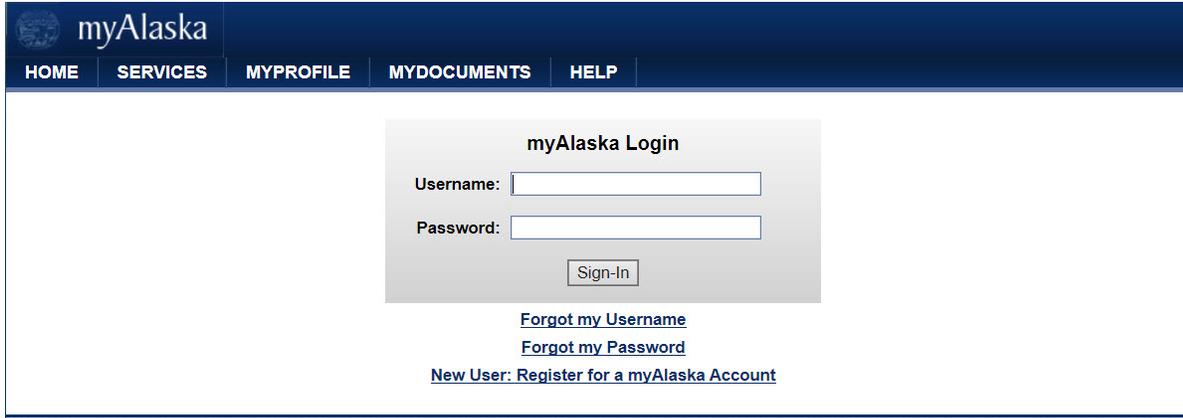


# AlaskaJobs Account Log In Guide – Grantees

3/19/21

- 1) Navigate to [myAlaska](#) and login with existing credentials or create a new myAlaska account. Note, you must have a myAlaska account for each user type in AlaskaJobs, such as an individual seeking a job, an employer recruiting for a position, a Service Provider, or a Grantee Case Manager.



myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

myAlaska Login

Username:

Password:

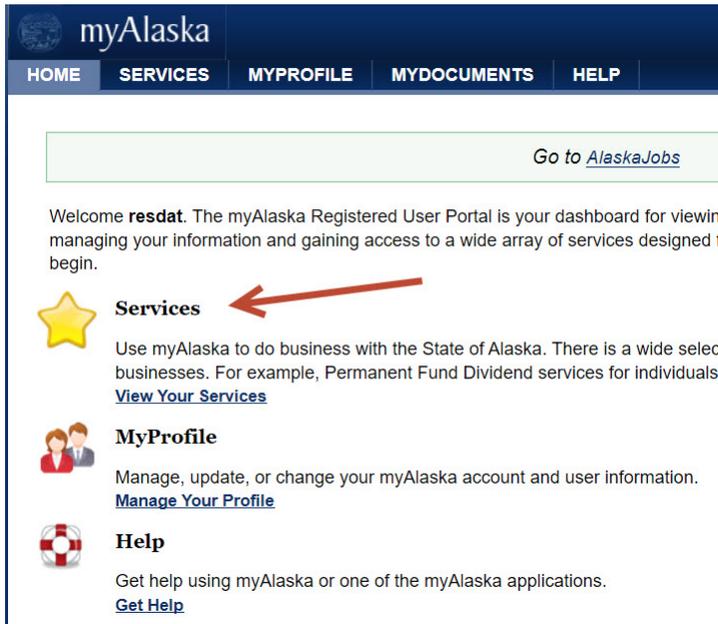
Sign-In

[Forgot my Username](#)

[Forgot my Password](#)

[New User: Register for a myAlaska Account](#)

- 2) Select the Services Tab



myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

[Go to AlaskaJobs](#)

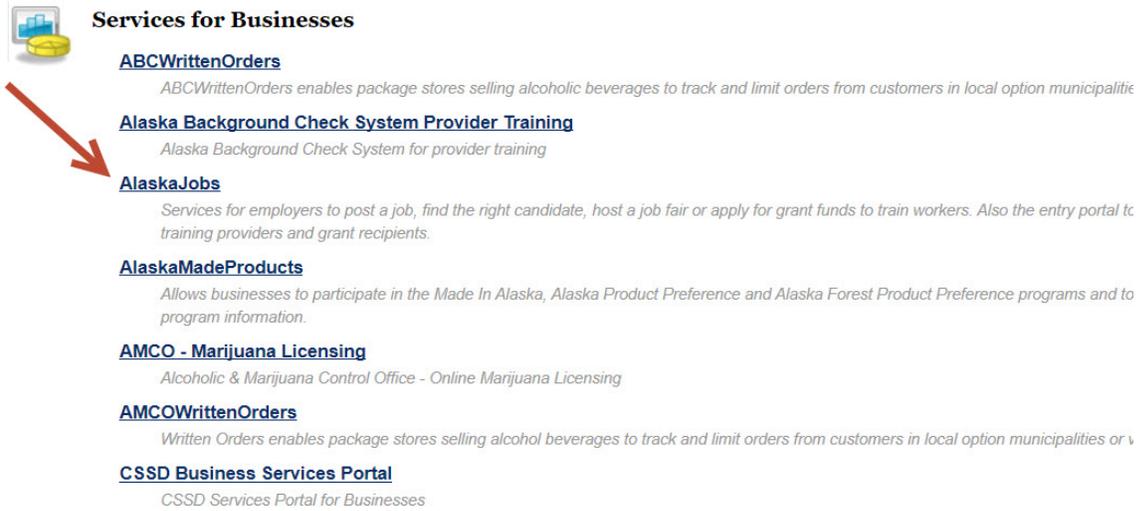
Welcome **resdat**. The myAlaska Registered User Portal is your dashboard for viewing managing your information and gaining access to a wide array of services designed for you to begin.

 **Services**   
Use myAlaska to do business with the State of Alaska. There is a wide select of businesses. For example, Permanent Fund Dividend services for individuals : [View Your Services](#)

 **MyProfile**  
Manage, update, or change your myAlaska account and user information. [Manage Your Profile](#)

 **Help**  
Get help using myAlaska or one of the myAlaska applications. [Get Help](#)

3) Select AlaskaJobs under the Services for Business category



**Services for Businesses**

- [ABCWrittenOrders](#)  
*ABCWrittenOrders enables package stores selling alcoholic beverages to track and limit orders from customers in local option municipalities*
- [Alaska Background Check System Provider Training](#)  
*Alaska Background Check System for provider training*
- [AlaskaJobs](#)  
*Services for employers to post a job, find the right candidate, host a job fair or apply for grant funds to train workers. Also the entry portal to training providers and grant recipients.*
- [AlaskaMadeProducts](#)  
*Allows businesses to participate in the Made In Alaska, Alaska Product Preference and Alaska Forest Product Preference programs and to program information.*
- [AMCO - Marijuana Licensing](#)  
*Alcoholic & Marijuana Control Office - Online Marijuana Licensing*
- [AMCOWrittenOrders](#)  
*Written Orders enables package stores selling alcohol beverages to track and limit orders from customers in local option municipalities or v*
- [CSSD Business Services Portal](#)  
*CSSD Services Portal for Businesses*

4) Click on the 'Log in' drop down in the upper right corner



THE GREAT STATE of ALASKA

myAlaska Departments State Employees

# Jobs

ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

Find a Candidate Find a Job

MULTISEARCH TOOL UNAVAILABLE AT THIS TIME

News and Announcements

5) Select Grantee Staff



6) Review and accept the Privacy Agreement



7) Click on the 'Log in' drop down in the upper right corner



8) Select Grantee Staff



9) For Grantee Staff, select 'I do not have an Account.....' and proceed to step 10 below.



**We cannot find your account in our system.**

If you have an account in our previous ALEXsys, please enter it here and click Next.

\* Indicates required fields.

 For help click the information icon.

\* ALEXsys Username:

\* ALEXsys Password:

[I do not have an Account or I do not remember my Username and/or Password.](#)

Next

10) Select Grantee Staff. For the second question, select 'Yes, Verify my account' to search for your account in AlaskaJobs.



\* 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

11) You should have received an email with an Employee ID Code (also known as the Station ID) from the AlaskaJobs helpdesk or your Program Coordinator. Please check your inbox, spam filter, and Junk mail for this email. If you do not have access to your employee ID code, please contact [alaskajobs.helpdesk@alaska.gov](mailto:alaskajobs.helpdesk@alaska.gov).



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.

## Your Information

---

• Employee ID:

Next >>

12) A one-time email verification code will be sent to your email address. Please check your inbox, spam filter, and junk mail for this email and enter the code below.



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](mailto: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

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

### 13) 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

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

---