

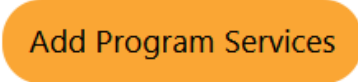


Adding Program Services

- 1) Once a Provider User is logged in, select the Program Services link under the Provider Programs tab.



- 2) To add Program Services, click on Add Program Services.



- 3) Select the applicable Service Type. Note: some programs can only be entered in the Education and Training Programs tab. (Use the Education and Training Programs Guide)

Service Type Information

Please select a service type from the options below. After you have selected a service type, you will see the associated service codes.

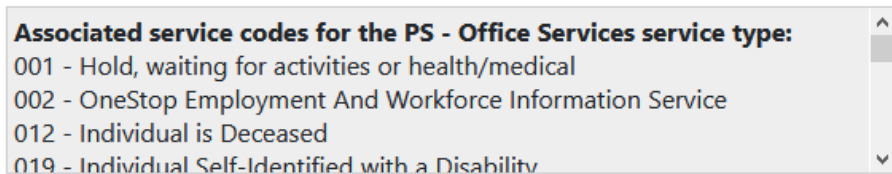
*** Service Type:**

- PS - Approved Provider Training - ITA
- PS - Office Services
- PS - Other
- PS - Work Experience
- PS - Non-ITA Occupational Skills
- PS - OJT
- PS - Training Non-ITA

- 4) A drop-down box will appear with Associated service codes for the Type you selected. (The Program Services and Support Services Cheat Sheets are helpful for finding Service Codes)

*** Service Type:**

- PS - Approved Provider Training - ITA
- PS - Office Services
- PS - Other
- PS - Work Experience





5) Complete the General Information with the Status, Program/Service Name and Description, etc.

General Information

* Status: Active Inactive

* Program / Service Name:

Program / Service Description:
(4000 characters max.)

State Use 1:

State Use 2:

State Use 3:

State Use 4:

State Use 5:

6) Complete the Service Information section next. Enter the Duration and Duration Type. Answer No to Track Enrollment Costs if you are tracking your costs in the grant database (EGrAMS), outside of AlaskaJobs.

Service Information

* Duration:

* Duration Type:

* Track Enrollment Costs: Yes No

* Worksite Required: Yes No

7) Complete the Acceptance Information section.

Acceptance Information

Minimum Age:

Maximum Age:

Minimum Education:

Reading Level:

Math Level:

Language Level:

Health Physical: Yes No

Other:



8) Complete the Outcome Information and click Save.

Outcome Information

* Attain Credential:

Other, Specify:

Save Cancel

9) Now that your Program Service Details are complete, you can identify your Customer Group(s) by clicking Edit. This is where you will select whether it's for DWG, WIOA, WP, TAA, STEP, etc. Select all that apply and then click Save.

Program / Service Customer Group

Customer Group Description
No data available

[Edit Customer Group Details]



10) Next you will choose the Program/Service Occupation. Click Edit to add, then Save.

Program / Service Occupation

Occupation Code	Occupation Title
No data available	

[Edit Occupation Details]

11) Next is Program/Service Cost Details. This may already have a cost listed. If you are not tracking, you can skip this section.

Program / Service Cost Details

Cost Title	Cost Value
No data available	

Total Amount

[Edit Cost Details]

12) Lastly, you will enter the Program/Service Locations and Save.

Program / Service Locations

Address	Bill Address
No data available	

13) Click Return to Service List to add more Program Services

Return to Service List