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.

2) Select the Services Tab
3) Select AlaskaJobs under the Services for Business category

4) Click on the ‘Log in’ drop down in the upper right corner
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.

10) Select Grantee Staff. For the second question, select 'Yes, Verify my account' to search for your account in AlaskaJobs.
11) You should have received an email with an Employee ID Code from AlaskaJobs helpdesk. 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.

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.
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 or select another function from the menu on the left hand side of the screen.