

Once logged into ND Workforce Connection, click Menu



Click My Portfolio

▼ **Quick Menu**

Job Search

Resume Builder

My Portfolio >

Click Personal Profile

My Portfolio <

▼ **My Individual Profiles**

Personal Profile

Search History Profile

Self Assessment Profile

Communications Profile

Click General Information

📁 **My Individual Profiles**

📁 **Personal Profile**

General Information

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📁 Search History Profile

📁 Self Assessment Profile

📁 Communications Profile

Scroll to Phone Numbers and enter your cell phone in the box labeled “Text Message Cell Phone Number”

Phone Numbers

* Primary Phone: - - Extension:

* Primary Phone Type:

Alternate Phone: - - Extension:

Alternate Phone Type:

Text Message Cell Phone Number: - -

Once your cell phone number is entered, scroll to the bottom and click “Save”.



You should receive this text from the number 74036:



Text GO to opt in. You will then receive this text and be ready to receive text messages from ND Workforce Connection (NDWC)

