



## How to access Workforce Program, Equal Opportunity (EO), Labor Market Information, Training, Technical Support, and Other documents

The jobs.mo.gov website is the primary location for documents available to everyone in the workforce system. These documents can be found by first accessing jobs.mo.gov/dwdmain. On this page you can find links to additional pages containing many of the documents that were previously available through Worksmart. **Please bookmark the pages you use most frequently.**

To locate commonly used materials, see the bullet points below.

- **DWD Main** provides the main list of links to everything below.
- **Business Services** includes compliance posters, the job order short form, and some basic outreach materials.
- **Communications** includes contact lists and maps, business hours templates, CIC templates, holiday closure templates, event templates, routing slips, adult and youth consent forms, and more.
- **EO & Disability Services** includes the schedule of regular meetings, the complete methods of administration, and resources for using assistive services.
- **Issuances** includes the current list of DWD Issuances.
- **JobStat** includes crosswalks from toolbox data to federal reporting.
- **Labor Market Information** includes MERIC webinars.
- **Products & Services** (coming soon) will contain resources on using outside services like Talify.
- **Programs** includes specific documents, forms, instructions, and resources for staff in the field working with those programs.
- **Technical Support** includes Toolbox Desk Aids, change request forms, and access request forms.
- **Training** includes additional desk aids, the acronym list, and training evaluations and sign in sheets.

If you review these pages and are unable to find a specific document, please contact your supervisor to check if the document is still in use. Some documents may only be available through the intranet. Once you have confirmed the document is still needed and cannot be found on the intranet, contact [dwdcommunications@ded.mo.gov](mailto:dwdcommunications@ded.mo.gov) with detailed information about your need.

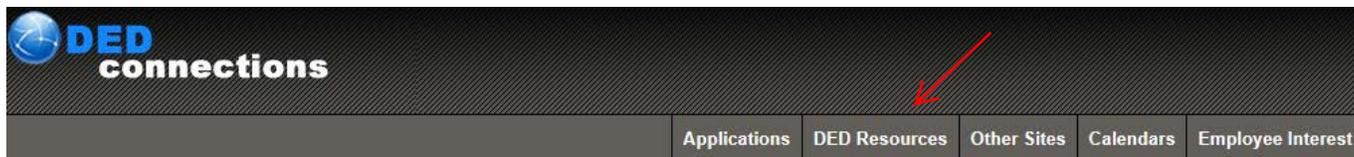
**TIP:** If you know a particular document is posted and are having difficulty finding it, you can search within a browser page by using “Ctrl+F” on your keyboard. You can also search a section of the web page using the Google site search feature by entering your search terms followed by the URL of the page you want to search as indicated below.



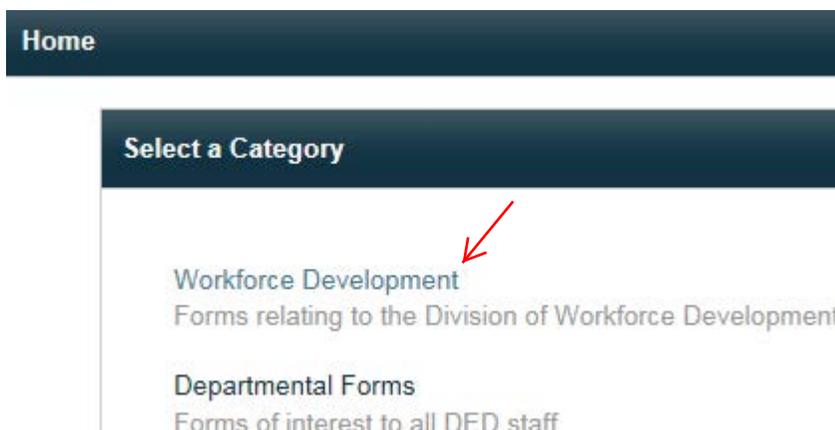
## How to access documents available on the DWD Intranet

The Intranet primarily houses documents that are only available to state employees. To find these documents navigate to <http://intra.ded.state.mo.us>. Please bookmark this link for future use.

- On the top menu bar hover over “DED Resources” and click on “Forms”.



- On the Forms page, click on “Workforce Development”.



- The “WFD Forms” page lists documents by program or by function. For instance, Administration contains some financial, travel, and letterhead documents and Disability Services and Assistive Technologies contains information on using assistive technology in the job center.

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For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at [jobs.mo.gov](http://jobs.mo.gov) or 1-888-728-JOBS (5627).

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or dial 7-1-1.

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