



Office Assistant (General) and (Typing)

Information on How to Create a Profile

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

Step 1

Create a profile at www.jobs.ca.gov . Next click on the **Create a new profile link** <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 Assistant Examination.