is a language dropdown set to 'EN'. The main heading is 'Security questions' with the instruction 'Please select three security questions below and answer them.' There are three sets of input fields, each consisting of a dropdown menu for the question and a text box for the answer. A blue 'Continue' button is highlighted with a red rectangle at the bottom right of the form area.

## 1.8 Select authentication method

Two-factor authentication is in place to ensure that only you have access to your eIAM account. Please select one of the two options (whether authentication is to take place via a mobile/landline number or an Authenticator app).



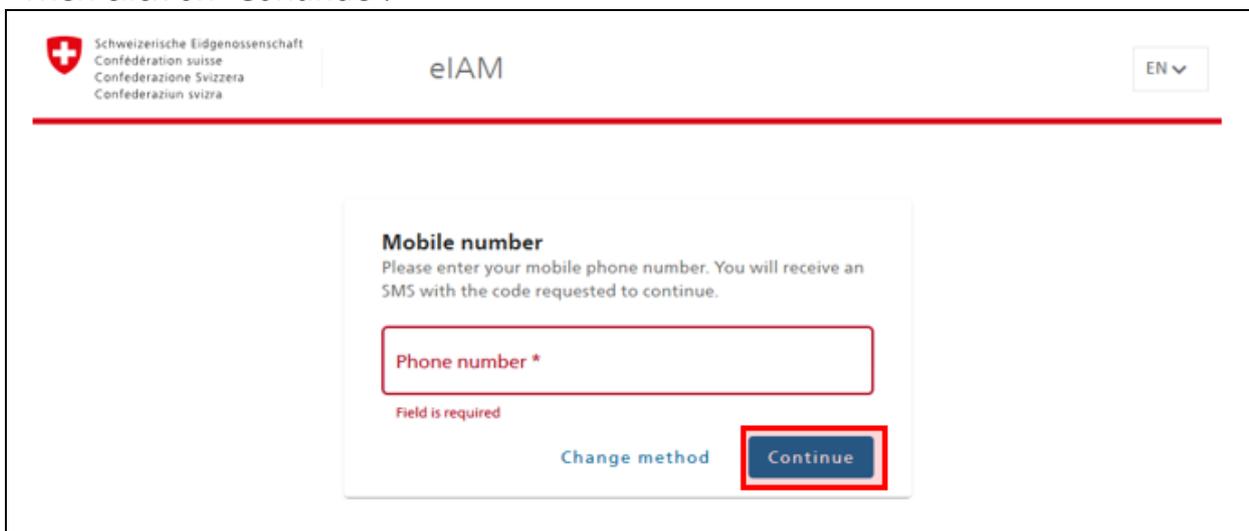
The screenshot shows the eIAM interface for selecting an authentication method. At the top left is the Swiss Confederation logo and name in German, French, Italian, and Romansh. The page title is 'eIAM' and there is a language dropdown set to 'EN'. The main heading is 'Select authentication method' with the instruction 'Please select with which method you would like register at this point.' There are two options presented as cards: 'Authenticator App (recommended)' with a blue icon of a smartphone and a green star, and 'Mobile number mTAN' with a blue icon of a smartphone and a speech bubble.

## 1.8.1 Authentication via phone number

Enter your phone number. A landline number may be used. If you select a landline number, please note that, upon dispatch, the SMS will be converted into a voicemail by the telephone provider. You will have to call up this voicemail. A code will be read out to you. We recommend that landline numbers only be used in exceptional cases when a mobile phone is not available for whatever reason.

*Please note: If you wish to change your mind and switch to using authentication via an Authenticator app, you can do this using "Change method". This takes you back to the preceding screen, where you can select your method.*

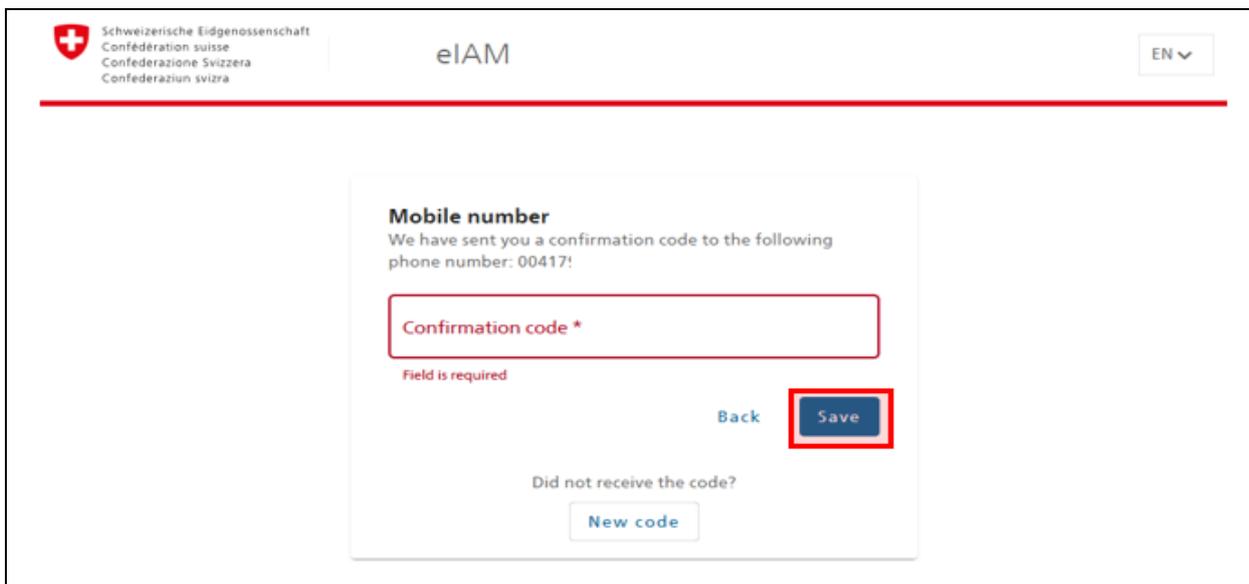
Then click on "Continue".



The screenshot shows the eIAM login interface. At the top left is the Swiss flag and the text: Schweizerische Eidgenossenschaft, Confédération suisse, Confederazione Svizzera, Confederaziun svizra. In the center is the eIAM logo. At the top right is a language selector 'EN' with a dropdown arrow. Below a red horizontal line is a white card titled 'Mobile number'. The card contains the text: 'Please enter your mobile phone number. You will receive an SMS with the code requested to continue.' Below this is a text input field labeled 'Phone number \*' with a red border and a red asterisk. Underneath the field is the text 'Field is required'. At the bottom of the card are two buttons: 'Change method' in blue text and 'Continue' in white text on a blue button, which is highlighted with a red box.

### 1.8.1.1 Confirmation code via SMS

Enter the code you have received in the SMS sent to the phone number you specified. Then click on "Save".



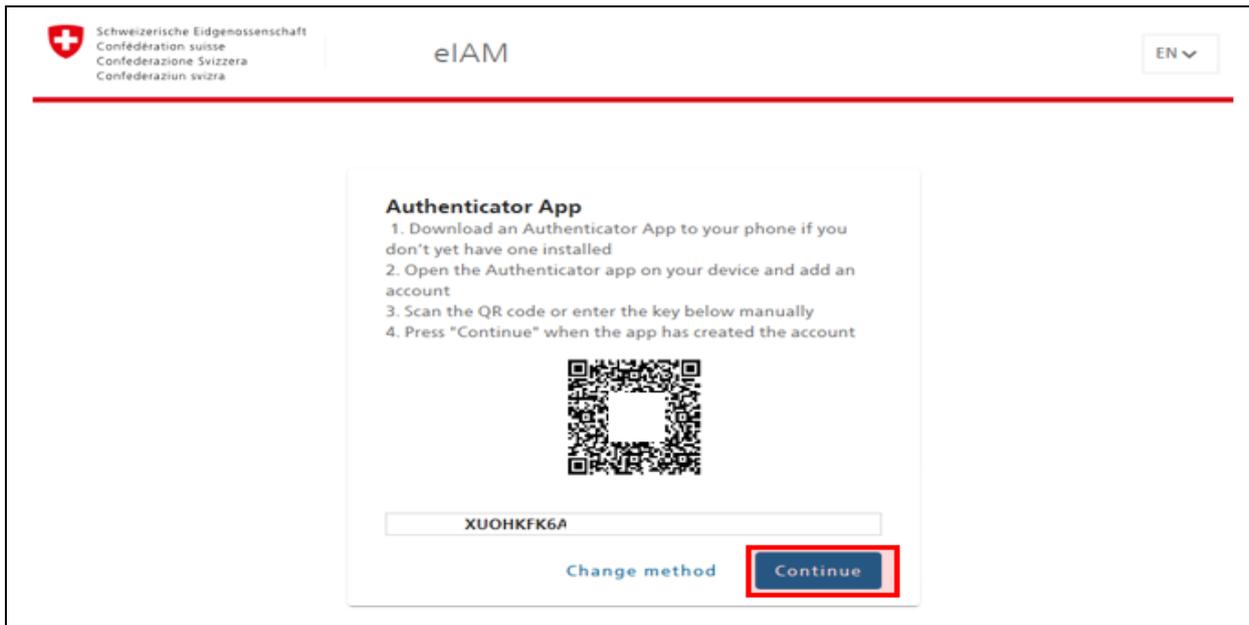
The screenshot shows the eIAM confirmation code entry screen. At the top left is the Swiss flag and the text: Schweizerische Eidgenossenschaft, Confédération suisse, Confederazione Svizzera, Confederaziun svizra. In the center is the eIAM logo. At the top right is a language selector 'EN' with a dropdown arrow. Below a red horizontal line is a white card titled 'Mobile number'. The card contains the text: 'We have sent you a confirmation code to the following phone number: 00417!'. Below this is a text input field labeled 'Confirmation code \*' with a red border and a red asterisk. Underneath the field is the text 'Field is required'. At the bottom of the card are two buttons: 'Back' in blue text and 'Save' in white text on a blue button, which is highlighted with a red box. Below the card is the text 'Did not receive the code?' and a button labeled 'New code' in blue text.

## 1.8.2 Authentication via Authenticator App

Please launch your Authenticator app on your smartphone. Add a new account and either scan the QR code or enter the code underneath the QR code.

*Please note: If you wish to change your mind and switch to using authentication via a phone number, you can do this using "Change method". This takes you back to the preceding screen, where you can select your method.*

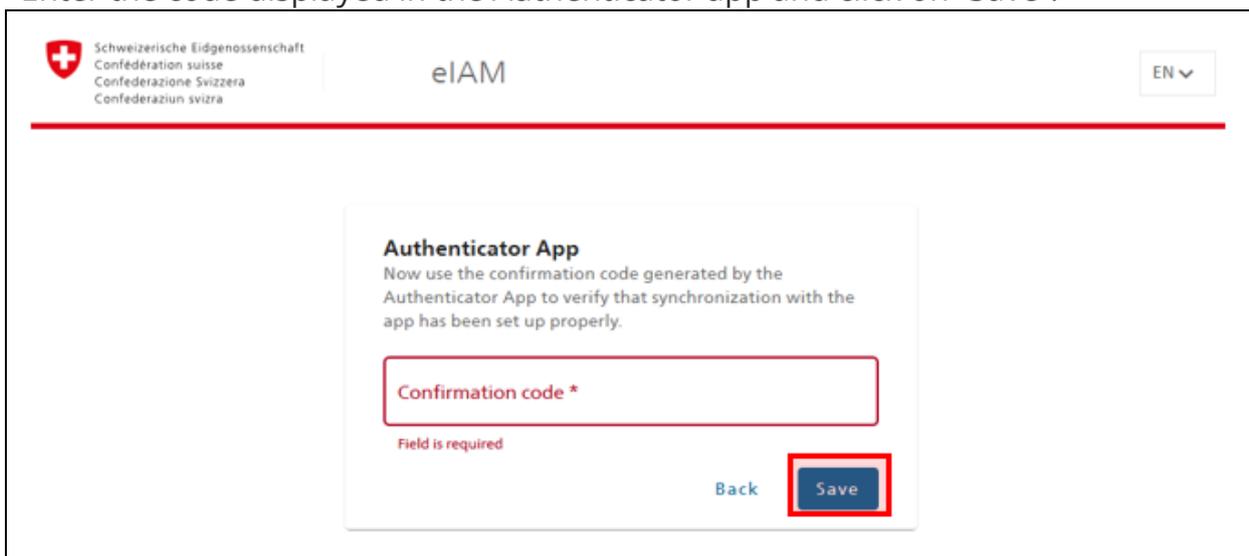
Then click on "Continue".



The screenshot shows the eIAM web interface for setting up an Authenticator App. At the top left is the Swiss flag logo and the text "Schweizerische Eidgenossenschaft", "Confédération suisse", "Confederazione Svizzera", and "Confederaziun svizra". The center header is "eIAM" and the top right has a language selector "EN". Below a red horizontal line, a white box contains the title "Authenticator App" and a numbered list of instructions: 1. Download an Authenticator App to your phone if you don't yet have one installed; 2. Open the Authenticator app on your device and add an account; 3. Scan the QR code or enter the key below manually; 4. Press "Continue" when the app has created the account. A QR code is displayed in the center. Below it is a text input field containing the alphanumeric key "XUOHKFK6A". At the bottom of the box are two buttons: "Change method" and "Continue". The "Continue" button is highlighted with a red border.

### 1.8.2.1 Confirmation code via Authenticator app

Enter the code displayed in the Authenticator app and click on "Save".



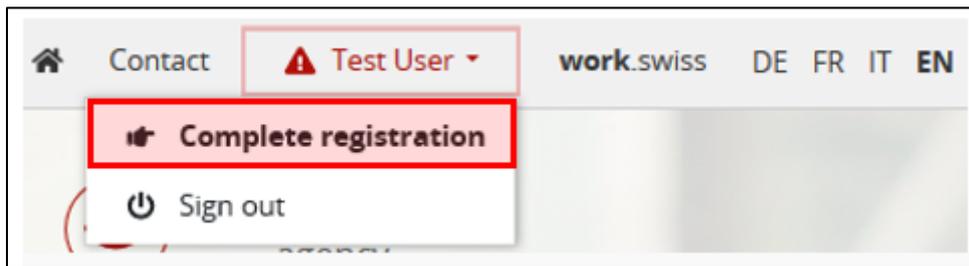
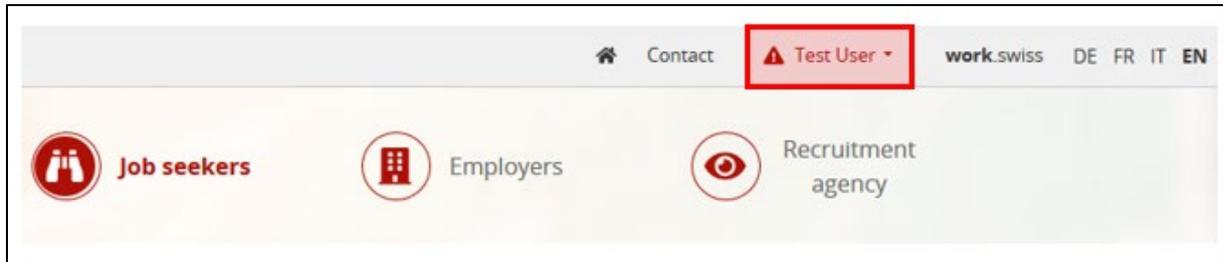
The screenshot shows the eIAM web interface for the confirmation step. It features the same header as the previous screen. Below a red horizontal line, a white box contains the title "Authenticator App" and the text: "Now use the confirmation code generated by the Authenticator App to verify that synchronization with the app has been set up properly." Below this is a text input field labeled "Confirmation code \*". Underneath the field is the text "Field is required". At the bottom of the box are two buttons: "Back" and "Save". The "Save" button is highlighted with a red border.

You will now be taken directly to the screen "Registration Job Room".

**Important:** You have now completed the registration process for your CH-LOGIN account. However, you are not yet able to access Job Room.

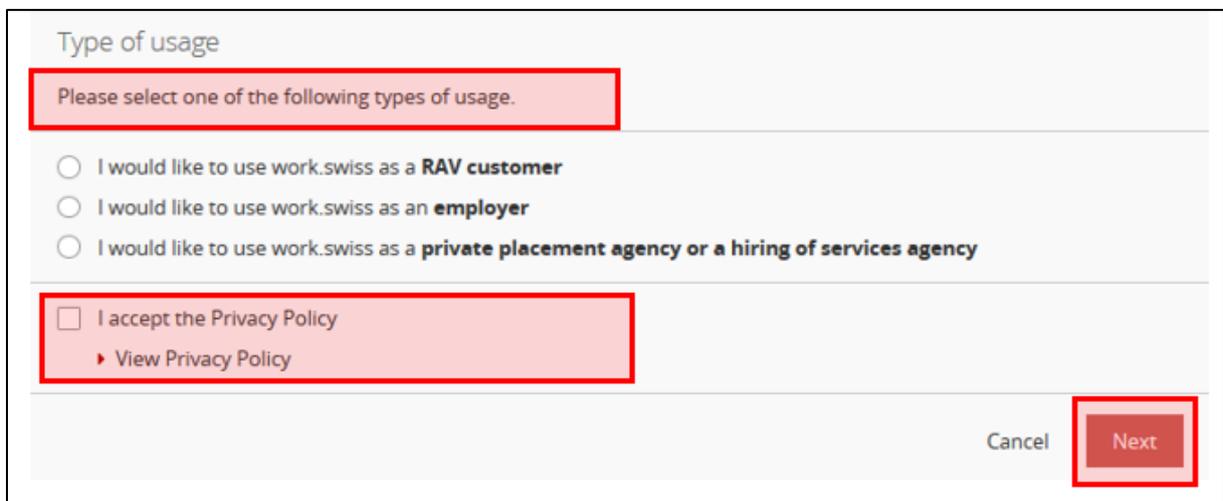
## 1.9 Job-Room Registration: Selecting type of usage

The window depicted below will appear in Job Room up to the right.



### 1.9.1 Selecting type of usage

Select «I would like to use work.swiss as a **RAV customer**». The Privacy Policy, which you are asked to accept, apply to the Job Room application. After you have read the Privacy Policy, tick the box next to «I accept the Privacy Policy ». Then click on «Next».



This screenshot shows a form titled 'Type of usage'. The instruction 'Please select one of the following types of usage.' is highlighted with a red box. There are three radio button options: 'I would like to use work.swiss as a **RAV customer**', 'I would like to use work.swiss as an **employer**', and 'I would like to use work.swiss as a **private placement agency or a hiring of services agency**'. Below these is a checkbox for 'I accept the Privacy Policy' with a red box around it, and a link 'View Privacy Policy'. At the bottom right, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a red box.

### 1.9.2 Identification

Enter your personal ID and date of birth.

Then click on «Login».

Identification

Please authenticate yourself using your personal ID and date of birth. Your personal ID is indicated in the letter which you received from the RAV upon registration.

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- Please note that it can take up to 48 hours to complete your Job-Room registration once you have registered with the regional employment centre (RAV).
- If you are unable to log in, please try again later.

Personal ID  
Required

Date of Birth  
Required  
The date must be between 01.01.1900 and today

Cancel Login

Congratulations: You are now logged in to Job Room and can see your personal cockpit, from which you can access all of the available features.

The screenshot shows the Job Room user interface. At the top, there is a navigation bar with 'work.swiss' logo, 'Contact', 'Test User', and language options 'DE FR IT EN'. The main content area is titled 'Welcome, Test User'. On the left, there is a sidebar menu with options: Home, Search job, Job search profiles, Saved jobs, Insurance (Arbeitsbemühungen, Bewerbungsunterlagen), Settings, and work.swiss. The main content area has three sections: 'Search job' with input fields for 'Occupations, categor...', 'Competencies, skills', and 'Canton, Work loc...', a search icon, and a location pin icon; 'Job search profiles' with a message 'You do not have any job search profiles yet.' and a 'Show all' button; and 'Saved jobs' with a message 'You currently have no saved jobs. Click on the star icon ★ to save jobs you are interested in.' and a 'Show all' button.

For technical issues please send us an e-mail to: [jobroom@alv.admin.ch](mailto:jobroom@alv.admin.ch)