Welcome to CalJOBS℠ America's JobCenter of California℠

CalJOBS℠ Online: www.caljobs.ca.gov

The CalJOBS℠ system is California's online resource to help job seekers and employers navigate the state's workforce services. The enhanced system allows users to easily search for jobs, build résumés, access career resources, find qualified candidates for employment, and gather information on education and training programs.

CalJOBS℠ is also used to track, record, and report service delivery and performance for federal and state grant programs and partners.

CalJOBS℠ Training for You

You will be offered training to enable you to use the system to meet your tracking and reporting requirements. If you are not familiar with CalJOBS℠, please review the information and complete the brief exercises on the attached "Quick-Start Guide." Because all of the participants in the training will have acquired these initial skills and practice, the training session will move right into learning the program requirements as completed in CalJOBS℠.

CalJOBS℠ Training Site https://trainingsc2.geosolinc.com/vos06000000/vosnet/Default.aspx

The training site is a "clone" of the live site. It has the same features and functions as the live site, but the individuals and their information, including Social Security Numbers, is fictional. Staff can create and register their own practice individuals, complete program applications for them, and so forth.

You will be given a login and password for the training site. Be sure to keep them. You'll use this login to complete the exercises on the Quick-Start Guide, and to practice any time before or after training.

This is the TRAINING site for the New CalJOBS it is not for public use!
Users, please access the LIVE PRODUCTION site by visiting www.caljobs.ca.gov.

Using the CalJOBS^{SM} Training Site

URL: https://trainingsc2.geosolinc.com/vos06000000/vosnet/Default.aspx

Login: Assigned user name, below.
Password: **Password1@**

After you log in, you will be required to change your password. If you forget your new password, contact CalJOBSTrainingTeam@edd.ca.gov to reset your password.
NOTE: Do not key confidential information into the training site.

Username	First Name	Last Name	User
UCSSTAFF1	UCSSTAFF	One	Urban Corps of San Diego
UCSSTAFF2	UCSSTAFF	Two	Urban Corps of San Diego
RSCSTAFF1	RSCSTAFF	One	Rising Sun Energy Center
RSCSTAFF2	RSCSTAFF	Two	Rising Sun Energy Center
FLCSTAFF1	FLCSTAFF	One	Flintridge Center
FLCSTAFF2	FLCSTAFF	Two	Flintridge Center
MWDSTAFF1	MWDSTAFF	One	Monterey Workforce Development Board
MWDSTAFF2	MWDSTAFF	Two	Monterey Workforce Development Board
MCBSTAFF1	MCBSTAFF	One	Marin County Building and Construction Trades Council
MCBSTAFF2	MCBSTAFF	Two	Marin County Building and Construction Trades Council

CalJOBS^{SM} Quick-Start Guide

This quick-start guide gives information and practice exercises for the new CalJOBS^{SM} user to understand and use the system before the first training session.

Introduction

The CalJOBS^{SM} system is the State of California's online resource to help job seekers and employers navigate the state's workforce services. It is also used to track, record, and report service delivery and performance for many federal and state grant programs and partners.

Grant Requirements That May Be Completed in CalJOBS^{SM}

CalJOBS^{SM} is a tool that can be used to:

- Document participant program eligibility
- Record participant activities and services
- Document certificates, credentials, and placement in employment
- Complete quarterly reports and close-out reports

The Training Site and the Training Site Login

The CalJOBS^{SM} training site is available for practice in using the system while learning. It functions like the "live" site, but the individual clients and the program data that you'll see and create is fictional.

Practice:

- *Key the training site URL into your browser.*
- *Use your assigned login and password to sign in to the CalJOBS^{SM} training site.*
- *Read the **Staff Sign-in Notice**, and then select the "I Agree" button.*

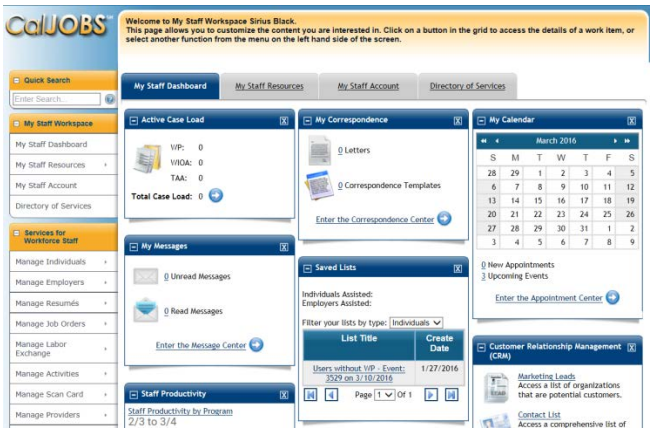
My Staff Workspace – Menus, Tabs, and Widgets

After login, the system opens to **My Staff Workspace**. This page is also accessed from the second gold menu shown on the left. This main menu on the left is easy to use to navigate to other pages.

Any one of four sub-menus shown under **My Staff Workspace** can also be opened by using one of the four blue and gray tabs across the top. Left sub-menus, or tabs at the top –they accomplish the same thing.

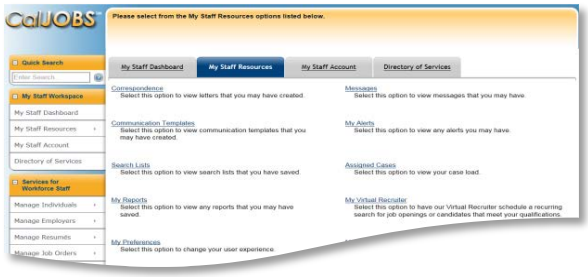
Practice:

- *On the main menu, hover your cursor over the **My Staff Resources** sub-menu and select the fly-out, **My Alerts**. (**My Alerts** is a "reminder" function that can be set for various system deadlines.)*
- *On the left menu, select **My Staff Dashboard** to return to the main menu page.*



Practice (continued):

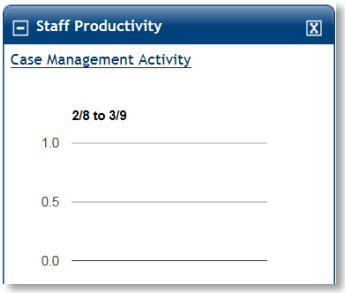
- *Select the gray tab titled **My Staff Resources**. This is the same menu selection in a page format, including **My Alerts**.*
- *Select the My Alerts link to verify that it is the same, and then return to My Staff Dashboard by using the left menu or the tab at the top.*



The widgets that fill the rest of **My Staff Workspace** are shortcuts to frequently-used tasks. The widgets can be re-arranged using drag-and-drop, or can be deleted.

Practice:

- *Find the **Staff Productivity** widget, scroll to the bottom, and select page 2.*
- *Review the chart variables, then scroll down and select the "Close" button.*



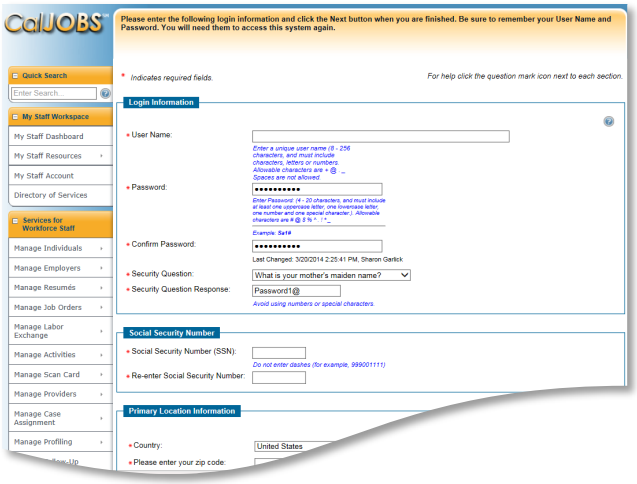
Entering Data in CalJOBS

A few tips to remember:

- CalJOBS[SM] uses the term "individual" for your client, customer, or consumer.
- Read the explanation at the top of each entry page.
- Red asterisks indicate required fields.
- Select blue-circled question marks for "Help" boxes.
- Use underlined links for assistance.

Practice:

- *Under the left menu, **Services for Workforce Staff**, hover on **Manage Individuals** and select **Create an Individual.***
- *Review the instructions at the top of the page.*
- *Click on a circled question mark, then close the box.*
- *Scroll to the **Primary Location Information** section and click on the Find zip code link. View, then close the USPS tab.*



Staff Online Resources

Many useful resources are available in CalJOBS[SM], from system training, to policy information, to DOL links.

Practice:

- *Scroll down the main menu to the gold **Other Staff Services** menu and select **Staff Online Resources.***
- *Under "System Information," select Quick Reference Card-Staff, open it, review it, and then close that tab.*
- *Under "Training Modules," select Individual Employment Plan, open it, review it, and close tab.*
- *Under Policy and Guidance Information, select Information Notices (IN), select and open WSIN15, choose and review one of the IN's. Close that tab.*