

[Accessing Alaska Jobs for the First Time](#)

1. Everyone responsible for entering participant information into AlaskaJobs must complete the AlaskaJobs Work Order Account Request Form.
 - a. Please contact the Program Coordinator for the program you will be working on for the AlaskaJobs Work order.
 - b. Once completed, send to the Program Coordinator for processing
 - c. To access AlaskaJobs, you must create a business myAlaska account.
 - i. Creating a new MyAlaska account prevents interference with your personal MyAlaska account (such as PFD).
 - ii. Please do not use your personal MyAlaska account
 - d. The helpdesk will email you information that appears to be login credentials. **You will only need the employee number from the email to sign in to AlaskaJobs.**
 - e. Go to <http://alaskajobs.alaska.gov>. It will take you to the myAlaska sign-on page
 - f. Select Log in (Gold button at the top right)



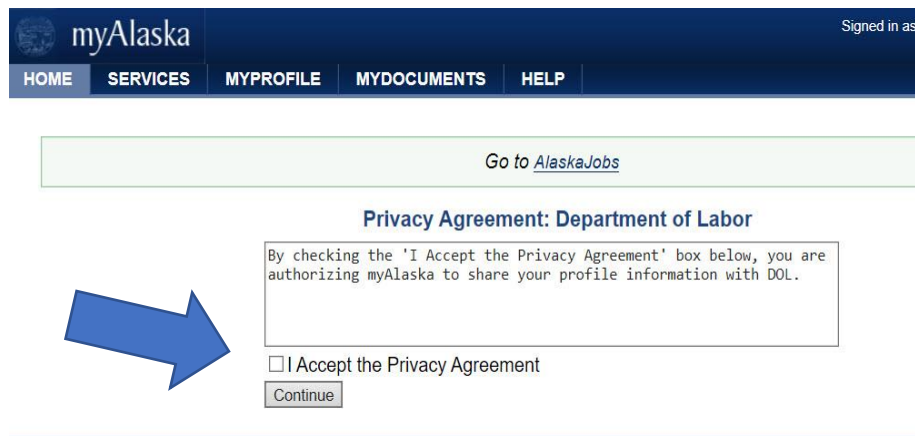
- g. Select Grantee Staff (it will take you to the myAlaska Sign-in page).



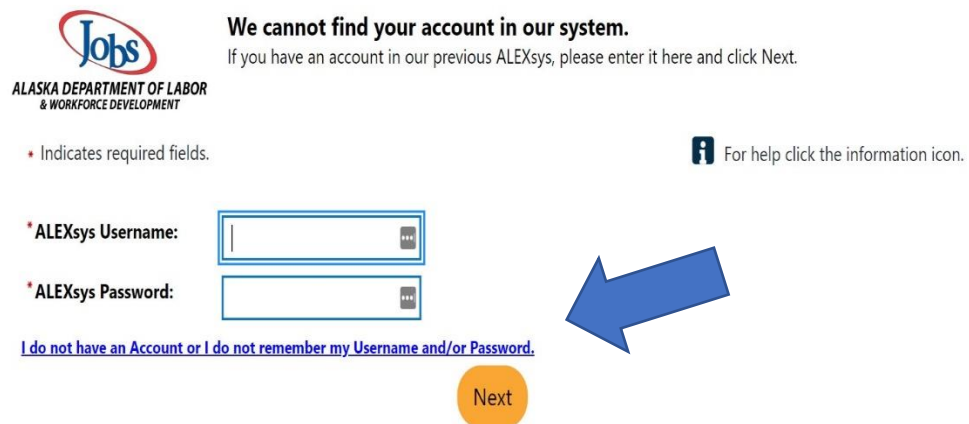
- h. Sign in with your business myAlaska account.



- i. Review and accept the Privacy Agreement, then click “Continue.”



- j. Select “I do not have an Account, or I do not remember my Username and/or Password.”



- k. Select Grantee Staff. For the second question, select “Yes, Verify my account” to search for your account in AlaskaJobs, then click “Next.”

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* 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

- l. From the email you received from the helpdesk, enter the Employee ID code and click “Next.” If the Employee ID was not included in the email, please contact your Program Coordinator to get yours.


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* Indicates required fields.

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.

For help click the information icon.

Your Information

* Employee ID: 

Next >>

- m. A one-time email verification code will be sent to your email address. Please check the email address you provided when completing the AlaskaJobs Work Order Request Form. Then, enter that verification code in the space provided and click “Next.”



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.

 For help click the information icon.

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 access 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 not have access to this email address, please click the Contact Staff link below.

• Enter Verification Code

Next

[\[Go to Contact Staff \]](#)

- n. You should arrive at your AlaskaJobs Dashboard.



Welcome to My Staff Workspace grantee staff eight.

This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of 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](#)

[\[Configure Dashboard Widgets \]](#)

- o. **Remember. You must sign in to AlaskaJobs at least once a month, or your account will deactivate.** If your account becomes deactivated, please contact the grants management team to have your account reactivated.
- p. If you have any difficulty logging into AlaskaJobs, please contact your grant management team with the details of your issue.
- i. Please provide enough details to explain where you are experiencing the issue with signing in
 1. For example, "It asks for an Employee ID, but I didn't receive that."
 - ii. When possible, share screenshots of the screen you are experiencing the issue. This will help us pinpoint the issue you are having and provide the steps to resolve the issue.