

## **OVR ONLINE APPLICATION INSTRUCTIONS**

### **For NEW users:**

1. Go to [www.cwds.state.pa.us](http://www.cwds.state.pa.us)
2. Under the Keystone, click on [New User](#)
3. Click the button for [Individual Seeking Services](#), then [Continue](#)
4. Enter your Individual Information and click [Continue](#)
5. Enter your Personal Information, Address and Other Information, then click [Save and Continue](#)
6. On the Create User Account page, follow the instructions to create your Keystone ID and Password. Be sure to WRITE DOWN your ID and Password for future use. Click [Save and continue](#)
7. Write down your Participant ID number, or click [Print](#). You have successfully created your new account. You should have a Keystone ID, a Password, and a Participant ID
8. Enter your [Keystone ID](#) and [Password](#) in the Keystone and click [Login](#)
9. Review the Civil Rights Statement and click the [box](#) at the bottom. Click [Save and continue](#) to get to the Create Program Referral Screen
10. Under Programs, click the [box](#) for [Office of Vocational Rehabilitation-Bureau of Vocational Rehabilitation](#). Select a [disability category](#) by clicking on the appropriate [box](#). Click [Refer to Program](#)
11. You will now see your Home Page, with a message near the top stating "Referral has been sent successfully". You may access your home page at any time by logging on to [www.cwds.state.pa.us](http://www.cwds.state.pa.us), and entering your Keystone ID and Password.
12. When finished, click on [Logout](#) at the top.

### **For Currently Registered Users with an established CWDS or CAREERLINK account and home page:**

1. Go to your home page by logging on to [www.cwds.state.pa.us](http://www.cwds.state.pa.us) and entering your Keystone ID and Password.
2. Under "Quick Links" on the lower left of the screen, click on [Program Referrals](#). Follow steps 10-12 as listed above.

Any individual who needs assistance in completing the online application can contact OVR at 800-442-0949 or 610-621-5800 between 8:00 AM and 4:30 PM Monday through Friday.