

## Instructions for Creating an Employer Account on eTalent Canada

Follow these steps to create your account as an employer on the eTalent Canada portal:

1. **Go to the Website**
  - a. Visit [eTalent Canada](#).
2. **Click on 'For Employers' → 'Programs' → 'Cybersecurity Training and Work Integrated Learning Program'**
  - a. [On that page](#), locate and click the **REGISTER** button in the top-left corner.



**Cybersecurity  
Training and Work  
Integrated Learning  
Program**

REGISTER

**When & where**

📍 BC / AB / MB / ON / NB / NS / QC

📅 June 2022 - March 2025

3. **Select Account Type**
  - a. Make sure **'I am an Employer'** is selected by default as your account type from the list of options and enter your organization name when prompted.

# About you

I am a job seeker/learner

**I am an employer**

I am an educator

I am a parent/guardian

## 4. Enter your organization name

- Select your organization name while you type - if it's in the list below.

Organization (Employer)

  
**Google Canada**

- If not, click on the checkbox and fill the mandatory fields like Company Name, Business Type, Company Phone Number below:

Please select this checkbox if you don't find your organization name in the field above.

---

Company Name \*

Business Type \*

- Other
- Industry
- Research
- Government
- Not-for-profit

Industry Type \*

Company Phone Number \*

Please type the plus sign (+country code) before adding the phone number. Example, +16132378551

Business Number

Business Registration Number

Province Registration Number

Website

Structure

Number of Employees

## 5. Account Set Up

a. Fill in the required fields:

- I. **Email Address** (Make sure it's a valid email as you will need it to verify your account.)
- II. **Username**

- III. **Password** (Create a strong password following the security guidelines provided.)
- IV. **First Name**
- V. **Last Name**
- VI. **Phone Number**

b. Make sure the program you are enrolling in (CTWIL Phase 3) is selected and complete the application as illustrated below:

# Account set up

Email \*

Username \*

Password \*

Password strength:

Confirm password \*

First Name \*

Last Name \*

Phone \*

Ext.

Please type the plus sign (+country code) before adding the phone number. Example, +16132378551

Program of Interest \*

**6. Check your email**

Click the Verify Now button to verify your email address. It will ask for the username and password you created to login.

Please click the button below to verify your address.



**7. Secure your account**

You will be prompted to scan the QR code and enter the code your authenticator app generates. Examples of authenticator app: Google Authenticator, Microsoft Authenticator, etc. Use an authenticator app and scan the QR code on your mobile, enter a one-time code, then click 'Continue'.



## Secure Your Account

Scan the QR Code below using your preferred authenticator app and then enter the provided one-time code below.



[Trouble Scanning?](#)

THEN

Enter your one-time code\*



## 8. Click Register for Program, and then Confirm

# Cybersecurity Training and Work Integrated Learning Program - Phase 3

Sep 20 - Dec 20, 2030

### Description

The CTWIL alumni is designed for alumni of the Cybersecurity Training and Work Integrated Learning initiative. It offers continued access to career development opportunities, including job postings, internships, and direct connections to employers in the cybersecurity industry. Alumni can create profiles, upload resumes, and showcase their certifications and skills. Employers can review resumes, search for talent, and post open positions, making it easier for CTWIL graduates to advance their careers.

[Register For Program](#)

\*Please note that you won't be able to advance from this screen until ICTC has reviewed your application and given you access.

✓ Thank you for registering to the **Cybersecurity Training and Work Integrated Learning Program - Phase 3 program**. Please complete your registration for the **Cybersecurity Training and Work Integrated Learning Program - Phase 3** program by clicking the **"Start Application"** button below.

[Home](#) / [All Programs](#) / [Cybersecurity Training and Work Integrated Learning Program - Phase 3](#)

# Cybersecurity Training and Work Integrated Learning Program - Phase 3

Sep 20 - Dec 20, 2030

### Description

The CTWIL alumni is designed for alumni of the Cybersecurity Training and Work Integrated Learning initiative. It offers continued access to career development opportunities, including job postings, internships, and direct connections to employers in the cybersecurity industry. Alumni can create profiles, upload resumes, and showcase their certifications and skills. Employers can review resumes, search for talent, and post open positions, making it easier for CTWIL graduates to advance their careers.

Your registration on the program has the status: **Pending**

- Once an ICTC administrator has given you access, click Job Board at the top right of the page to create and post job listings.

The screenshot shows the ICTC Job Board interface. At the top left is the ICTC logo. At the top right are navigation links for Programs, Job Board (highlighted in yellow), Users, a mail icon, and a user profile icon. Below the navigation is a breadcrumb trail: Job Posts > Job Applications > Recommended Candidates. The main heading is 'Job Board'. A prominent blue button labeled 'Create job post' is centered below the heading. Below this are several search filters: 'Search by job title' (text input), 'Province' (dropdown menu with '- Any -'), 'Availability' (dropdown menu with '- Any -'), 'Industry' (dropdown menu with '- Any -'), and 'Language Requirement' (dropdown menu with '- Any -'). There is also a 'Skills' text input field and a 'Program' dropdown menu with '- Any -'. A blue 'Search' button is located below the filters. At the bottom of the search area, a message states: 'No job posts are available for you at the moment.'

- Enter your job title and description

The screenshot shows the 'Add job post' form. The main heading is 'Add job post'. The form contains the following fields: 'Title \*' (text input), 'Language' (dropdown menu with 'English' selected), 'Program \*' (dropdown menu with 'Cybersecurity Training and Work Integrated Learning Program - Phase 3' selected), and 'Description \*' (rich text editor). Below the Program dropdown, a note reads: 'Only your program approved will appear.' The rich text editor for the Description field includes formatting options for Bold (B), Italic (I), Underline (U), and Link (S).

Add at least 3 Primary Skills you are looking for in a candidate. Please make sure to select the skills that appear as you type.

**Primary Skills \***

+  ○

- written communication

+ general communication

+ oral communication

+ Telecommunications Networks

+ Telecommunications

+

+

The primary skills required for the job.

Show row weights

11. Click save at the bottom, and you should then see a message at the top of the page indicating that the job post has been created.

CONTACT HELP

**ICTC** **CTIC**

Programs Job Board Users ▼

✓ New job post test has been created.

View Edit Delete Close Translate