Office Technician (General) and (Typing)

Information on How to Create a Profile

You should create a profile before the Office Technician Examination scheduling date. Please follow the instructions below:

**Step 1**
Create a profile at [www.jobs.ca.gov](http://www.jobs.ca.gov). Next click on the **Create a new profile link** [https://forms.spb.ca.gov/employment/newuser.cfm](https://forms.spb.ca.gov/employment/newuser.cfm)

**Step 2**
Create a User ID, Password and enter your personal information. Next, click on the **continue button**.

**Step 3**
When your profile is successfully created, you will receive a New User Signup-Account Verification. The UserID and password you created will allow you to schedule for the Office Technician Examination.