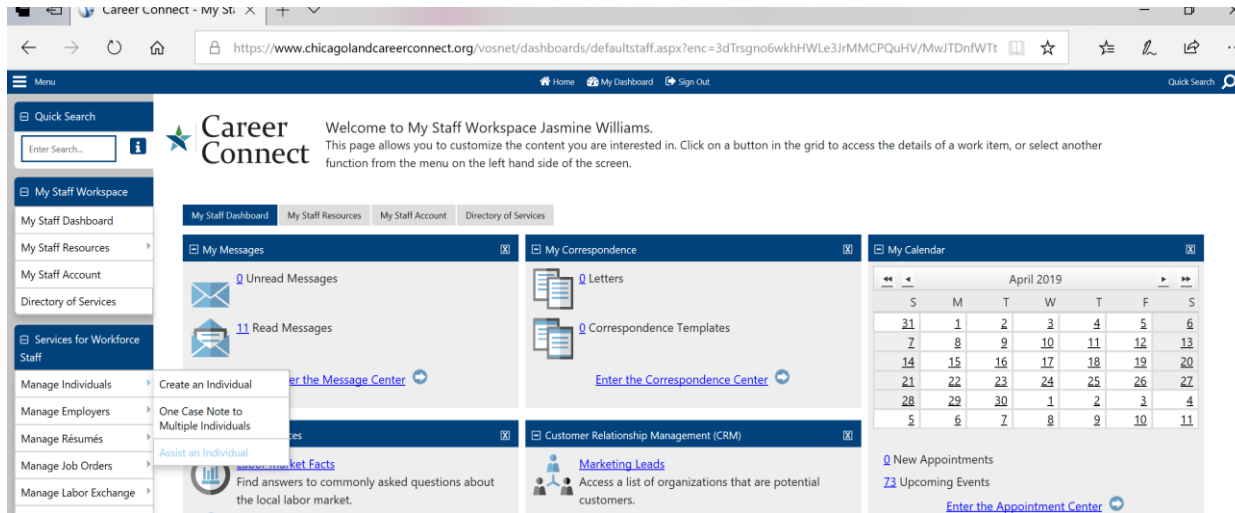


Create an Individual

Step 1-

When using Career Connect, it is always a good idea to first search the system to see if an “Individual” already exists. In order to search, type identifying information in the boxes under “General Criteria”. You may use more than one box to search (i.e. first name and last 4 of SSN etc.) If an individual already exists in Career Connect, skip all steps for Creating an Individual, but do complete the “Consent Procedure”. If the individual does not have an existing account go to Step 2.



General Criteria

Individual Username:

Individual User ID:

State ID Number:

First Name:

Last Name:

SSN (last 4 digits):

SSN (full number): Example: 99999999

State Source ID:

State Activity ID:

Date of Birth: (MM/DD/YYYY)

Telephone Number: Include Alternate

Email Address:

Registration IP:

Login IP:

Résumé Available: None Selected

Individual Registered within: days

Last Login Date: Between Today And Today

Program Participation: None Selected

Application #

Step 2-

To begin the create an individual locate “manage individuals’ on the side bar and then click the option to “create an individual”.

Menu Home My Dashboard Sign Out Quick Search

Quick Search
Enter Search...

My Staff Workspace

- My Staff Dashboard
- My Staff Resources
- My Staff Account
- Directory of Services

Services for Workforce Staff

- Manage Individuals** (circled in red) → **Create an Individual** (circled in red)
- Manage Employers → Common Intake
- Manage Résumés → One Case Note to Multiple Individuals
- Manage Job Orders → Assist an Individual
- Manage Labor Exchange
- Manage Activities

Welcome to My Staff Workspace Michael Balcsik.
This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work item, or select another function from the menu on the left hand side of the screen.

My Staff Dashboard My Staff Resources My Staff Account Directory of Services

My Messages 0 Unread Messages 0 Read Messages

My Correspondence 0 Letters 0 Correspondence Templates
Enter the Correspondence Center

My Calendar February 2017

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Customer Relationship Management (CRM)
Marketing Leads
Access a list of organizations that are potential customers.

0 New Appointments
0 Upcoming Events
Enter the Appointment Center

https://uat.geosolinc.com/150/vos17000031/permission.asp?token=ind_create

STEP 3

Select “Comprehensive Registration”

Individual Registration Type

- Comprehensive Registration**
Select this option to complete a comprehensive registration process that results in full access to all the features available in this system.
- Register with a Résumé**
Select this option to use an existing Résumé document that you will upload into the system to prefill a progressive registration process which will allow you access to some features available in the system.

Beginning with the login information section, proceed through the screens answering all red asterisked questions until you reach the bottom of the page. Then click next. If any answers are incomplete or have not been answered an error message will appear identifying what needs to be corrected. Before you can move forward, all errors must be corrected. When creating a "username", please use this formula. You do not need to change the Password.

FIRST LETTER OF FIRST NAME+ ENTIRE LAST NAME+ LAST 4 OF SSN...so the James Jenkins XXX-XX-4566= JJENKINS4566.

Career Connect

Please enter the following login information and click the Next button when you are finished. Be sure to remember your User Name and Password. You will need them to access this system again.

* Indicates required fields. For help click the question mark icon next to each section.

Login Information

* User Name:
Enter Unique User Name (4 - 20 characters, letters or numbers). No spaces allowed.

* Password:
Enter Password: (8 - 18 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! * _).
Example: **Sample1#**

* Confirm Password:
Last Changed: 3/2/2017 10:14:52 AM, INTERFACE TESTERS

* Security Question:

* Security Question Response:
Special characters are not allowed.

Social Security Number

* Social Security Number (SSN): Do not enter dashes (for example, 999001111)

* Re-enter Social Security Number:

STEP 4

After there will be a series of 8 screens requesting customer info and everything requested is on the ConWorks application.

Screen #1 is the name

Name

* First Name:

Middle Initial:

* Last Name:

Screen #2 is Residential address- For mailing address please check "Residential Address" box

Residential Address

This is where you live.

* Address Line 1:

Address Line 2:

Apt #, Lot #, Building #, Suite #

* Zip Code: [Find zip code](#)

* City:

* State:

* County / Parish:

* Country:

*After you enter the system will tell you if Address has been standardized, which means it is written the way the post office would write it. It is ok if the Address has not been standardized.

Mailing Address

This is where you receive your mail.

Use residential address

* Address Line 1:

Address Line 2:

Screen #3- Phone Number

* Primary Phone: - - Ext:

* Primary Phone Type:

* Primary Phone Mode:

Alternate Phone: - - Ext:

Alternate Phone Type:

Alternate Phone Mode:

Text Message Cell Phone Number: - -

Screen #4- Notifications and Site Access- Site it always “other”

Preferred Notification Method

* Please select a method in which you prefer to receive your notifications:

Site Access

* From where are you accessing this website?

How did you hear about this website?

Screen #5- Citizenship and Disability Status

Citizenship

*Citizenship:

None Selected ▼

Disability

Providing this information is optional and refusal to provide disability information will not subject you to any action needed to determine eligibility. Note too that you may be eligible for additional support services and program.

*Do you have a disability?

- Yes, I have a disability.
 No, I do not have a disability.
 I do not wish to answer.

Screen #6 – Education Level

Education Information

*Your Highest Education Level Achieved:

12th Grade Completed & Did not receive diploma or equivalent ▼

If you have a High School Diploma or High School Equivalency Diploma, please select the appropriate value of High School Diploma or High School Equivalency Diploma.

*Are you attending school?

No, Not Attending Any School ▼

Screen # 7- Employment- Note: Type of Business Worked in- Select “other” if unknown...Enter Union information here if applicable. Enter Unemployment Eligibility status. Farmworker question will always be “No”.

Employment Information

* Current Employment Status:

* Type of business worked in:

* Are you currently associated with a Union Yes No

* Unemployment Eligibility Status?

* Are you currently looking for work? Yes No

Within the last 12 months, have you received a notice of termination or layoff from your job or received documentation that you are separating from military service?

- Yes, I have recently received a notice of termination or military separation.
 No, I have not recently received a notice of termination or military separation.

Farm Worker Information

The following questions do not pertain to work performed on a family farm, ranch, beekeeping, food processing or food manufacturing operation owned by yourself or close relatives.

* Have you worked as a farmworker in the last 12 months? Yes No

Screen #8- Job Title and Occupation Info- Type in the desired job title and then select the closest description from the drop-down list

Job Title

Please enter a job title below. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

* What is your desired job title?

[Your desired job and occupation titles can be changed at any time after r](#)

Job Occupation

Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or you can see

Suggested occupation(s):

[\[Search for an occupation \]](#)

* Occupation Title:

* Occupation Code:

Screen #9- Ethnicity

Ethnic Origin

* Are you of Hispanic or Latino heritage? Yes No I do not wish to answer.

* Race - Please check all that apply:

- African American/Black
- American Indian/Alaskan Native
- Asian
- Hawaiian/Other Pacific Islander
- White
- I do not wish to answer.

Language

Do you primarily speak a language other than English? Yes No

Screen # 10- Military Service- Answer “No” to the first two questions and find the third answer on the ConstructionWorks Application

Military Service

Veterans and their spouses may be entitled to State and Federal Benefits. Please answer the following questions.

* Are you a caregiver who is a spouse or family member to a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? Yes No

* Are you a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? Yes No

* Are you currently in the military, a veteran or the spouse of a veteran? Yes No

Are you the Spouse/Dependent of someone in the active-duty military service, National Guard or Reserves who is currently activated? Yes No

Screen #11- Public Assistance

Public Assistance

Please provide answers to the following questions if any apply within the last 6 months.

- * Has your household received Temporary Assistance for Needy Families (TANF) payments? Yes No
- * Have you been determined eligible for or received Supplemental Nutritional Assistance Programs Assistance (SNAP formerly known as FoodStamps)? Yes No
- * Have you received General Assistance Payments? Yes No
- * Have you received Refugee Cash Assistance Payments? Yes No
- * Have you been supported through the State's Foster Care System? Yes No

[<< Back](#) [Finish](#)

After completing all the questions for this section, click "Finish".

After you register an individual we must collect and record customer consent. You will be provided with paper consent forms for customers to sign, you should keep these on file.

Consent Procedures

The Career Connect User Consent form is part of the General Profile (My Individual Profiles > Personal Profile > General Information), but is not available on-screen until the General Profile is completed and saved. Thus, agencies should provide customers with a hard-copy of the consent form to read and sign before entering any customer data in Career Connect.

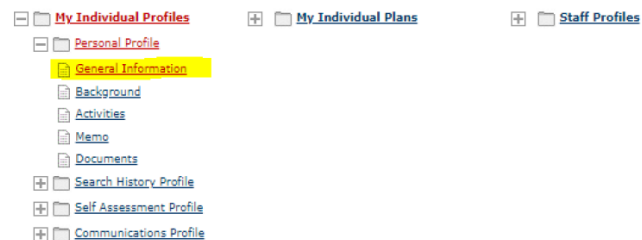
The Consent Form and the documents linked to in the consent form are available in the Career Connect Help Desk website at: <https://workforceboard.zendesk.com/hc/en-us/sections/360002479972-Client-User-Consent>.

Step 1: Provide the consent form for customers to sign ***prior to*** entering any customer data in Career Connect.

Step 2: Go to *Manage Individual > Assist an Individual* and search for the customer to determine if he/she is already in Career Connect:

- If the customer is already in Career Connect, skip to Step 3.
- If the customer is not in Career Connect, go to *Manage Individual > Create an Individual*, create the General Profile, and save.

Step 3: After saving the customer’s profile, go back to the General Profile (*My Individual Profiles > Personal Profile > General Profile*) and check the “Staff obtained a signed consent” box in the “Staff Information” section. Scroll to the bottom of the screen & click “Save”.



Staff Information

Registration Date: 10/03/2018 (mm/dd/yyyy)  [Change Registration Date](#)

Registration Source: Direct - Staff Entered Entry

* Assigned LWIA:

* Assigned Office:

Registration Office: [Chicago Cook Workforce Partnership](#)

Registration IP Location: IP city not available

Registration IP Address: 10.128.8.55

Account Reset: [Reset account](#)

Last Successful Login: 10/3/2018 9:09:32 AM

Most Recent IP Location: IP city not available

Most Recent IP Address: 10.128.8.55

Social Security Number: [View / Edit SSN](#)

Indicators: [Veteran SBE](#)

WP - Enrolled 10/3/2018

WIOA - Enrolled 3/20/2018

Consent to make Referrals to Providers - No

Staff obtained a signed consent? [Print consent form](#)

Individual Audit History: [View individual history](#)

Troubleshooting

For Password Resets, Technical Difficulties and Questions please submit a Help Desk ticket to The Career Connect [Helpdesk-helpdesk@workforceboard.org](mailto:helpdesk@workforceboard.org).

Also for additional tools and assistance visit- <https://workforceboard.zendesk.com/hc/en-us>