

# MOJOBS

Read-Only

# MOJOBS Login Page

<https://app-jobs.mo.gov/vosnet/Default.aspx>



Find a Job

[FIND A JOB CENTER](#)



Log In

We're here to connect you with your next job! Our personal assistance will help increase your success in finding the job that's right for you. Create an account today!

# “Home Page” of Workspace of MOJOBS

← → ↻ 🏠 <https://app-jobs.mo.gov/vosnet/dashboards/defaultstaff.aspx?enc=3dTrsgno6wkhHWLe3JrMMCPQuHV/MwJTDnfWTfJ2mdpDhXpQlevZa9HDBgAQZiE> ☆ 👤 ⋮

📌 Apps 🌐 MoJobs - Admin 🌐 MoJobs Production... 🌐 MoJobs - Admin Tr... 🌐 JobsMo Public View 🌐 MoJobs Production 🌐 Missouri Business Fi... 🌐 DWD Main | JobsM...

☰ Menu 🏠 Home 📊 My Dashboard ↶ Sign Out 👤 Services for Individuals 👥 Services for Employers 🔍 Quick Search

🔍 Quick Search

Enter Search... ⓘ

📌 Services for Workforce Staff

- Manage Individuals ▶
- Manage Employers ▶
- Manage Résumés ▶
- Manage Job Orders ▶
- Manage Labor Exchange ▶
- Manage Activities ▶
- Manage Providers ▶
- Manage Case Assignment ▶
- Manage Funds ▶
- Manage Visitors ▶
- Manage Follow-Up ▶

📌 My Staff Workspace

- My Staff Dashboard

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Missouri's Job Search Resource  
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## Welcome to My Staff Workspace Timothy Johnson.

This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work item, or 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

📧 My Messages ⓘ

203 Unread Messages

0 Read Messages

[Enter the Message Center](#) ➡

📄 My Correspondence ⓘ

0 Letters

0 Correspondence Templates

[Enter the Correspondence Center](#) ➡

📅 My Calendar ⓘ

May 2019

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

[0 New Appointments](#)

[3034 Upcoming Events](#)

[Enter the Appointment Center](#) ➡

📌 Saved Lists ⓘ

📊 Labor Market Services ⓘ

[Labor Market Facts](#)

Find answers to commonly asked questions about the local labor market.

[Area Profile](#)

Access a summary of the labor market in a selected area.

📈 My Report Indicators ⓘ

### Staff Internal Job Placement

0 Placements

Mar Apr May

[0](#) [0](#) [0](#)

Internal Placements

# Search/Manage an Individual – hover over and select “Assist an Individual”

The screenshot shows a web application interface with a dark blue header and a left-hand navigation menu. A yellow callout box with a white background and a yellow border is positioned over the 'Manage Individuals' menu item, which is also circled in yellow. The callout box contains the text: "Hover over and select 'Assist an Individual'".

**Header:** Menu, Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, Quick Search

**Left Navigation Menu:** Quick Search, Services for Workforce Staff, Manage Individuals (highlighted), Manage Resumes, Manage Job Orders, Manage Labor Exchange, Manage Activities, Manage Providers, Manage Case Assignment, Manage Funds, Manage Visitors, Manage Follow-Up, My Staff Workspace, My Staff Dashboard, My Staff Resources, My Staff Account

**Main Content Area:**

- My Messages:** 206 Unread Messages, 0 Read Messages, Enter the Message Center
- My Correspondence:** 0 Letters, 0 Correspondence Templates, Enter the Correspondence Center
- My Calendar:** May 2019 calendar grid, 0 New Appointments, 3381 Upcoming Events, Enter the Appointment Center
- Labor Market Services:** Labor Market Facts, Area Profile, Industry Profile
- My Report Indicators:** Staff Internal Job Placement, 0 Placements, Internal Placements (Mar, Apr, May)
- Saved Lists:** Individuals Assisted: Johnson, Timothy (TIMOTHY1113), MINOR, THOMAS

Enter in search criteria – Click search at top or bottom of page.

Menu Home My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

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Please enter your search criteria below to help you find an Individual.

Enter Search... 

**Services for Workforce Staff**

- Manage Individuals
- Manage Employers
- Manage Résumés
- Manage Job Orders
- Manage Labor Exchange
- Manage Activities
- Manage Providers
- Manage Case Assignment
- Manage Funds
- Manage Visitors
- Manage Follow-Up

**My Staff Workspace**

- My Staff Dashboard
- My Staff Resources
- My Staff Account
- Directory of Services

**Reports**

- My Reports
- Summary Reports
- Detailed Reports

[ Quick Assist | General | Office ]

**Quick Assist**

You have 1 saved Individual item(s) in [My Search Lists](#).

Here are the 15 most recent individuals you assisted: Johnson, Timothy (TIMOTHY1113)  [Assist](#)

[ Top | **Search** | Bottom ]

**General Criteria**

**Individual Username:**

**Individual User ID:**

Starts with these #s  
 Matches exactly

**State ID Number:**

**SNAP Case Number:**

**First Name:**

**Last Name:**

**SSN (last 4 digits):**

 For help click the information icon.

There is a search button tab at the bottom of the page too.

Each login requires you to expand the quick links.

The screenshot displays the MoJOBS user interface. At the top, a dark blue navigation bar contains links for Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and a Quick Search icon. On the left, a sidebar menu lists various management options under 'Quick Search', 'Currently Managing', and 'Services for Workforce Staff'. The main content area features the MoJOBS logo and a heading: 'This page is used to review your general contact information. If you make changes, click the Save button at the bottom of this page.' Below this, there are links for 'Assist an individual', 'Staff Services', and 'Individual Portfolio'. A yellow oval highlights three expandable sections: 'My Individual Profiles', 'My Individual Plans', and 'Staff Profiles'. A yellow box with an arrow pointing to the plus signs contains the text: 'Click on the + signs to expand the folders.' Below these sections is a horizontal tabbed interface with tabs for 'General Information', 'Background', 'Activities', 'Paths', 'Memo', and 'Documents'. A note states '\* Indicates required fields.' and an information icon is present. The 'Staff Information' section includes fields for 'Registration Date' (12/13/2018), 'Registration Source' (Direct - Self Service Entry), '\* Assigned LWIA' (Central Region), '\* Assigned Office' (COLUMBIA JOB CENTER), and 'Registration Office' (COLUMBIA JOB CENTER).

# Quick Link Options

Menu Home My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

**Quick Search**  
Enter Search...

**Currently Managing**  
JOHNSON, TIMOTHY  
**Service Tracking: OFF**  
Release Individual  
Assist a new Individual

**Services for Workforce Staff**  
Manage Individuals  
Manage Employers  
Manage Résumés  
Manage Job Orders  
Manage Labor Exchange  
Manage Activities  
Manage Providers  
Manage Case Assignment  
Manage Funds  
Manage Visitors  
Manage Follow-Up

**MoJOBS**  
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This page is used to review your general contact information.  
If you make changes, click the *Save* button at the bottom of this page.

[ [Assist an individual](#) | [Staff Services](#) | [Individual Portfolio](#) ]

- My Individual Profiles**
  - Personal Profile
    - General Information
    - Background
    - Activities
    - Paths
    - Memo
    - Documents
  - Search History Profile
    - Jobs
    - Employers
    - Programs
    - Scholarships
    - Occupations
    - Industries
    - Areas
  - Self Assessment Profile
    - Job Skills
    - Personal Skills
    - Workplace Skills
    - Soft Skills
    - Tools and Technology
    - Multiple
  - Communications Profile
    - Messages
    - Correspondence
    - Communication Templates
    - Career Network
    - Subscriptions
- My Individual Plans**
  - Employment Plan Profile
    - Résumés
    - Job Applications
    - Online Application
    - Virtual Recruiter
    - Employment Goals
  - Training Plan Profile
    - Classroom Training
    - Online Training
  - Benefits Plan Profile
    - Workforce Innovation and Opportunity Act (WIOA)
    - Trade Adjustment Assistance (TAA)
- Staff Profiles**
  - General Profile
    - Summary
    - Case Notes
    - Activities
    - Documents (Staff)
  - Case Management Profile
    - Case Summary
    - Programs
    - Plan
    - Assessments
  - Report Profile
    - Tracking
    - Statistics
    - Combined Assessment
    - Labor Exchange

# General Information – Background – Activities (Information used in creating an account) Use Links or Tabs to navigate.

Menu Home My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

Quick Search

Enter Search...

Currently Managing

JOHNSON, TIMOTHY

**Service Tracking: OFF**

Release Individual

Assist a new Individual

Services for Workforce Staff

Manage Individuals

Manage Employers

Manage Résumés

Manage Job Orders

Manage Labor Exchange

Manage Activities

Manage Providers

Manage Case Assignment

Manage Funds

Manage Visitors

Manage Follow-Up

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This page is used to review your general contact information.  
If you make changes, click the *Save* button at the bottom of this page.

[ [Assist an individual](#) | [Staff Services](#) | [Individual Portfolio](#) ]

- My Individual Profiles
  - Personal Profile
  - General Information**
  - Background
  - Activities
  - Paths
  - Memo
  - Documents
- Search History Profile
  - Jobs
  - Employers
  - Programs
  - Scholarships
  - Occupations
  - Industries
  - Areas
- Self Assessment Profile
- Communications Profile

- My Individual Plans
  - Employment Plan Profile
    - Résumés
    - Job Applications
    - Online Application
    - Virtual Recruiter
    - Employment Goals
  - Training Plan Profile
    - Classroom Training
    - Online Training
  - Benefits Plan Profile
    - Workforce Innovation and Opportunity Act (WIOA)
    - Trade Adjustment Assistance (TAA)

- Staff Profiles
  - General Profile
    - Summary
    - Case Notes
    - Activities
    - Documents (Staff)
  - Case Management Profile
    - Case Summary
    - Programs
    - Plan
    - Assessments
  - Report Profile
    - Tracking
    - Statistics
    - Combined Assessment
    - Labor Exchange

General Information Background Activities Paths Memo Documents

• Indicates required fields.

**Staff Information**

For help click the information icon.

# Staff Profiles – General Profile/Summary

The screenshot displays the MoJOBS web application interface. On the left is a dark blue navigation menu with sections: 'Quick Search', 'Currently Managing' (listing JOHNSON, TIMOTHY and 'Service Tracking: OFF'), and 'Services for Workforce Staff' (listing various management options like 'Manage Individuals', 'Manage Employers', etc.). The top navigation bar includes 'Home', 'My Dashboard', 'Sign Out', 'Services for Individuals', 'Services for Employers', and a 'Quick Search' field. The main content area features the MoJOBS logo and the text 'Use this folder to review summary information on the selected Individual.' Below this is a breadcrumb trail: [ Assist an individual | Staff Services | Individual Portfolio ]. A folder tree is shown with three main categories: 'My Individual Profiles', 'My Individual Plans', and 'Staff Profiles'. The 'Staff Profiles' folder is circled in yellow, and its sub-item 'General Profile' is also circled. A yellow arrow points from the 'General Profile' folder down to the 'Summary' tab in the bottom navigation bar. The bottom navigation bar has four tabs: 'Summary' (active), 'Case Notes', 'Activities', and 'Documents (Staff)'. Below the tabs, a red message states 'Individual has not provided a valid SSN'. At the bottom, a section titled 'Panel to be displayed:' contains a dropdown menu currently set to 'Case Summary'.

# Summary Screen

Service Tracking: OFF

Release Individual

Assist a new Individual

Services for Workforce Staff

Manage Individuals ▶

Manage Employers ▶

Manage Résumés ▶

Manage Job Orders ▶

Manage Labor Exchange ▶

Manage Activities ▶

Manage Providers ▶

Manage Case Assignment ▶

Manage Funds ▶

Manage Visitors ▶

Manage Follow-Up

My Staff Workspace

My Staff Dashboard

My Staff Resources ▶

Case Summary ▼

## Individual Information Panel

**Client:** [Timothy Johnson](#)

**Case Manager(s):** Unknown

**User Name:** TIMOTHY1113

**Case Status:**

**Veteran:** No

**Age:** 44

**Sex:** Male

**User ID:** 1656325

**State ID:** 3124509441

[ [More Individual Information](#) ]

## Case Summary Panel

Activity Summary [ [Hide/Show](#) ]



Item	Key Dates
<a href="#">0 Case Note(s)</a>	
<a href="#">6 Service Record(s)</a>	First Created: 12/13/2018 Last Created: 03/29/2019
<a href="#">0 Internal Job Referral(s)</a>	
<a href="#">0 Staff Referral(s) to Provider(s)</a>	

# Case Notes

The screenshot displays the MoJOBS web application interface. At the top, there is a navigation bar with links for Home, My Dashboard, Sign Out, Services for Individuals, and Services for Employers. A search bar is located in the top right corner. On the left side, there is a sidebar menu with options like Quick Search, Currently Managing (JOHNSON, TIMOTHY), and Services for Workforce Staff. The main content area features the MoJOBS logo and a heading: "Use this folder to review summary information on the selected Individual." Below this, there are navigation links: [ Assist an individual | Staff Services | Individual Portfolio ]. The central part of the page shows a tree view of folders and sub-items. A yellow arrow points to the "Case Notes" folder under "My Individual Profiles". At the bottom, there is a tabbed interface with three tabs: "Summary", "Case Notes", and "Documents (Staff)". The "Case Notes" tab is active. Below the tabs, a message states: "Individual has not provided a valid SSN". At the bottom center, there is a section titled "Panel to be displayed:" with a dropdown menu currently set to "Case Summary".

Menu Home My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

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Use this folder to review summary information on the selected Individual.

[ Assist an individual | Staff Services | Individual Portfolio ]

- My Individual Profiles
  - Personal Profile
    - General Information
    - Background
    - Activities
    - Paths
    - Memo
    - Documents
  - Search History Profile
    - Jobs
    - Employers
    - Programs
    - Scholarships
    - Occupations
    - Industries
    - Areas
  - Self Assessment Profile
  - Communications Profile
- My Individual Plans
  - Employment Plan Profile
    - Résumés
    - Job Applications
    - Online Application
    - Virtual Recruiter
    - Employment Goals
  - Training Plan Profile
    - Classroom Training
    - Online Training
  - Benefits Plan Profile
    - Workforce Innovation and Opportunity Act (WIOA)
    - Trade Adjustment Assistance (TAA)
- Staff Profiles
  - General Profile
    - Summary
    - Case Notes
    - Activities
    - Documents (Staff)
  - Case Management Profile
    - Case Summary
    - Programs
    - Plan
    - Assessments
  - Report Profile
    - Tracking
    - Statistics
    - Combined Assessment
    - Labor Exchange

Summary Case Notes Activities Documents (Staff)

Individual has not provided a valid SSN

Panel to be displayed:  
Case Summary

# Case Notes – Have to use the Filter to display some case notes.

- Assist a new Individual
- Services for Workforce Staff
  - Manage Individuals
  - Manage Employers
  - Manage Résumés
  - Manage Job Orders
  - Manage Labor Exchange
  - Manage Activities
  - Manage Providers
  - Manage Case Assignment
  - Manage Funds
  - Manage Visitors
  - Manage Follow-Up
- My Staff Workspace
  - My Staff Dashboard
  - My Staff Resources
  - My Staff Account
  - Directory of Services
- Reports

- Background
- Activities
- Paths
- Memo
- Documents
- Search History Profile
- Jobs
- Employers
- Programs
- Scholarships
- Occupations
- Industries
- Areas
- Self Assessment Profile
- Communications Profile
- Job Applications
- Online Application
- Virtual Recruiter
- Employment Goals
- Training Plan Profile
- Classroom Training
- Online Training
- Benefits Plan Profile
- Workforce Innovation and Opportunity Act (WIOA)
- Trade Adjustment Assistance (TAA)
- Case Notes
  - Activities
  - Documents (Staff)
  - Case Management Profile
    - Case Summary
    - Programs
    - Plan
    - Assessments
  - Report Profile
    - Tracking
    - Statistics
    - Combined Assessment
    - Labor Exchange

[Summary](#) | **Case Notes** | [Activities](#) | [Documents \(Staff\)](#)

[[Add New Case Note](#) | [Print Selected Case Notes](#)]

- [+ Show Case Note Privileges](#)
- [+ Show Filter Criteria](#)

You may have to use the filter feature to display all case notes.

You currently have no saved case notes

Add New Case Note

 [Print Selected Case Notes](#)

# Displaying Case Notes

Menu

Home My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

Summary Case Notes Activities Documents (Staff)

[Add New Case Note] [Print Selected Case Notes]

+ Show Case Note Privileges  
- Hide Filter Criteria

Suppressed:  Unsuppressed Case Notes Only  All Case Notes

Program: None Selected

LWIA/Region: None Selected

Office Location: None Selected

Partner Program: None Selected

Case Note ID:

Contact Type: None Selected

Source Type: None Selected

Keyword:

Dates: Contact Date From To

My Notes Only:  All  My notes

[Filter] [Reset Filter]

Select

Select "Filter" to display

# Activities Screen

**Menu** Home My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

**Quick Search**  
Enter Search...

**Currently Managing**  
JOHNSON, TIMOTHY  
**Service Tracking: OFF**  
Release Individual  
Assist a new Individual

**Services for Workforce Staff**  
Manage Individuals  
Manage Employers  
Manage Résumés  
Manage Job Orders  
Manage Labor Exchange  
Manage Activities  
Manage Providers  
Manage Case Assignment  
Manage Funds  
Manage Visitors  
Manage Follow-Up

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Use this folder to review summary information on the selected Individual.

[ [Assist an individual](#) | [Staff Services](#) | [Individual Portfolio](#) ]

- My Individual Profiles
  - Personal Profile
    - General Information
    - Background
    - Activities
    - Paths
    - Memo
    - Documents
  - Search History Profile
    - Jobs
    - Employers
    - Programs
    - Scholarships
    - Occupations
    - Industries
    - Areas
  - Self Assessment Profile
  - Communications Profile
- My Individual Plans
  - Employment Plan Profile
    - Résumés
    - Job Applications
    - Online Application
    - Virtual Recruiter
    - Employment Goals
  - Training Plan Profile
    - Classroom Training
    - Online Training
  - Benefits Plan Profile
    - Workforce Innovation and Opportunity Act (WIOA)
    - Trade Adjustment Assistance (TAA)
- Staff Profiles
  - General Profile
    - Summary
    - Case Notes
    - Activities
    - Documents (Staff)
  - Case Management Profile
    - Case Summary
    - Programs
    - Plan
    - Assessments
  - Report Profile
    - Tracking
    - Statistics
    - Combined Assessment
    - Labor Exchange

Individual has not provided a valid SSN

Panel to be displayed:  
Case Summary

# Activities

The screenshot shows a web application interface with a dark teal header and a light grey sidebar. The main content area has a dark teal tab labeled 'Activities' selected. A yellow box highlights the 'Activities' tab with the text 'Click here to access list of activities.' A yellow oval highlights the 'Activity History / Service Plan' link in the main content area.

**Header:** Home | My Dashboard | Sign Out | Services for Individuals | Services for Employers | Quick Search

**Sidebar (Left):** Menu | Manage Résumés | Manage Job Orders | Manage Labor Exchange | Manage Activities | Manage Providers | Manage Case Assignment | Manage Funds | Manage Visitors | Manage Follow-Up | My Staff Workspace | My Staff Dashboard | My Staff Resources | My Staff Account | Directory of Services | Reports | My Reports | Summary Reports | Detailed Reports | Custom Reports | Ad-Hoc Query Wizard | Federal Reports

**Navigation Tabs:** Summary | Case Notes | **Activities**

**Main Content Area:**

- [Internal Job Referrals](#)  
Select this option to review internal job order referrals for the selected Individual.
- [Employment History](#)  
Select this option to review the selected Individual's employment history.
- [Staff Referrals to Providers](#)  
Select this option to create, edit and track referrals to local service providers for the selected Individual.
- [Tracking of Time](#)  
View recorded time spent with the individual
- [Activity History / Service Plan](#)  
Select this option to review the selected Individual's Service Plan. This includes external job referrals.
- [Alternate Contacts](#)  
Select this option to review alternate contact information for the selected Individual.
- [Wage Information for Program Participant](#)  
View participations by program for this individual and check if quarterly wages have been recorded.

**Footer:** Services | Portfolio | Site Map | Site Search | Page Preferences | Assistance

**Bottom Bar:** Privacy Statement | Disclaimer | Terms of Use | Accessibility | Recommended Settings | EEO | Protect Yourself | About this Site | Contact Us

# Activities Screen

manage labor exchange
Manage Activities
Manage Providers
Manage Case Assignment
Manage Funds
Manage Visitors
Manage Follow-Up
<b>My Staff Workspace</b>
My Staff Dashboard
My Staff Resources
My Staff Account
Directory of Services
<b>Reports</b>
My Reports
Summary Reports
Detailed Reports
Custom Reports
Ad-Hoc Query Wizard

COLUMBIA JOB CENTER	006 - Self Service Job Search through VOS	WP #3574648		5/1/2019 10:30:00 AM	Successful Completion	5436 - BLACK, T	<a href="#">View</a> <a href="#">Delete</a>
COLUMBIA JOB CENTER	221 - Workforce Preparation	WP #3574648 (Wagner-Peyser)	5/1/2019	5/1/2019	Successful Completion	5436 - BLACK, T	<a href="#">View</a> <a href="#">Delete</a>
COLUMBIA JOB CENTER	205 - Develop Service Strategies (IEP/ISS/EDP)	WP #3574648		5/1/2019	Successful Completion	5436 - BLACK, T	<a href="#">View</a> <a href="#">Delete</a>
COLUMBIA JOB CENTER	200 - Individual Counseling	WP #3574648 (Wagner-Peyser)	5/1/2019	5/1/2019	Successful Completion	5436 - BLACK, T	<a href="#">View</a> <a href="#">Delete</a>
COLUMBIA JOB CENTER	168 - RESEA-Work Search Verification	WP #3574648 (Wagner-Peyser)	5/1/2019 10:30:00 AM	5/1/2019	Successful Completion	GSIBATCH - Process, B	<a href="#">View</a> <a href="#">Delete</a>
COLUMBIA JOB CENTER	167 - RESEA-Referral to Reemployment Services	WP #3574648 (Wagner-Peyser)	5/1/2019 10:30:00 AM	5/1/2019	Successful Completion	GSIBATCH - Process, B	<a href="#">View</a> <a href="#">Delete</a>
COLUMBIA JOB CENTER	166 - RESEA-Job Search Assistance	WP #3574648 (Wagner-Peyser)	5/1/2019 10:30:00 AM	5/1/2019	Successful Completion	GSIBATCH - Process, B	<a href="#">View</a> <a href="#">Delete</a>
COLUMBIA JOB CENTER	165 - RESEA-Individual Employment Plan	WP #3574648 (Wagner-Peyser)	5/1/2019 10:30:00 AM	5/1/2019	Successful Completion	GSIBATCH - Process, B	<a href="#">View</a> <a href="#">Delete</a>
COLUMBIA JOB CENTER	164 - RESEA-Eligibility Review and Work Search Plan Dev	WP #3574648 (Wagner-Peyser)	5/1/2019 10:30:00 AM	5/1/2019	Successful Completion	GSIBATCH - Process, B	<a href="#">View</a> <a href="#">Delete</a>
COLUMBIA	163 - RESEA-Orientation	WP #3574648	5/1/2019	5/1/2019	Successful	GSIBATCH -	<a href="#">View</a>

# Case Management Profile/Case Summary (Same screen as General Profile Summary)

Menu Home My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

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Use this folder to review summary information on the selected Individual.

[ [Assist an individual](#) | [Staff Services](#) | [Individual Portfolio](#) ]

- My Individual Profiles
  - Personal Profile
    - General Information
    - Background
    - Activities
    - Paths
    - Memo
    - Documents
  - Search History Profile
    - Jobs
    - Employers
    - Programs
    - Scholarships
    - Occupations
    - Industries
    - Areas
  - Self Assessment Profile
  - Communications Profile
- My Individual Plans
  - Employment Plan Profile
    - Résumés
    - Job Applications
    - Online Application
    - Virtual Recruiter
    - Employment Goals
  - Training Plan Profile
    - Classroom Training
    - Online Training
  - Benefits Plan Profile
  - Workforce Innovation and Opportunity Act (WIOA)
  - Trade Adjustment Assistance (TAA)
- Staff Profiles
  - General Profile
    - Summary
    - Case Notes
    - Activities
    - Documents (Staff)
    - Case Management Profile**
      - Case Summary**
    - Programs
    - Plan
    - Assessments
  - Report Profile
    - Tracking
    - Statistics
    - Combined Assessment
    - Labor Exchange

Case Summary Programs Plan Assessments

Individual has not provided a valid SSN

Panel to be displayed:  
Case Summary

# Programs Enrolled In

Menu Home My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

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Massachusetts Job Search Resource  
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Use this folder to review summary information on the selected Individual.

[ [Assist an individual](#) | [Staff Services](#) | [Individual Portfolio](#) ]

- My Individual Profiles
  - Personal Profile
    - General Information
    - Background
    - Activities
    - Paths
    - Memo
    - Documents
  - Search History Profile
    - Jobs
    - Employers
    - Programs
    - Scholarships
    - Occupations
    - Industries
    - Areas
  - Self Assessment Profile
  - Communications Profile
- My Individual Plans
  - Employment Plan Profile
    - Résumés
    - Job Applications
    - Online Application
    - Virtual Recruiter
    - Employment Goals
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    - Case Notes
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    - Documents (Staff)
  - Case Management Profile
    - Case Summary
    - Programs
    - Plan
    - Assessments
  - Report Profile
    - Tracking
    - Statistics
    - Combined Assessment
    - Labor Exchange

Case Summary Programs Plan Assessments

Individual has not provided a valid SSN

Panel to be displayed:  
Case Summary

# List of Programs Enrolled in (Wagner-Peyser, WIOA, SNAP etc..)

Manage Case Assignment ▶

Manage Funds ▶

Manage Visitors ▶

Manage Follow-Up

My Staff Workspace

My Staff Dashboard

My Staff Resources ▶

My Staff Account

Directory of Services

Reports

My Reports

Summary Reports

Detailed Reports

Custom Reports

Ad-Hoc Query Wizard

Federal Reports

Live Data ▶

Show Summary Tabs

Johnson, Timothy

Filter Applications: All Applications

Filter Activities: Open  Closed  Voided

Filter Programs: All Programs

Only My Staff LWDB

Title III - Wagner-Peyser (WP) Apps: 1

[Create Title III - Wagner-Peyser \(WP\) Application](#)

**WP #3355013 - Registration Only**

+	LWDB:	<b>09 - Central Region</b>	Application Date	<b>12/13/2018</b>
	Onestop:	<b>193 - COLUMBIA JOB CENTER</b>	Participation Date:	<b>N/A</b>
	Total Activities:	<b>6</b>	Closure Date:	<b>N/A</b>
			Exit Date:	<b>N/A</b>

# Plans

Menu Home My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

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Missouri's Job Search Resource  
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Use this folder to review summary information on the selected Individual.

[ [Assist an individual](#) | [Staff Services](#) | [Individual Portfolio](#) ]

- My Individual Profiles
  - Personal Profile
    - General Information
    - Background
    - Activities
    - Paths
    - Memo
    - Documents
  - Search History Profile
    - Jobs
    - Employers
    - Programs
    - Scholarships
    - Occupations
    - Industries
    - Areas
  - Self Assessment Profile
  - Communications Profile
- My Individual Plans
  - Employment Plan Profile
    - Résumés
    - Job Applications
    - Online Application
    - Virtual Recruiter
    - Employment Goals
  - Training Plan Profile
    - Classroom Training
    - Online Training
  - Benefits Plan Profile
    - Workforce Innovation and Opportunity Act (WIOA)
    - Trade Adjustment Assistance (TAA)
- Staff Profiles
  - General Profile
    - Summary
    - Case Notes
    - Activities
    - Documents (Staff)
  - Case Management Profile
    - Case Summary
    - Programs
    - Plan
    - Assessments
  - Report Profile
    - Tracking
    - Statistics
    - Combined Assessment
    - Labor Exchange

Case Summary Programs Plan Assessments

Individual has not provided a valid SSN

Panel to be displayed:  
Case Summary

# Plan Summary Screen

- Manage Activities
- Manage Providers
- Manage Case Assignment
- Manage Funds
- Manage Visitors
- Manage Follow-Up
- My Staff Workspace**
- My Staff Dashboard
- My Staff Resources
- My Staff Account
- Directory of Services
- Reports**
- My Reports
- Summary Reports
- Detailed Reports
- Custom Reports
- Ad Hoc Query Wizard

## Objective Assessment Summary

#	LWIA/Region	Office Location	Program	Staff	Date	Action
16587	St. Louis County	ST. LOUIS COUNTY - FLORISSANT JOB CENTER	Title III - Wagner-Peyser (WP)		05/20/2019	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a>

Create Objective Assessment Summary

## Individual Employment Plan/Service Strategy

#	LWIA/Region	Office Location	Status	# of Goals	Staff	Date	Action
129766	System Set LWIA - No Match Found		CLOSED	1	user, conversion	06/05/2008	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Display/Print</a>
325439	St. Louis County	ST. LOUIS COUNTY - FLORISSANT JOB CENTER	OPEN	3		05/20/2019	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Display/Print</a>

# Release individual working with.

The screenshot displays the MoJOBS web application interface. At the top, there is a navigation bar with links for Home, My Dashboard, Sign Out, Services for Individuals, and Services for Employers. A search bar is located in the top right corner. The main content area features a header with the MoJOBS logo and the text "Use this folder to review summary information on the selected Individual." Below this, there are three columns of folders: "My Individual Profiles", "My Individual Plans", and "Staff Profiles". Each column contains a list of sub-folders. A yellow box highlights the "Release Individual" option in the "Service Tracking" menu on the left. A yellow arrow points from this option to a text box that reads "Click to Release Individual when you are done assisting the individual." Below the folders, there are four tabs: "Case Summary", "Programs", "Plan", and "Assessments". The "Case Summary" tab is currently selected. A message in red text states "Individual has not provided a valid SSN". Below this message, there is a dropdown menu labeled "Panel to be displayed:" with "Case Summary" selected.

Use this folder to review summary information on the selected Individual.

Click to Release Individual when you are done assisting the individual.

Staff Services | Individual Portfolio ]

- My Individual Profiles
  - Personal Profile
    - General Information
    - Background
    - Activities
    - Paths
    - Memo
    - Documents
  - Search History Profile
    - Jobs
    - Employers
    - Programs
    - Scholarships
    - Occupations
    - Industries
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    - Trade Adjustment Assistance (TAA)
- Staff Profiles
  - General Profile
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    - Case Notes
    - Activities
    - Documents (Staff)
  - Case Management Profile
    - Case Summary
    - Programs
    - Plan
    - Assessments
  - Report Profile
    - Tracking
    - Statistics
    - Combined Assessment
    - Labor Exchange

Case Summary | Programs | Plan | Assessments

Individual has not provided a valid SSN

Panel to be displayed:  
Case Summary

# New Search Screen

The screenshot shows the MoJOBS website interface. At the top, there is a navigation bar with links for Home, My Dashboard, Sign Out, Services for Individuals, and Services for Employers. A search bar is located in the top right corner. On the left side, there is a vertical menu with sections for 'Quick Search', 'Services for Workforce Staff', 'My Staff Workspace', and 'Reports'. The 'Services for Workforce Staff' section is expanded, showing a list of services: Manage Individuals, Manage Employers, Manage Résumés, Manage Job Orders, Manage Labor Exchange, Manage Activities, Manage Providers, Manage Case Assignment, Manage Funds, Manage Visitors, and Manage Follow-Up. A yellow box highlights the 'Assist an Individual' option in the 'Services for Workforce Staff' menu. A yellow arrow points from the 'Assist an Individual' option in the menu to a yellow box containing the text: 'Hover over and select "Assist an Individual"'. Below the menu, there is a list of services: Services for Workforce Staff, Reports, Communications, Templates, Document Management, Schedules, and Other Staff Services. At the bottom of the page, there is a footer with links for Services, Site Map, Site Search, and Page Preferences. Below that, there is a row of links: Privacy Statement, Disclaimer, Terms of Use, Accessibility, Recommended Settings, EEO, Protect Yourself, About this Site, and Contact Us. Below that, there is a 'Track Page' button. At the very bottom, there is a row of links: Home and Sign Out. The footer text reads: Copyright © 1998-2019 Geographic Solutions, Inc. All rights reserved. For more information contact [Geographic Solutions](#). 19.0

# Log Off/Sign Out



Menu Home My Dashboard **Sign Out** Services for Individuals Services for Employers Quick Search

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Welcome to My Staff Workspace Timothy Johnson.  
This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work item, or 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**

- + Services for Workforce Staff
- + Reports
- + Communications
- + Templates
- + Document Management
- + Schedules
- + Other Staff Services

Services Site Map Site Search Page Preferences

Privacy Statement | Disclaimer | Terms of Use | Accessibility | Recommended Settings | EEO | Protect Yourself | About this Site | Contact Us

Track Page

Home Sign Out

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19.0

# Contact OWD Technical/Customer Support

Email: [DWDSUPPORT@DHEWD.MO.GOV](mailto:DWDSUPPORT@DHEWD.MO.GOV)

Telephone: 866-506-0251

# Staff Account Activity

- After 30 days of no activity in MOJOBS, your account becomes inactive.
- From 31 - 60 days of no activity you will have to have a MOJOBS Access Request Form submitted to active your account.
- 61 or more days of no activity, you have to have a MOJOBS Access Request Form submitted again to active your account.
- **Please login every 30 days or less to keep your account active.**

OWD's Statewide  
Electronic Case Management System  
Activity Codes and Definitions

[Link to All Activity Codes](#)

Reportable Individual, Wagner Peyser and/or WIOA						
Basic Services (Staff Assisted)						
162	RESEA-Labor Market Information	Yes	1	0	1	Provide workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas; information on job vacancy listings in such labor market areas; information on the job skills necessary to obtain the jobs in such labor market areas; and information relating to local occupations in demand and earnings, skill requirements, and opportunities for advancement for such occupation to RESEA
163	RESEA-Orientation	Yes	1	0	1	Orientation to Missouri Job Center services for RESEA participants.
164	RESEA-Eligibility Review and Work Search	Yes	1	0	1	Review continued eligibility and develop work search plan with RESEA participants.
165	RESEA-Individual Employment Plan	Yes	1	0	1	Developed jointly by the RESEA participant and case manager when determined appropriate by the one-stop operator or one-stop partner. The plan is an on-going strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the RESEA participant to achieve their employment goals.
166	RESEA-Job Search Assistance	Yes	1	0	1	Provision of job-search assistance and career information with RESEA participants.
167	RESEA-Referral to Reemployment	Yes	1	0	1	Referral to reemployment services for RESEA participants.
168	RESEA-Work Search Verification	Yes	1	0	1	Review of job-search activities and career information with RESEA participants.
S49 (164)	<b>WD</b> RESEA-Eligibility Review and Work Search Plan Dev	Yes	1	0	1	Review continued eligibility and develop work search plan with RESEA participants.



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## MOJOBS READ-ONLY TRAINING ATTESTATION FORM

I acknowledge that I have received the mandatory training presented to me for Read-Only access to the MOJOBS case management system.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Employer of Record \_\_\_\_\_

Date Signed \_\_\_\_\_

Please email this completed form to Office of Workforce Development at  
[DWDSUPPORT@DHEWD.MO.GOV](mailto:DWDSUPPORT@DHEWD.MO.GOV)