# Entering Services for Participants

1. Click the plus (+) sign underneath the enrollment you just entered

STEP #492752 - Case Exited

| | | | | | |
|---|---|---|---|---|---|
| | LWDB: | 20 - Anchorage/Mat-Su Economic Region | Application Date | 05/14/2021 | |
| | Onestop: | 6 - Anchorage Job Center Midtown | Exit Date: | 05/14/2021 | |
| | Open/Total Activities: | 0 / 1 | | | |

2. Click the plus (+) sign next to Activities/Enrollments/Services

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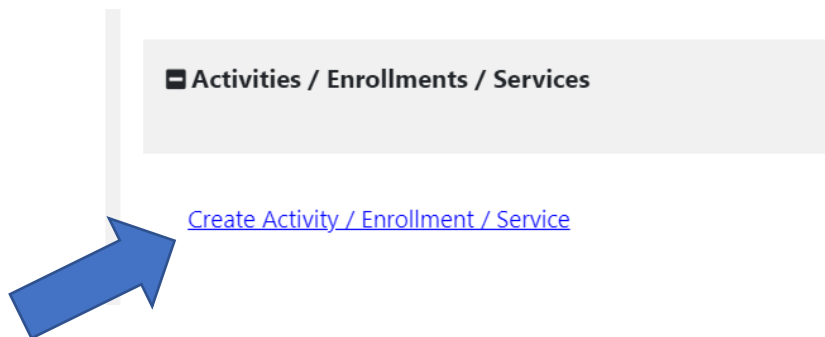| | | | |
|---|---|---|---|
| LWDB: | 20 - Anchorage/Mat-Su Economic Region | Application Date | |
| Onestop: | 6 - Anchorage Job Center Midtown | Exit Date: | |
| Open/Total Activities: | 0 / 1 | | |

**Location and Staff**

**LWDB:** 20 - Anchorage/Mat-Su Economic Region
**Create Staff:** N/A
**Case Manager:** N/A

**Onestop:** 6 - Anchorage Job Center Midtown
**Edit Staff:** N/A
**Temporary Case Manager:** N/A

➕ Activities / Enrollments / Services

➕ Partner Programs

➕ Credentials

➕ Exit / Outcome

3. Click on Create Activity/Enrollments/Services

➖ Activities / Enrollments / Services

Create Activity / Enrollment / Service

4. Scroll down to enter the LWDB (The area where your agency is located)

5. Office Location (The name of your organization)
6. Click on "Select the Activity Code."
    a. For STEP, the only options you should select are as follows:
        i. Customized Job-Linked – The training was specifically customized for a specific job
        ii. Industry-Specific Training – The training is in a specific industry (i.e., construction, healthcare, etc.)
        iii. Pre-Apprenticeship – A training that introduces participants to an apprenticeship to choose the apprenticeship they would like to go into for work.
        iv. Registered Apprenticeship – A program registered with the US Department of Labor
    b. To do this step, we must ensure that your organization's programs are entered into Alaska Jobs. This will require the Program Coordinator and the Grantee to work together to have the programs entered.
    c. If you are not the agency providing the training, you must select the agency providing the training.
    d. Select the activity code that best represents the type of training the participant received, AND the agency's programs are registered under (i.e., Registered Apprenticeship, Industry Specific, etc.)

7. Enter the Projected Begin Date or the Actual Begin Date
    a. The projected begin date is the date the training is scheduled to begin (A future date)
    b. The Actual Begin Date is when the training occurred
    c. For the date, make sure you put in a two-digit month, two-digit day, and four-digit year (for example, 07/01/2021). The system will not accept the date in any other format.

8. Enter the Projected End Date
    a. The projected end date is the date the training is scheduled to end.
    b. If you are unsure, please enter the date of 06/30/20XX (the end of the fiscal year)
    c. For the date, make sure you put in a two-digit month, two-digit day, and four-digit year (for example, 07/01/2021). The system will not accept the date in any other format.

9. Click Next to go to the next page

10. Scroll down to Provider

11. Click "Select Provider

12. Select the agency that provided the training

13. Click "Select Service or Contract."

a. There will be a list of training provided by the agency you selected
b. Select the training that best suits the training the participant received

14. Click "Occupational and Training Code."
    a. Select the Occupational Training Code that best relates to the participant's training.
        i. If the one you need is not displayed, click "Select Occupation From ONET Table."
        ii. Scroll down to Keyword Search Options, and type the type of training you are looking for
        iii. Select the one that closely matches the training the participant received.

15. Click Next

16. It takes you to the costs tabs.
    a. **We do not currently enter costs for STEP in AlaskaJobs.**
    b. You can click "next" four times until you have reached the Closure Information Tab
    c. You can also directly click on the Closure Information Tab

17. Once on the Closure Information Tab, do the following
    a. Enter today's date as the Last Activity Date (be sure to use a two-digit month, two-digit date, and four-digit year.
    b. Select one of the completion codes:
        i. Successful Completion
        ii. Unsuccessful Completion
        iii. Dropped out of activity
        iv. Unknown Status
    c. Click Finish on the bottom