



CHICAGO COOK
WORKFORCE PARTNERSHIP

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Career Connect v20

A New Look

Technical Check

Good Afternoon,

Please confirm that you can hear and see screen by introducing yourself in the chat box.

Your lines are muted. Please enter questions in the chat box and we will answer.

Trina Whatley
Regional Manager

Awilda González
Program Coordinator

Dena Al-Khatib
Career Connect Administrator

For more information about The Partnership, visit www.chicookworks.org call 312.603.0200, follow us on social media @ChiCookWorks, or Subscribe to [In the Works](#), The Partnership's monthly eNewsletter.

Agenda



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- Welcome
- Career Connect V20.0 Overview
- Left Navigation Menu
- Dashboard
- Staff Account Customizations
- Accessibility
- Individual Background

- Career Connect is built on Geographic Solutions, Inc's Virtual One-Stop (VOS) Platform.
- **Monday 12/7**, GSI is releasing VOS version 20 (aka Sapphire)
- Enhancements that impact Career Connect include:
 - Updated left-hand navigation menu and dashboard
 - New "Staff Announcements" banner
 - Staff account customization options
 - Accessibility features
 - Additional Individual Background options

Left Navigation

This is the UAT-V20 site

Dismiss Alert

Menu

Alert Home Accessibility My Dashboard Sign Out

Quick Search



Welcome to My Staff Workspace Trina Whatley.

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

Important information for Trina Whatley

close



You have 17 new or unread messages.

Close

[Important Staff Announcements](#)

From now on, we'll post important announcements for all Career Connect staff users here. Watch for staff training webinars, system updates, and other news here.

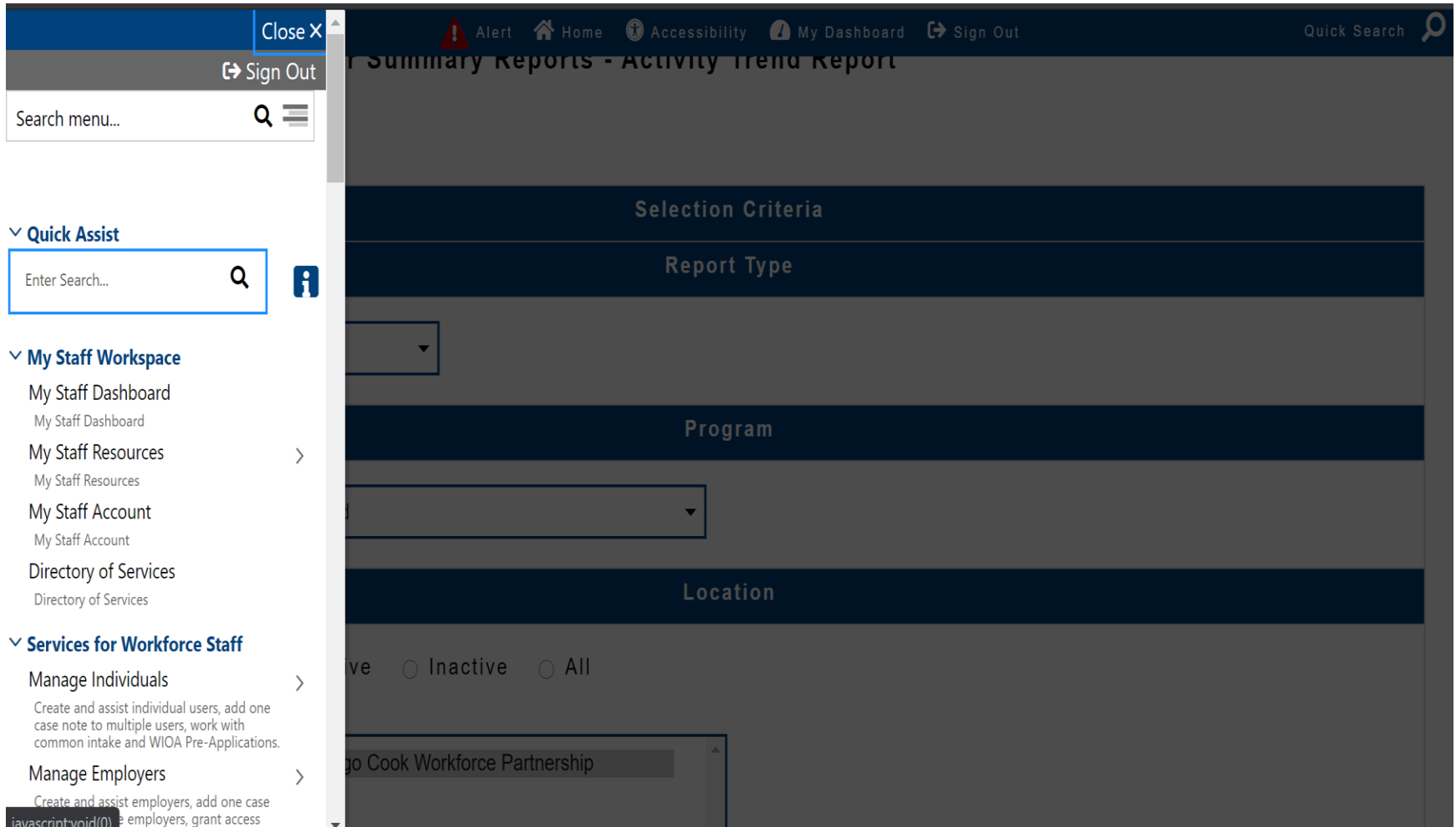
1 2

Search



5:36 PM
12/1/2020

Left Navigation



The screenshot displays a web application interface. On the left, a navigation menu is open, showing a search bar and several categories: Quick Assist, My Staff Workspace, and Services for Workforce Staff. The main content area is titled "Summary Reports - Activity Trend Report" and features a "Selection Criteria" section with filters for "Report Type", "Program", and "Location".

Navigation Menu:

- Close X
- Sign Out
- Search menu...
- Quick Assist**
 - Enter Search...
- My Staff Workspace**
 - My Staff Dashboard
 - My Staff Dashboard
 - My Staff Resources >
 - My Staff Account
 - My Staff Account
 - Directory of Services
 - Directory of Services
- Services for Workforce Staff**
 - Manage Individuals >
 - Create and assist individual users, add one case note to multiple users, work with common intake and WIOA Pre-Applications.
 - Manage Employers >
 - Create and assist employers, add one case note to multiple employers, grant access

Main Content Area:

Alert Home Accessibility My Dashboard Sign Out Quick Search

Summary Reports - Activity Trend Report

Selection Criteria

Report Type

Program

Location

Active Inactive All

Chicago Cook Workforce Partnership

- **Staff Announcements:**
 - Will only display for staff users.
 - The Partnership will use this to announce trainings and other important updates for agency staff.
- **Services:**
 - Contains previously available and movable widgets.
 - Now the entire group can be collapsed or expanded, or the user can collapse each widget to just its title bar.
 - They also have an updated look and a unique icon in each heading.
 - New, easier configuration options.
- **Pinned Links (coming soon):** You'll be able to "pin links" from other pages directly to the dashboard.

Dashboard



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Menu

Alert

Home

Accessibility

My Dashboard

Sign Out

My Staff Dashboard

My Staff Resources

My Staff Account

Directory of Services

Staff News and Announcements



Staff News and Announcements

[Important Staff Announcements](#)

From now on, we'll post important announcements for all Career Connect staff users here. Watch for staff training webinars, system updates, and other news here.

1 2

Services

My Messages



38 Unread Messages



0 Read Messages

[Enter the Message Center](#)

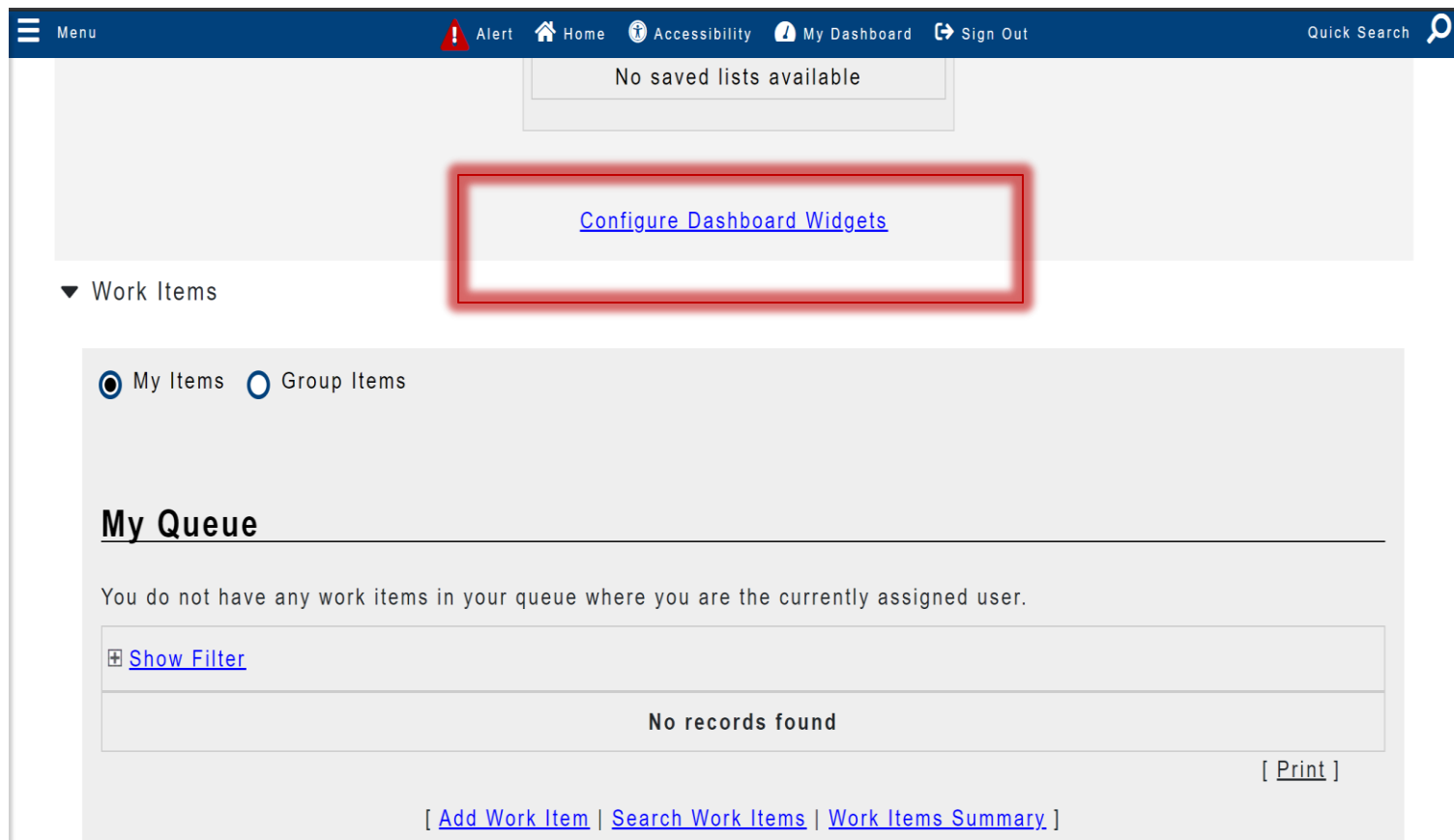
Saved Lists

Individuals Assisted: [Explora, Dora \(DEXPLORER\)](#), [Youth, Test \(YTEST01\)](#), [Puentes Jr, Armando \(APuentesJr\)](#), [Required, Nomath \(NREQUIRED01\)](#), [Osbourne, Sharon \(SOSBOURNE\)](#)

Employers Assisted: [Global Airport Concierge LLC \(GACORD1\)](#), [Alverno Laboratories \(PASSWORD1@\)](#)

Filter your lists by type:

Dashboard



The screenshot shows a dashboard interface with a dark blue header. The header contains a 'Menu' icon, an 'Alert' icon with a red triangle, and navigation links for 'Home', 'Accessibility', 'My Dashboard', and 'Sign Out'. A 'Quick Search' field with a magnifying glass icon is on the right. Below the header, a message box states 'No saved lists available'. A red rectangular box highlights a blue link labeled 'Configure Dashboard Widgets'. Below this, there is a 'Work Items' section with a dropdown arrow. Underneath, there are radio buttons for 'My Items' (selected) and 'Group Items'. The main content area is titled 'My Queue' and contains the text: 'You do not have any work items in your queue where you are the currently assigned user.' Below this text is a 'Show Filter' link with a plus icon. A message box below the filter states 'No records found'. At the bottom right of the message box is a '[Print]' link. At the bottom of the dashboard, there are three links: '[Add Work Item | Search Work Items | Work Items Summary]'.

Dashboard



This page allows you to customize which widgets appear on your dashboard.

Dashboard Widgets Available

Press **Alt+o** for keyboard only

[Check All](#) | [Uncheck All](#)

- Active Case Load
- Labor Market Services
- Latest News and Announcements
(May not appear if news or announcements have not been posted recently.)
- My Calendar
- My Correspondence
- My Messages
- Need help or more information
- Report Indicators
- Saved Lists
- Scheduled My Reports
- Staff Productivity Reports
- Work Items

Widget Column 1

My Messages
Active Case Load

Widget Column 2

Saved Lists
Labor Market Services
Work Items
Need help or more information
Scheduled My Reports

Widget Column 3

Latest News and Announcements
My Calendar
My Correspondence
Report Indicators
Staff Productivity Reports

Loading Spinner

The enhanced loading spinners are used throughout Sapphire.

- Site Image – The spinner includes the site’s custom image (as a rotating image) above the processing message.
- Pause Control – A standard Pause control lets you to stop the rotation, if desired. Loading spinners will not rotate again until you undo the pause.
- Reactive for Longer Loads – The spinner message adjusts over time if the page requests a longer load.
- Ability to Cancel – For an unusually long load, the spinner will include a Cancel button to stop the loading action.



Enhanced Loading Spinner – Reactive on Longer Loads

Accessibility Links



Welcome to My Staff Workspace Trina Whatley.

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

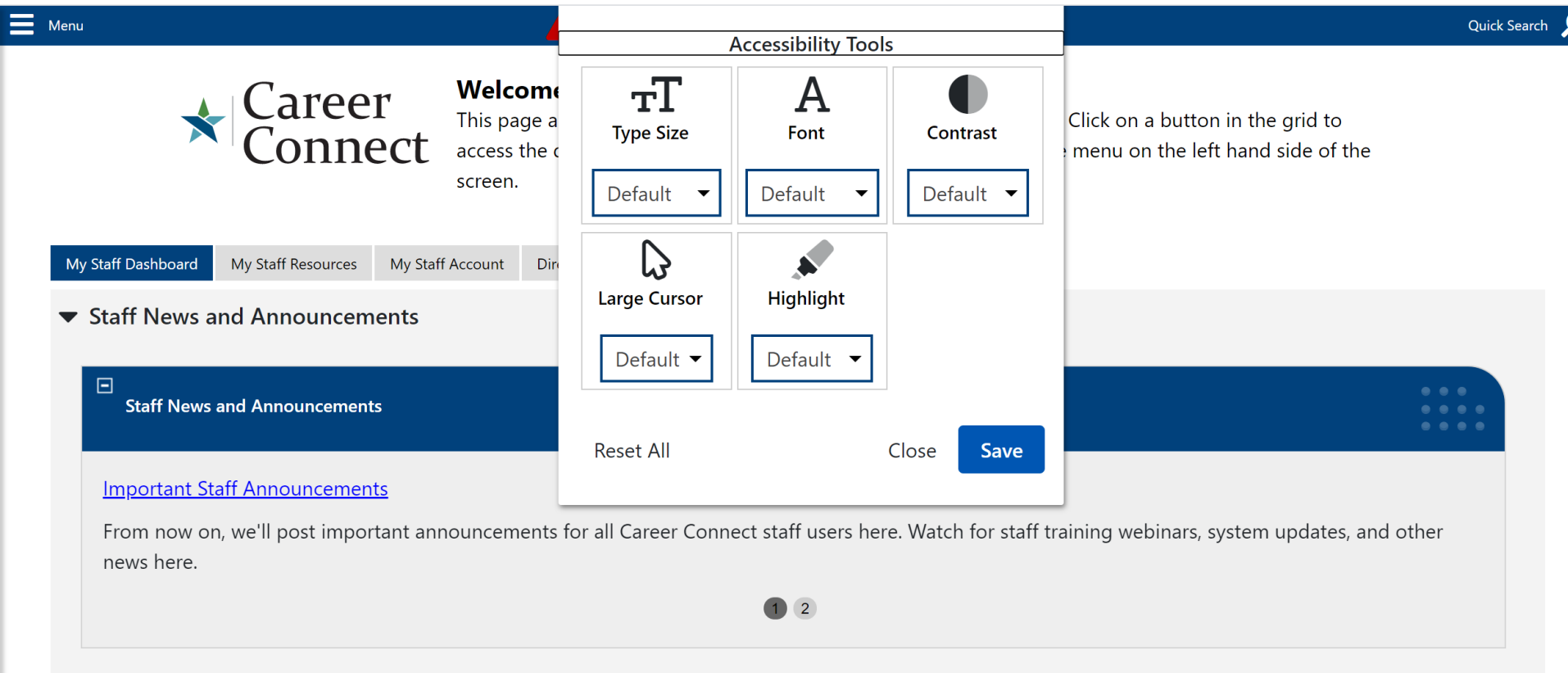
Directory of Services

Accessibility Link

Users can toggle through five different types of accessibility settings, while they remain on the current page and see the changes applied to that page:

- **Type Size:** lets users change font size to medium, large, extra-large, or extra, extra-large.
- **Font:** lets users change from the default font to an improved font that is optimized for accessibility issues.
- **Contrast:** lets users choose specific contrast colors as choices for: Dark (white letters on black background), Light (black letters on white background), Yellow (yellow letters on black background), Inverted (inverted letters, background, and colors in buttons and graphic elements).
- **Large Cursor:** includes selections for Large White Cursor or Large Dark Cursor.
- **Highlight:** lets users choose to highlight links, headers, or links and headers (as shown in the figure below, for highlighting links).

Accessibility Links



The screenshot shows the Career Connect website interface. At the top left is a 'Menu' button. The main header features the 'Career Connect' logo and a 'Welcome' message. Below the header is a navigation bar with links for 'My Staff Dashboard', 'My Staff Resources', 'My Staff Account', and 'Direct'. The main content area is titled 'Staff News and Announcements' and contains a sub-section for 'Staff News and Announcements' with a link to 'Important Staff Announcements'. An 'Accessibility Tools' modal is open in the center, containing five settings: 'Type Size' (Default), 'Font' (Default), 'Contrast' (Default), 'Large Cursor' (Default), and 'Highlight' (Default). At the bottom of the modal are 'Reset All', 'Close', and 'Save' buttons. A 'Quick Search' button is visible in the top right corner of the website. A grid of buttons is partially visible on the right side of the page, with a text overlay: 'Click on a button in the grid to [unclear] menu on the left hand side of the [unclear]'.

Horizontal Menu Links-Bottom



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We value your input, did you find what you were looking for?

Submit

About

Sign Out
Home
Site Map
Site Search

Settings

Accessibility
Statement
Preferred
Settings
Page
Preferences

Services

For Individuals
For Employers
Labor Market

Legal

Privacy
Statement
Terms of Use
Disclaimer
EEO

Resources

Protect
Yourself
Feedback
Assistance

Career

Connect
Contact Us

Track Page

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Virtual One Stop
Support

Horizontal Menu Links - bottom

The separate options or groups in the bar are:

- **We Value Your Input:** An added input field shows at the top of the footer bar below a statement to encourage comments. The field allows any user to submit comments, such as site satisfaction, or suggestions for changes to a page or site. Comments submitted in this field are saved to a comment table for later review.
- **About group:** These links include Sign Out, Home, Site Map, and Site Search.
- **Settings group:** These links include Accessibility (a page of accessibility information), Preferred Settings, and Page Preferences.
- **Services group:** These links include For Individuals, For Employers, and Labor Market, which match the same links in the top menu bar.

Individual Background

In the Individual (jobseeker) Background section:

- “Education and Training” is now “Education History”
- “Occupational Licenses & Certificates” is now “Occupational Licenses, Certificates and Training”.

[[Assist an individual](#) | [Staff Services](#) |]

- My Individual Profiles
 - Personal Profile
 - [General Information](#)
 - [Background](#)
 - [Activities](#)
 - [Paths](#)
 - [Memo](#)
 - [Documents](#)
 - [Search History Profile](#)
 - [Self Assessment Profile](#)
 - [Communications Profile](#)

Education History

Qualification	Issuing Institution	Location	Completion Date
Vocational School Certificate	Hair School 1	IL	2020

[[Add a New Education History](#)]

Occupational Licenses, Certificates and Training

License or Certificate	Issuing Organization	Completion
No data available for this item.		

[[Add a New License or Certificate](#)]

Individual Background





- The drop-down selection for Certification/License now includes Training as a selection (along with Certifications, Licenses, and Registration).


Occupational Licenses, Certificates and Training


* **Certificate / License:**

* **Issuing Organization:**


Certificate Number:


Certification/License Type: 
None Selected
Certifications
Licenses
Registration /yyyy)  !
Training

* **Completion Date:**  !

Expiration Date: 

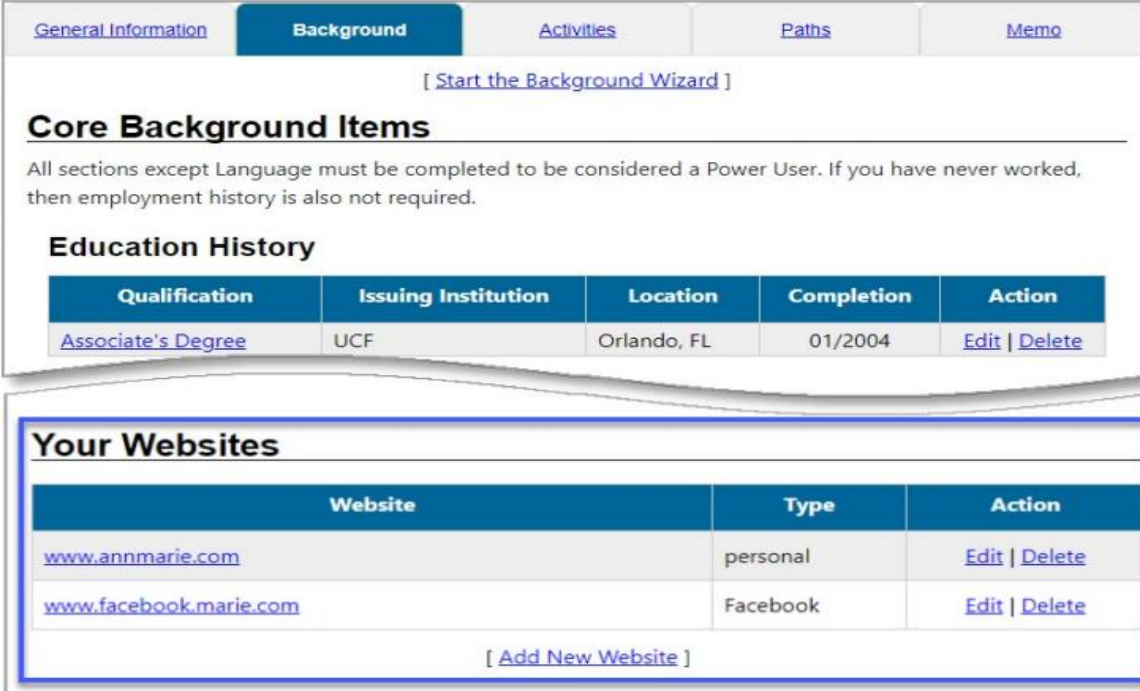
City:

* **State:** 

* **Country:** 

Individual Background

This enhancement adds a new “Your Websites” section as the last section of the Individual’s Background tab. When an individual clicks the Add New Website link, they are taken to a page to identify any websites with which they have an association. The page includes two entry fields: Website URL, and Website Type (e.g., Twitter, LinkedIn, Facebook, Others). Entered websites are displayed in a table at the bottom of the Background tab (as shown in the figure below).



The screenshot shows a web interface with a navigation bar at the top containing tabs: General Information, Background (selected), Activities, Paths, and Memo. Below the navigation bar is a link: [Start the Background Wizard].

Core Background Items

All sections except Language must be completed to be considered a Power User. If you have never worked, then employment history is also not required.

Education History

Qualification	Issuing Institution	Location	Completion	Action
Associate's Degree	UCF	Orlando, FL	01/2004	Edit Delete

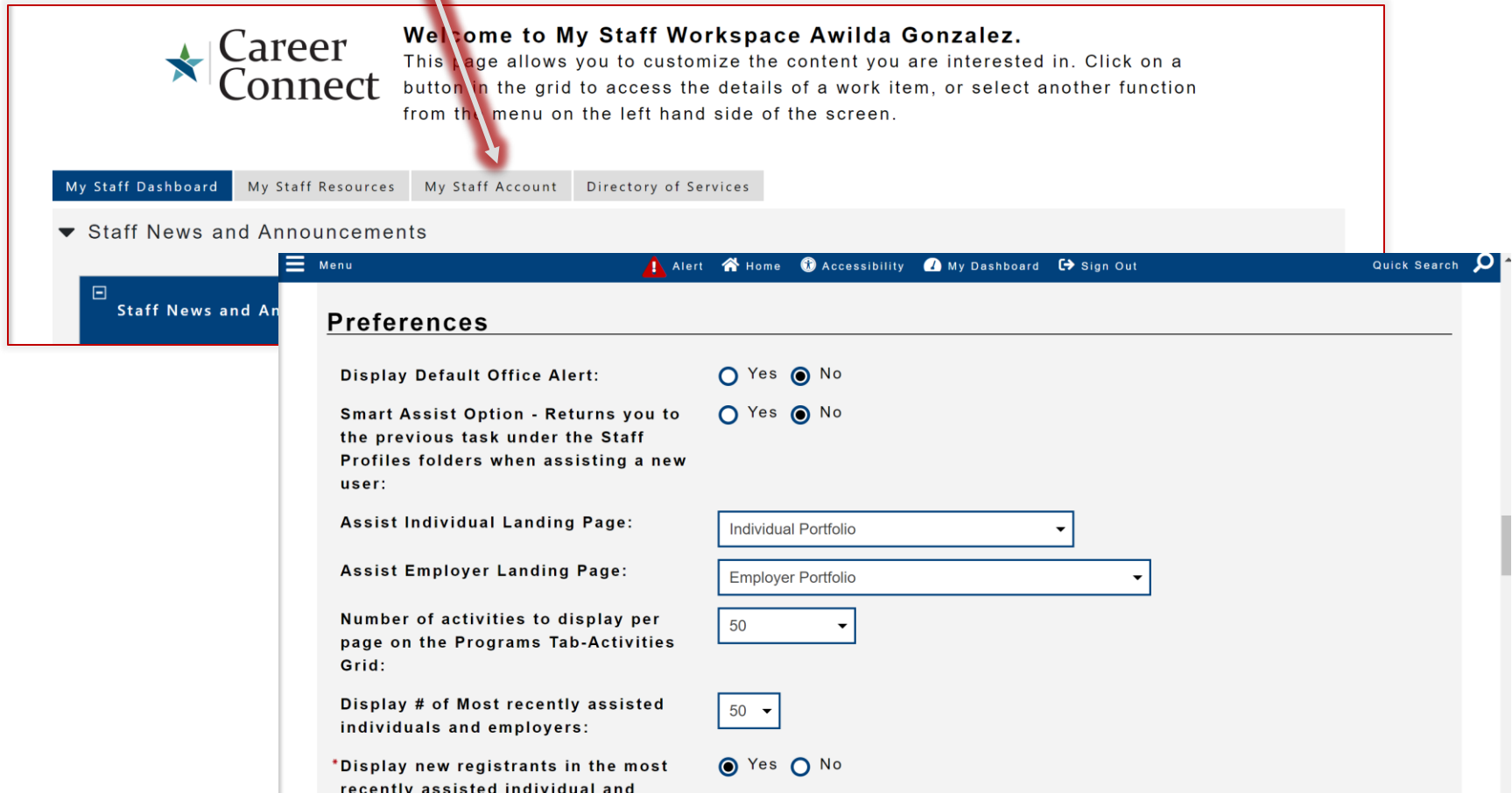
Your Websites

Website	Type	Action
www.annmarie.com	personal	Edit Delete
www.facebook.marie.com	Facebook	Edit Delete

[[Add New Website](#)]

My Staff Account

Changes can be made according to your preferences

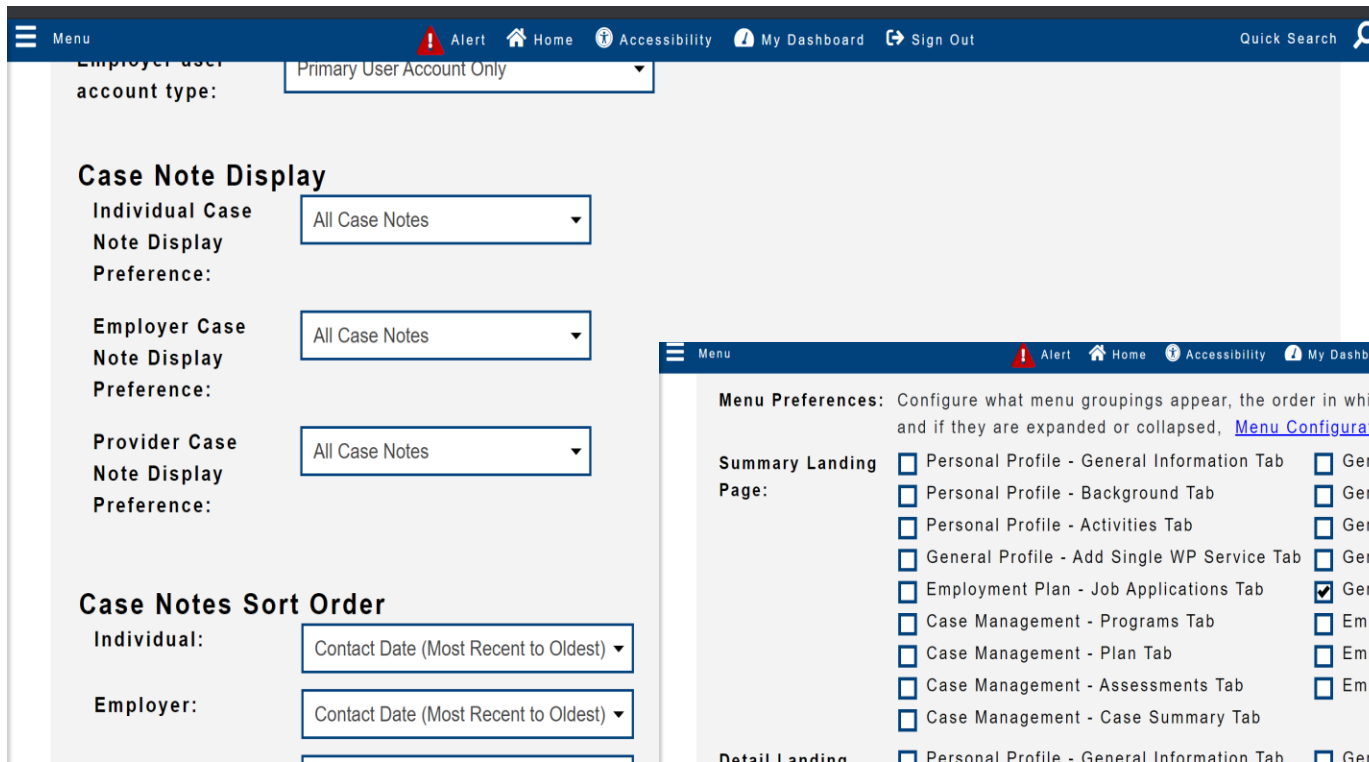


The screenshot shows the 'My Staff Account' page in the Career Connect system. A red arrow points from the text above to the 'My Staff Account' tab in the navigation bar. The main content area is titled 'Preferences' and contains several settings:

- Display Default Office Alert:** Radio buttons for Yes and No, with 'No' selected.
- Smart Assist Option - Returns you to the previous task under the Staff Profiles folders when assisting a new user:** Radio buttons for Yes and No, with 'No' selected.
- Assist Individual Landing Page:** A dropdown menu set to 'Individual Portfolio'.
- Assist Employer Landing Page:** A dropdown menu set to 'Employer Portfolio'.
- Number of activities to display per page on the Programs Tab-Activities Grid:** A dropdown menu set to '50'.
- Display # of Most recently assisted individuals and employers:** A dropdown menu set to '50'.
- *Display new registrants in the most recently assisted individual and:** Radio buttons for Yes and No, with 'Yes' selected.

My Staff Account

Changes can be made according to your preferences



Employer user account type: Primary User Account Only

Case Note Display

Individual Case Note Display Preference: All Case Notes

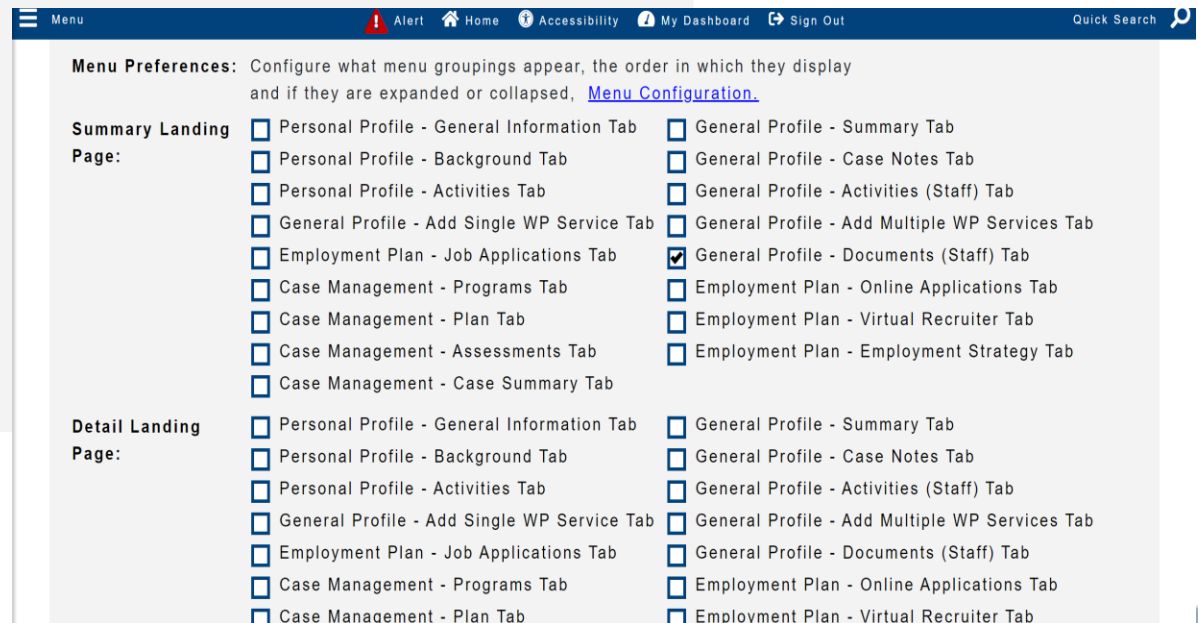
Employer Case Note Display Preference: All Case Notes

Provider Case Note Display Preference: All Case Notes

Case Notes Sort Order

Individual: Contact Date (Most Recent to Oldest)

Employer: Contact Date (Most Recent to Oldest)



Menu Preferences: Configure what menu groupings appear, the order in which they display and if they are expanded or collapsed, [Menu Configuration](#).

Summary Landing Page:

<input type="checkbox"/> Personal Profile - General Information Tab	<input type="checkbox"/> General Profile - Summary Tab
<input type="checkbox"/> Personal Profile - Background Tab	<input type="checkbox"/> General Profile - Case Notes Tab
<input type="checkbox"/> Personal Profile - Activities Tab	<input type="checkbox"/> General Profile - Activities (Staff) Tab
<input type="checkbox"/> General Profile - Add Single WP Service Tab	<input type="checkbox"/> General Profile - Add Multiple WP Services Tab
<input type="checkbox"/> Employment Plan - Job Applications Tab	<input checked="" type="checkbox"/> General Profile - Documents (Staff) Tab
<input type="checkbox"/> Case Management - Programs Tab	<input type="checkbox"/> Employment Plan - Online Applications Tab
<input type="checkbox"/> Case Management - Plan Tab	<input type="checkbox"/> Employment Plan - Virtual Recruiter Tab
<input type="checkbox"/> Case Management - Assessments Tab	<input type="checkbox"/> Employment Plan - Employment Strategy Tab
<input type="checkbox"/> Case Management - Case Summary Tab	

Detail Landing Page:

<input type="checkbox"/> Personal Profile - General Information Tab	<input type="checkbox"/> General Profile - Summary Tab
<input type="checkbox"/> Personal Profile - Background Tab	<input type="checkbox"/> General Profile - Case Notes Tab
<input type="checkbox"/> Personal Profile - Activities Tab	<input type="checkbox"/> General Profile - Activities (Staff) Tab
<input type="checkbox"/> General Profile - Add Single WP Service Tab	<input type="checkbox"/> General Profile - Add Multiple WP Services Tab
<input type="checkbox"/> Employment Plan - Job Applications Tab	<input type="checkbox"/> General Profile - Documents (Staff) Tab
<input type="checkbox"/> Case Management - Programs Tab	<input type="checkbox"/> Employment Plan - Online Applications Tab
<input type="checkbox"/> Case Management - Plan Tab	<input type="checkbox"/> Employment Plan - Virtual Recruiter Tab

My Staff Account

Don't forget to hit update account button to save changes

Update Account

We value your input, did you find what you were looking for?

Submit

About

Sign Out
Home
Site Map
Site Search

Settings

Accessibility
Statement
Preferred
Settings
Page
Preferences

Services

For Individuals
For Employers
Labor Market

Legal

Privacy
Statement
Terms of Use
Disclaimer
EEO

Resources

Protect Yourself
Feedback
Assistance

Career Connect

Contact Us



QUESTIONS??



Thurs. 12/3 – Updated WIOA Remote Eligibility webinar (WIOA Enrolling Agencies / Staff):

<https://attendee.gotowebinar.com/register/583782811323609356>