

Uploading a Copy of the Participant Application

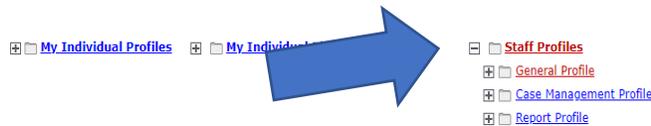
A copy of the participant application must be uploaded to AlaskaJobs. To upload a copy of the application, please follow the steps below.

1. Click on the plus (+) sign next to Staff Profiles (you may have to scroll to the top of the screen to find this.)



Currently Managing (MFPW) CASILLA, ROGELIO Not receiving UI
This tab contains information on documents associated with the selected Individual.

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



2. Click the plus (+) sign next to General Profile



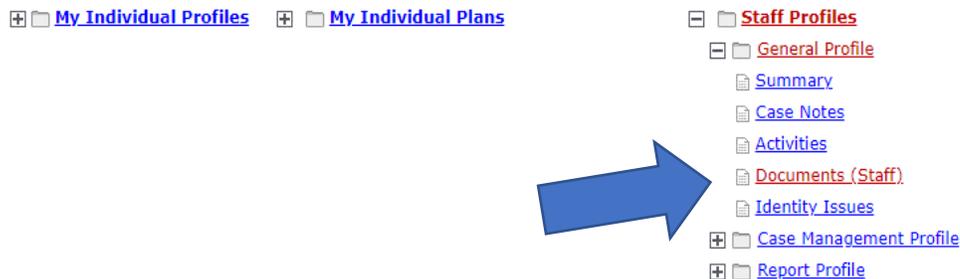
Currently Managing (MFPW) CASILLA, ROGELIO Not receiving UI
This tab contains information on documents associated with the selected Individual.

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



3. Click on Documents (Staff)

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



4. Click Add a Document

Documents Available

Listed below are the documents available on the selected individual. Click the View link below to view that particular item.

[Show Filter Options \(Showing all records\)](#)

Results View: [Summary](#) | [Detailed](#)
Click a column title to sort.

No document was found

 [Add a Document](#) [Scan a Document](#) [Link a Document](#) [Complete Online Form](#)

[Return to Directory of Services](#)

5. Next, select STEP under Program.

 **ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT**

Currently Managing
Please follow the instructions below.

★ Indicates required fields.

Document Association

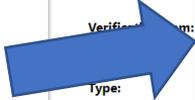
If you would like to categorize the associated document to a specific program, please select the appropriate program and application.

Program:

Application:

Verification Method:

Type:



- None Selected
- ACA
- Apprenticeship - Non-ASE
- STEP
- Title I - Workforce Development (WIOA)
- Title III - Wagner-Peyser (WP)
- Trade Adjustment Assistance (TAA)
- TVEP

6. Scroll down to document Tags and enter “STEP FYXX Application” (enter the fiscal year for XX. For example, STEP FY23)

Document Information

Document Description:

* Document Tags: Do not enter Personal Identifiable Information (PII) into this field.
Keywords that will be indexed with this document.


User Accessible: Yes No

Date Received:
If left blank, today's date will be used.

Document Expires:

Attach Document

Multiple documents can be uploaded simultaneously, but must be selected one-by-one.



7. Scroll down to Attach File and click “Select File.”
8. Navigate to the participant’s application
9. Click Save