

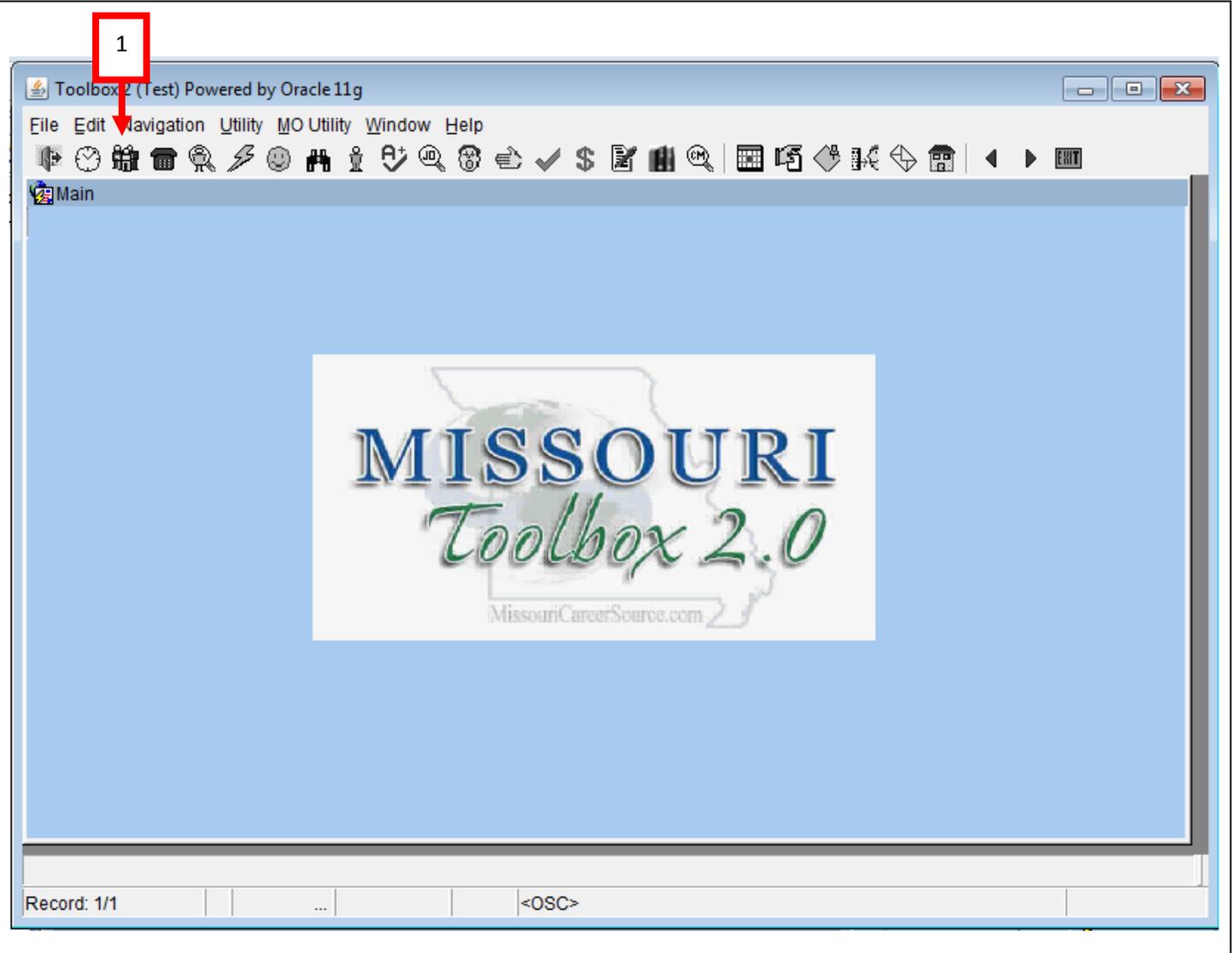


Assist Jobs.mo.gov Employer Account Holder with Login

NOTE: Selecting a field then clicking the F1 Key on your computer keyboard will display field help.

This desk aid will cover how to assist a Employer Jobs.mo.gov user with logging into their account.

1. Click **Employers** icon



2. Enter **Search Criteria** (Phone is suggested method)
3. Click **Search** button

The screenshot shows the 'Employer' application window with the following elements:

- Menu Bar:** File, Edit, Navigation, Options, Utility, Window, Help. A red box with the number '2' is placed over the 'Options' menu.
- Toolbar:** Contains various icons for navigation and actions.
- Navigation Tabs:** Emp Query, Emp Summary, Emp Update, Letter, Worksite Learning, Adv Query.
- Form Fields:**
 - Phone Number: 573
 - Employer Name: [Empty]
 - Key Words: [Empty] Contains All
 - FEIN: [Empty]
 - UI ID: [Empty]
 - Status: Active
 - Web Account: [Empty]
 - Show Me Hero Flag: No
 - Search Area: Office (selected), Statewide, Region
 - Return: Legal, Worksite (selected), Both
- Buttons:** Search, Add Employer.
- Table:** A table with columns: Status, Name, Address, City, Last Job, UI ID, FEIN. A red box with the number '3' is placed over the first row of the table.
- Footer:** Select All, Deselect All, Export to Excel, Total Selected: 0, Record: 1/1, <OSC>

4. If more than one worksite is returned identify the site that has the employer's web account. Double-click on the correct site.

The screenshot shows the 'Employer' application window with the following search criteria:

- Phone Number: 573 522-3017
- Employer Name: (empty)
- Key Words: (empty)
- Status: Active
- Search Area: Office (selected)
- Web Account: (empty)
- Show Me Hero Flag: No

Status	Name	Address	City	Last Job	UI ID	FEIN
<input type="checkbox"/>	Active	DWD TRAINING	421 EAST DUNKLIN	JEFFERSON CITY	02/10/14	EX_OTH 44-3322110
<input type="checkbox"/>	Active	GREENSLIT INC	123 MAIN	JEFFERSON CITY		028008 55-4433221
<input type="checkbox"/>	Active	GREENSLIT INC	163 MAIN	JEFFERSON CITY		EX_OTH
<input checked="" type="checkbox"/>	Active	PHILS PHINE WHINE	421 DUNKLIN	CLINTON	06/05/13	028008 55-4433221
<input type="checkbox"/>	Active	ZEBRA TEST	127 MAIN	JEFFERSON CITY	10/26/11	028008 55-4433221
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Buttons at the bottom: Select All, Deselect All, Export to Excel, Total Selected: 0

5. Click **Emp Update** tab

The screenshot shows the Oracle HRMS interface for an employer named 'PHILS PHINE WHINE'. The 'Emp Update' tab is highlighted with a red box and the number '5'. The interface includes a menu bar, a toolbar, and several data sections.

Employer Information:

- UI ID: 028008, Worksite ID: 028, FEIN: 55-4433221, UI Status: 1, BUS: [blank], County: Henry
- PHILS PHINE WHINE
- PHILS PHINE WHINE
- 421 DUNKLIN
- CLINTON MO 64735
- This employer is the greatest guy in the world.

Contact Information:

Contact Name	Phone/Ext	Contact Group	Email
CATHY ALLEN-OWNER	(573)751-1546	JOBS.MO.GOV	
ED EMPLOYER-ACCOU	(555)555-5555	JOBS.MO.GOV	edward.employer@
STUART FIVE HUNDRE	(573)222-5555		

Job Order Table:

Job Order	Status	St Date	Job Title	Opened	Source	Open	Ref	Hire	Salary	Staff Assigned
9889447	Closed	06/07/13	PNS - TEST UI calls 4-29-13 #4	06/05/13	Staff-Assisted	1	0	0		CATHY ALLEN
9848645	Closed	05/31/13	PNS - TEST UI calls 4-29-13 #4	04/29/13	Staff-Assisted	1	0	0		CATHY ALLEN
9848588	Closed	04/29/13	PNS - TEST UI calls 4-29-13 #3	04/29/13	Staff-Assisted	1	0	0		CATHY ALLEN
9848527	Closed	04/29/13	PNS - TEST UI calls 4-29-13 #2	04/29/13	Staff-Assisted	1	0	0		CATHY ALLEN
9848416	Closed	04/29/13	PNS - TEST UI calls 4-29-13	04/29/13	Staff-Assisted	1	0	0		CATHY ALLEN
9798382	Closed	03/22/13	PNS - CDL Poplar Bluff area 03-06-13	03/05/13	Staff-Assisted	1	0	0		CATHY ALLEN
9762602	Closed	01/22/13	PNS - CDL Poplar Bluff area 1-15-13	01/14/13	Staff-Assisted	1	0	0		CATHY ALLEN

Summary and Controls:

- Job Orders: Open: 0 Entry: 0 Hold: 0 Mailbox: 0 Closed: 105 Archive: 0 Total: 105
- Buttons: New Order, Save, Cancel
- Record: 1/?
- <OSC>

6. Click **Rolodex** icon

The screenshot shows the Oracle 11g Employer interface for 'PHILS PHINE WHINE'. The Rolodex icon is highlighted with a red box and a red arrow. The interface includes a menu bar, a toolbar, and various data entry fields. The Rolodex icon is located in the top right corner of the main data entry area.

Employer - PHILS PHINE WHINE

Emp Query Emp Summary Emp Update Letter Worksite Learning Adv Query

UI ID: 028008 Worksite: 028 FEIN: 55-4433221 Office: CLINTON CAREER CENTER County: Henry Next Contact: **6**

NAICS: 722511 FULL-SERVICE RESTAURANTS FCJL: N Show Me Union: Status: 1 BUS:

Employer Name and Address Information

PHILS PHINE WHINE
PHILS PHINE WHINE

Worksite Address: Do Not Mail
421 DUNKLIN

CLINTON MC 64735

Mailing Address:
10899 COUNTY ROAD 499

CLINTON MC 64735

Web Addresses

Home Page www.msnbc.com

Additional Info:
This employer is the greatest guy in the world.

Staff Assigned Info:

Preferred Contact Method: E-Mail NCRC ... Size: 10-19

Contact Name	Phone/Ext	Contact Group	Email
CATHY ALLEN-OWNER	(573)751-1546	JOBS.MO.GOV	
ED EMPLOYER-ACCOU	(555)555-5555	JOBS.MO.GOV	edward.employer@
STUART FIVE HUNDRE	(573)222-5555		

Registers

TEST TWO + Add - Delete

Directory Names

+ Add - Delete

Correspondence Groupings

TEST + Add - Delete

FIRST GROUP + Add - Delete

Create Employer Background Check Letter

Employment Transition Team Clone Employer Save Cancel

Date for next Employer contact

Record: 1/1 <OSC>

7. Click on the name of the individual you are assisting. This will display their **User ID**, provide this to the account holder.

NOTE: Do not provide login information to anyone other than the individual, whose name is associated with the account, doing so violates DWD Confidentiality Policy. This policy can be found at https://worksmart.ded.mo.gov/documents/detail_view.cfm?MenuID=6&ID=2857

Toolbox 2 (Test) Powered by Oracle 11g - Employer

File Edit Help

Employer - PHILS PHINE WHINE

Contacts for Employer - PHILS PHINE WHINE(55-4433221)

Contacts

Primary Contact

Show Inactive

+ Add

- Delete

ED EMPLOYER-Accountant

STUART FIVE HUNDRED

STUART FORTYFIVE

Contact Information

First: ED

Last: EMPLOYER

Title: ACCOUNTANT

Email: edward.employer@employer.com

Do Not Email

Address

421 E DUNKLIN

JEFFERSON CITY MC 65101

Contact Group

JOBS.MO.GOV

+ Add

- Delete

+ Add

- Delete

+ Add

- Delete

+ Add

- Delete

Phone/Fax

Phone 1: (555)555-5555

Phone 2:

Fax:

User ID: GREENSLIT

Reset Password

Save

Close

Cancel

Auto populated from employer registration

Record: 3/?

<OSC>

8. If the employer needs their password reset click the **Reset Password** button

The screenshot shows a web application window titled "Toolbox 2 (Test) Powered by Oracle 11g - Employer". The main content area displays "Employer - PHILS PHINE WHINE" and a sub-window for "Contacts for Employer - PHILS PHINE WHINE(55-4433221)".

The "Contacts" list includes:

- KURT KENNON-Owner
- CATHY ALLEN-Owner
- ED EMPLOYER-Accountant (highlighted)
- STUART FIVE HUNDRED
- STUART FORTYFIVE

The "Contact Information" section for the selected contact shows:

- First: ED
- Last: EMPLOYER
- Title: ACCOUNTANT
- Email: edward.employer@employer.com
- Do Not Email

The "Address" section shows:

- 421 E DUNKLIN
- JEFFERSON CITY MC 65101

The "Contact Group" section shows:

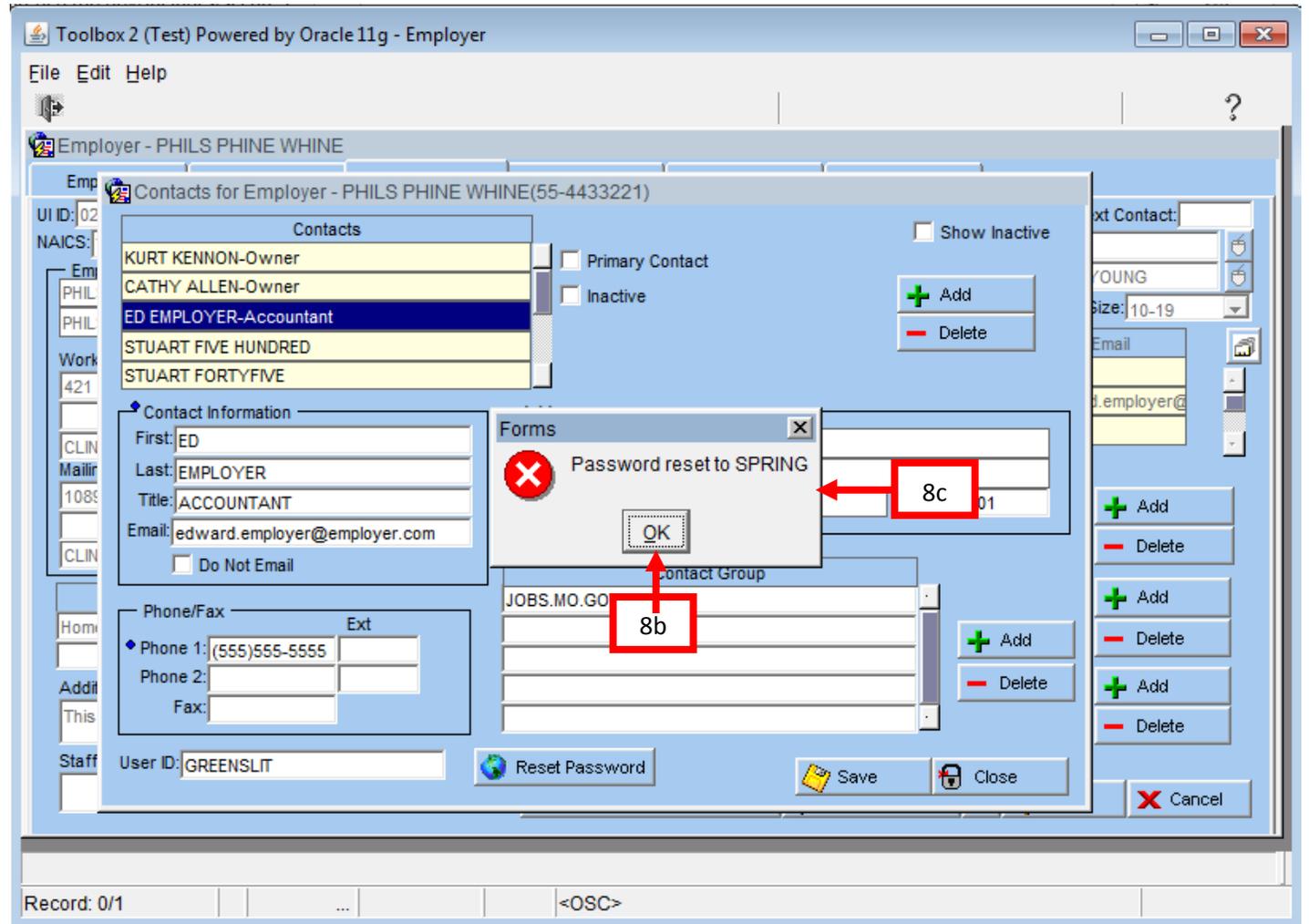
- JOBS.MO.GOV

A red box highlights the number "8" in the "Contact Group" list, with a red arrow pointing down to the "Reset Password" button. Other buttons include "Add", "Delete", "Save", "Close", and "Cancel".

At the bottom of the window, it says "Auto populated from employer registration" and "Record: 3/?".

9. Once the **Reset Password** button is pressed Toolbox will popup what the password was reset to. Provide this to the account holder.

10. Click **Ok** button



11. This completes assisting a Jobs.mo.gov employer account holder.

The screenshot shows a web application window titled "Toolbox 2 (Test) Powered by Oracle 11g - Employer". The main content area is titled "Employer - PHILS PHINE WHINE" and contains a sub-window for "Contacts for Employer - PHILS PHINE WHINE(55-4433221)".

Contacts List:

Contact Name	Primary Contact	Inactive
KURT KENNON-Owner	<input type="checkbox"/>	<input type="checkbox"/>
CATHY ALLEN-Owner	<input type="checkbox"/>	<input type="checkbox"/>
ED EMPLOYER-Accountant	<input type="checkbox"/>	<input type="checkbox"/>
STUART FIVE HUNDRED	<input type="checkbox"/>	<input type="checkbox"/>
STUART FORTYFIVE	<input type="checkbox"/>	<input type="checkbox"/>

Contact Information (for ED EMPLOYER-Accountant):

First: ED
Last: EMPLOYER
Title: ACCOUNTANT
Email: edward.employer@employer.com
 Do Not Email

Address:

421 E DUNKLIN
JEFFERSON CITY MC 65101

Phone/Fax:

Phone 1: (555)555-5555
Phone 2:
Fax:
Ext:
Home:
Addit:
This:
Staff:
User ID: GREENSLIT

Contact Group:

JOBS.MO.GOV

Buttons: + Add, - Delete, Save, Close, Cancel, Reset Password

Footer: Auto populated from employer registration, Record: 3/?