ALASKAJOBS WOTC LOGIN INSTRUCTIONS
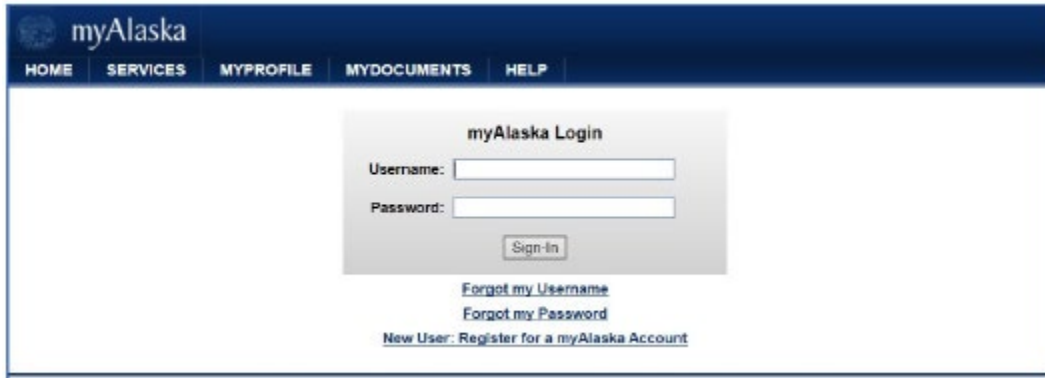
1) Navigate to www.alaskajobs.alaska.gov and click on the 'Log in' drop down in the upper right corner.

2) Select Employer. Agents (formerly Consultants) should also select Employer.

3) You will be directed to the myAlaska login screen. Note, you must have a myAlaska account for each user type in AlaskaJobs, such as an Individual seeking a job, an Employer, a Service Provider, or a Grantee Case Manager.

4) If you had an employer account in the ALEXsys system, enter your prior ALEXsys login credentials. You should be directed to the welcome page within AlaskaJobs. If you do not remember your ALEXsys Username or Password or did not have an employer account in ALEXsys, select 'I do not have an Account.....' and proceed to step 5 below.

5) Select Employer. If you had an ALEXsys account, a WOTC online system account, or have previously logged into AlaskaJobs, select 'Yes, Verify my account' and proceed to step 6 below. If you have never accessed ALEXsys, the prior WOTC online system, or AlaskaJobs, select 'No, Start a new registration' and proceed to create a new registration. Note: The list of prior used systems might not show WOTC at this time, but will in the future.

Jobs

ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

* Indicates required fields.

* **Please tell us what type of user you are.**

○ Individual Jobseeker

◉ Employer ⟵

○ Training or Education Provider

○ Grantee Staff

* **Have you used Alaska Jobs, ALEXsys, AAE, ABE, or ICM in the past? OR**

Have you forgotten your ALEXsys username or password?

◉ Yes, Verify my account ⟵

○ No, Start a new registration

Next

6) For pre-existing WOTC users, complete the below required fields to find your WOTC account. The information provided should be for your individual contact information.

Jobs
ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

To ensure the highest level of security, please enter the needed information into the form, so that we can verify this information against what is in our database.
If you can't provide the needed information, you will be redirected to the contact staff page.

⋆ Indicates required fields.

ℹ For help click the infor

Your Information

⋆ **Zip Code:**

⋆ **Phone Number:** (no dashes)

Next >>

7) An email verification code which will be active for 24 hours will be sent to your email address as indicated under Email Verification. Please enter it here. Make sure to check your junk mail or spam filter. (If there is no email generated, access the Contact Staff page for assistance if you are not redirected by the system.)

Jobs
ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

To ensure the highest level of security, please enter the needed information into the form, so that we can verify this information against what is in our database.

If you can't provide the needed information, you will be redirected to the contact staff page.

⋆ Indicates required fields.

ℹ For help click the informat

Email Verification

We have sent an email with a verification code to your email address in our system agibson@resourcedata.com. To complete the verification process, please this code and enter it below. This code will remain active for 24 hours. Successful entry of this code will provide access to the Alaska Jobs system. If you do n have access to this email address, please click the Contact Staff link below.

⋆ **Enter Verification Code**

Next

[Go to Contact Staff]

8) Agents creating new registrations should select 'Third Party Agents (TPA)' to indicate their Employer user type in AlaskaJobs, and answer 'Yes' to the question, "Will you be applying for Work Opportunity Tax Credits for your clients?" on the Agent Identification screen.

9) Upon successful entry of your verification code or completion of a new registration, review any Notices.

Notice to Employers Regarding Job Bank Nondiscrimination and Hiring Restrictions Based on an Individual's Unemployment Status

We advise employers not to automatically exclude job seekers based on their unemployment status unless the employer can show that an unemployment status restriction is related to the job posted and consistent with the employer's business needs. This type of screening requirement may unjustifiably limit the employment opportunities of applicants in protected groups and may therefore violate federal civil rights laws. Any employer that submits a job announcement containing restrictions or exclusions based on an applicant's unemployment status will have an opportunity to edit or remove the announcement.

Practical Considerations:

- It could be difficult for employers to show that screening out applicants based on their current status as unemployed is job related and consistent with business necessity. For example:
  - Candidates for entry-level jobs and certain other positions receive relevant training upon hire.
  - An applicant who currently is employed is not likely to be employed in a position identical to the position being filled.
  - For jobs that do not require state-of-the-art knowledge, skills and/or abilities related to rapidly changing technologies or practices, the qualifications and experience that applicants acquired through past jobs do not automatically disappear during the period of unemployment. Many of those who are unemployed for long periods of time before returning to work see their earnings eventually bounce back to their pre-unemployment levels, suggesting little loss of their skills during unemployment.
  - Even for those jobs that require state-of-the-art knowledge, skills and/or abilities of rapidly changing technologies or practices, it cannot be assumed that the applicant has not taken steps to maintain proficiency in those skills and knowledge. Moreover, current employment may not be useful in evaluating relevant experience and knowledge.
- More accurate and potentially less discriminatory alternatives to exclusion of those currently unemployed include individualized

10) Successful login. Select My Dashboard.

Jobs
ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

ABC Company has been successfully registered.
Please make a selection below to continue.

What would you like to do next?

Add Locations and Contacts.
To add additional locations or contacts, please click the link above.

Post a Job
At this time, you may enter job orders for positions that you have vacancies for. These job or registration information. Please allow up to 3 business days for this verification process. You provided one during registration.

My Dashboard
To find more information about other services offered to employers, please click the link abo

11) After selecting My dashboard, you should see a screen similar to one of these below:

12) For WOTC, from the left navigation Select Employer Portfolio > Work Opportunity Tax Credit > WOTC Applications as highlighted in yellow.

If you do not see Work Opportunity Tax Credit in your Employer Portfolio, please notify department staff by email at alaskajobs.helpdesk@alaska.gov. Include "No WOTC in Employer Portfolio" in the subject line, and also provide your user name, employer/agent name, and provide information about your login attempt process with screenshots if possible.

13) The System should display the screen below.
- Search by scrolling down to the bottom to click '**Filter**' link for your applications already in the system, or
- Click Create Application which directs you to the first page of the 8850, or
- Click Import WOTC Applications to download instructions and a template for mass import of applications.

Agents can add associated employers by choosing their profile:

For further instructions to enter and manage WOTC applications for employers and agents, please see the AlaskaJobs WOTC Employer Guide. Registration instructions on pages 1 - 3 may vary in some aspects from AlaskaJobs due to Alaska's registration process via myAlaska.