Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Eidgenössisches Departement für
Wirtschaft, Bildung und Forschung WBF
Staatssekretariat für Wirtschaft SECO
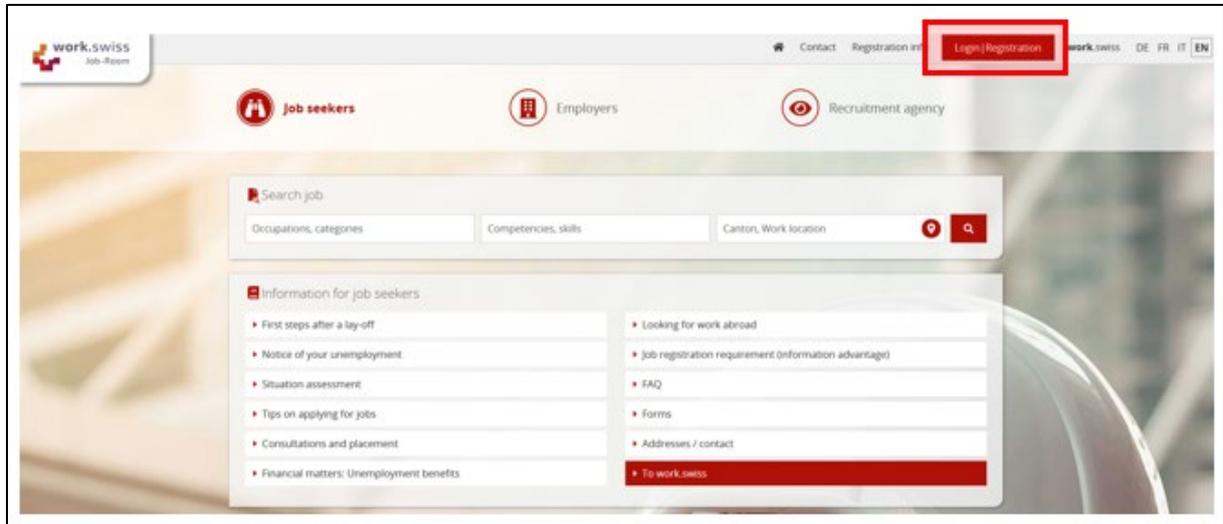Arbeitsmarkt / Arbeitslosenversicherung

Registration instructions for RAV customers

For technical issues please send us an e-mail to: jobroom@alv.admin.ch
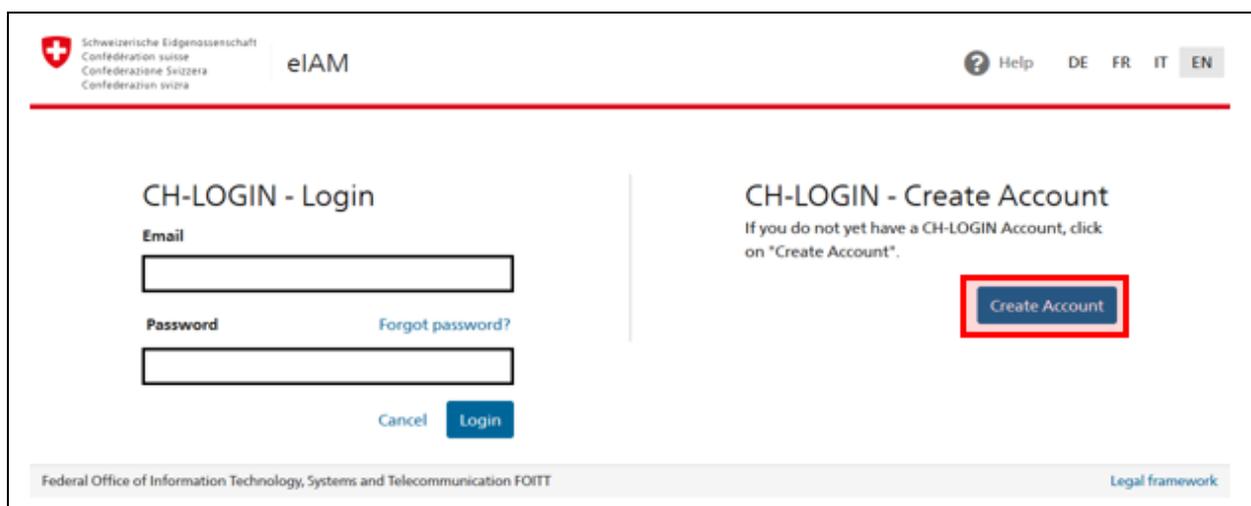
1.1   Start page

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. You can change the recruiting email address used for job vacancies in Job Room at any time.
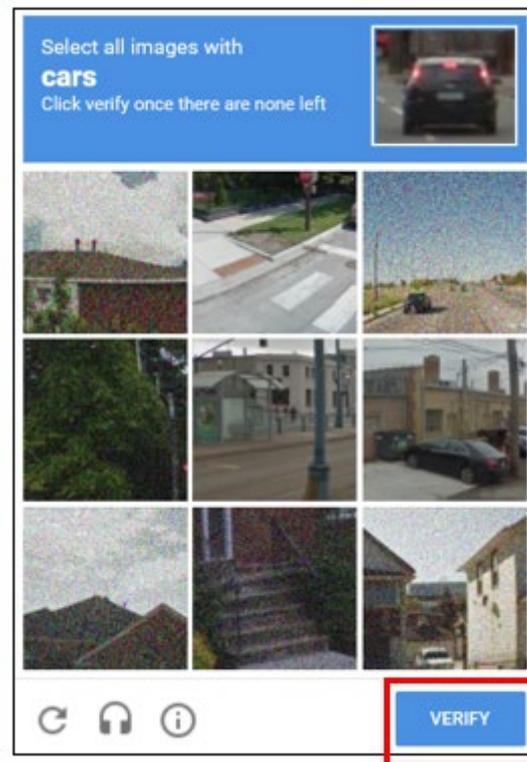
1.4   Captcha

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
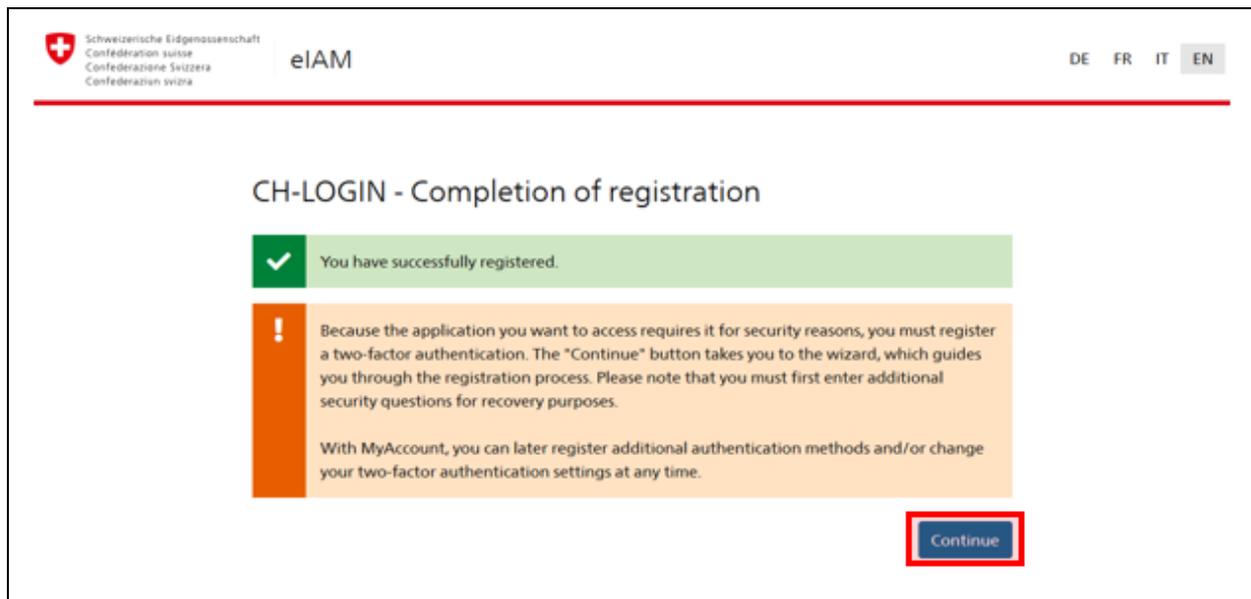
A code will be sent to the provided email address.

1.6   Enter registration code

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

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

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».
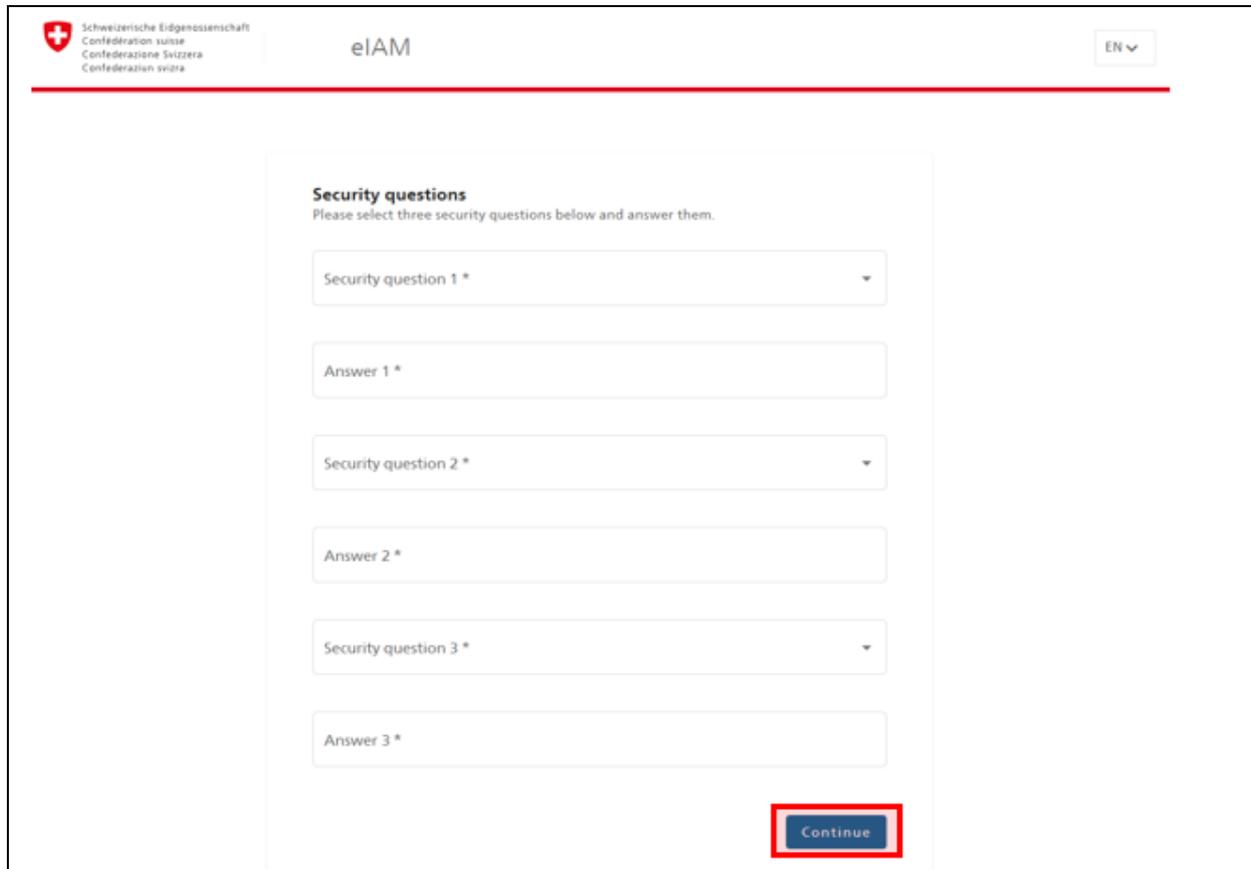
1.8   Select authentication method

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).
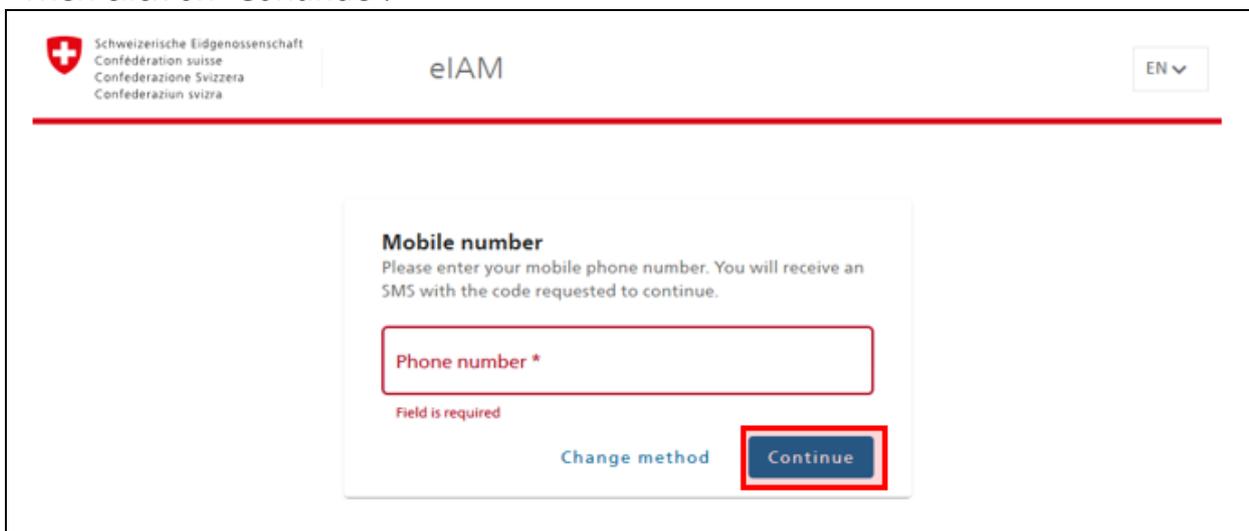
1.8.1 Authentication via phone number

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.
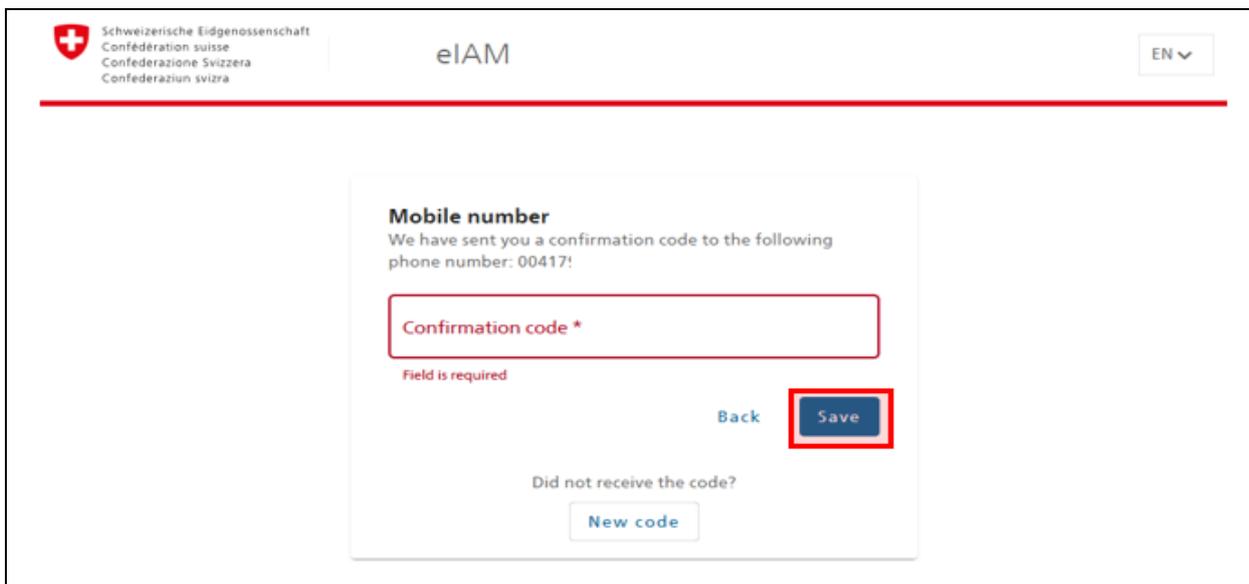
Then click on "Continue".

1.8.1.1 Confirmation code via SMS

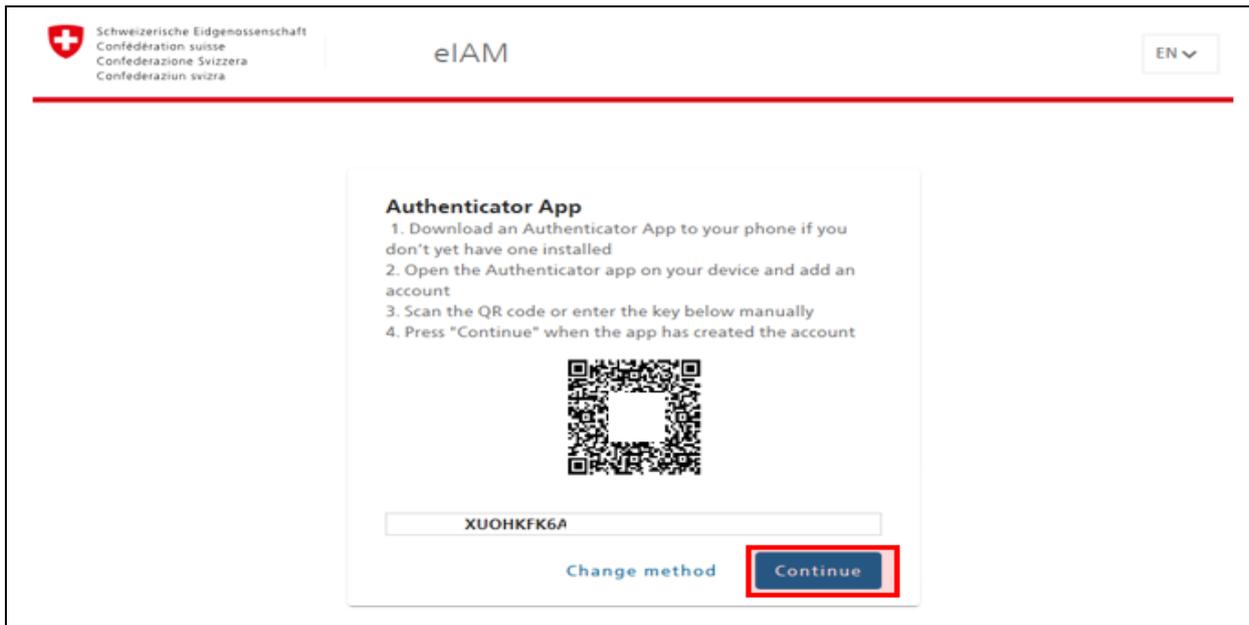Enter the code you have received in the SMS sent to the phone number you specified. Then click on "Save".

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.
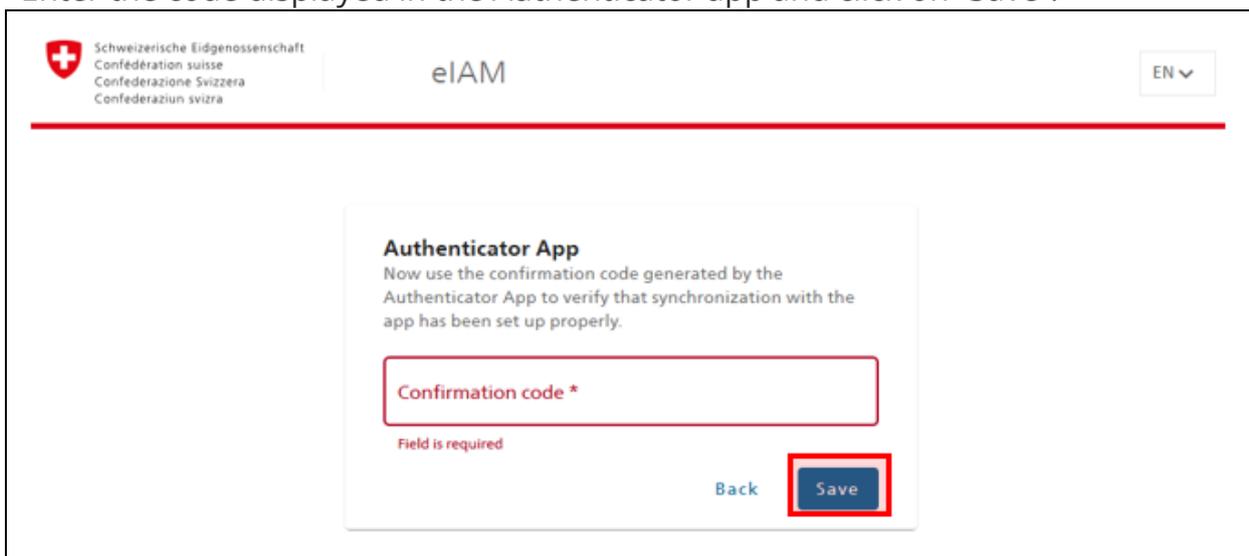
Then click on "Continue".

1.8.2.1 Confirmation code via Authenticator app

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

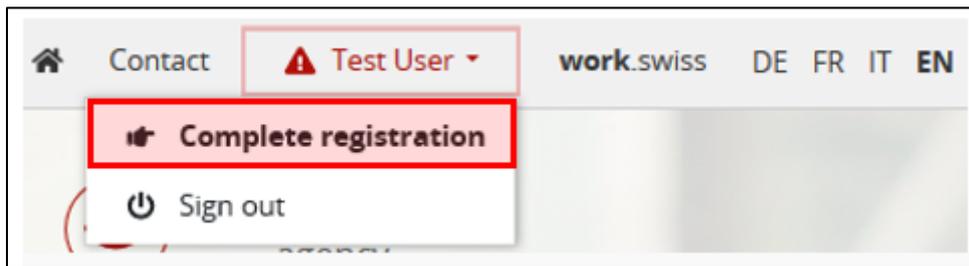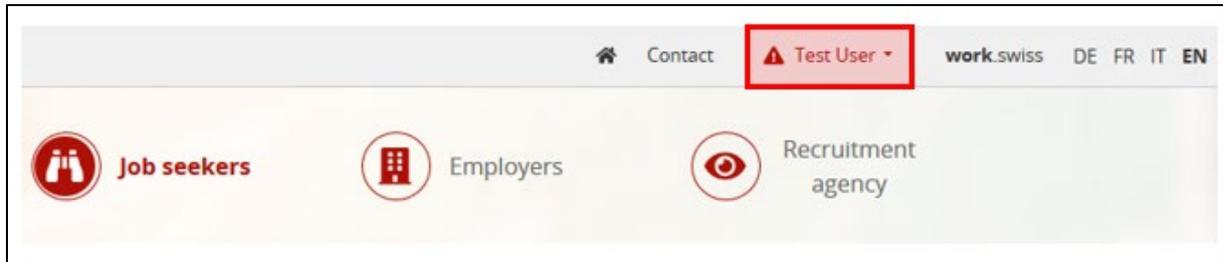You will now be taken directly to the screen "Registration Job Room".

Important: You have now completed the registration process for your CH·LOGIN account. However, you are not yet able to access Job Room.
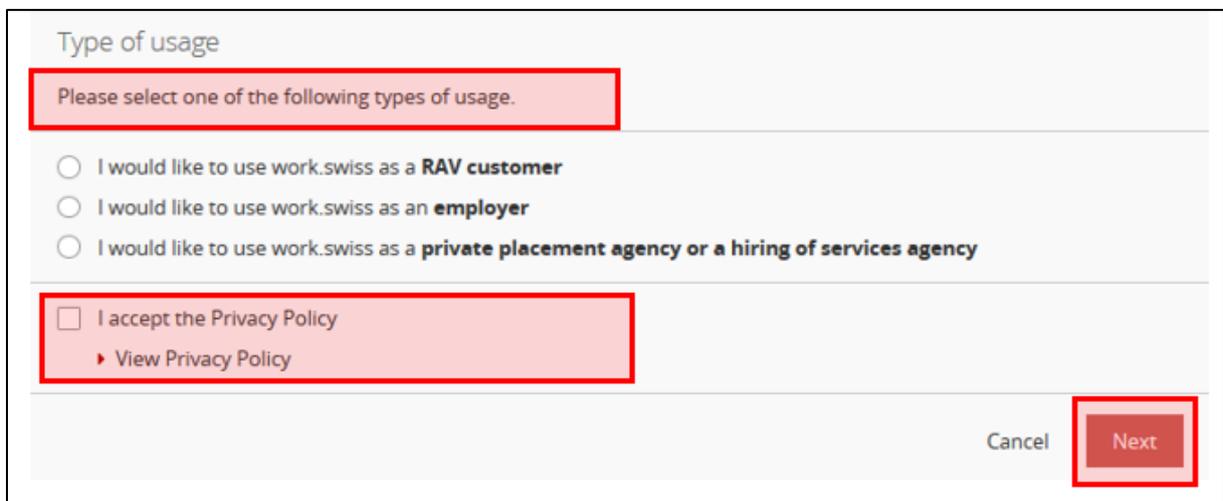
1.9   Job-Room Registration: Selecting type of usage

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».

1.9.2   Identification

Enter your personal ID and date of birth.

Then click on «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.

For technical issues please send us an e-mail to: jobroom@alv.admin.ch