Georgia WorkSource Portal

Self-Registration Guide

worksourcegaportal.com
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worksourcegaaportal.com
Self-Registration

To complete a Full Registration: www.worksourcegaportal.com

1 On the home page, click Sign In to start your registration.
Self-Registration

2 On the log in page that displays, scroll down to **Option 3 – Create a User Account** section and click the **Individual** link.
Self-Registration

3 Enter a User Name, Password, and then re-enter the password in the Confirm Password field.

**Follow the naming rules in entering the username and password.**

4 Select a question from the Security Question list and enter a Response.

This question and your response are used later if you forget your username and/or password.
Self-Registration

5 Enter your Social Security Number (SSN), then re-enter you SSN for confirmation.

6 Enter your zip code.
Self-Registration

7 Answer the Authorized to work in the United States question.

8 Enter an address for Primary E-mail, and re-enter it in Confirm Primary E-mail.

9 Enter the required demographic information, including entries for:
   • Date of Birth
   • Gender
   • Have you registered with the Selected Service?
   Note: A link below this field lets you open a separate window to the online Selective Service Registration system, where you can register or check your registration if necessary.

10 Click the Next >> button to continue.
Self-Registration

11 Enter your First Name, Middle Initial (optional), and Last Name.

12 Click the Next >> button to continue.
Self-Registration

13 Enter the address where you live (under the Residential Address area):
   a. Are you homeless? If this field displays on your site, it defaults to No.
   b. Enter the street address where you live in the Address Line 1.
   c. If needed, make an entry for Address Line 2 (e.g., for Apartment, Building or additional location number).
   d. If populated data is wrong, make changes to the Zip Code, City, State, County/Parish, or Country fields.

14 Enter the address where you receive mail (under the Mailing Address area):
   e. If this is the same address, check the Use residential address box OR
   f. Enter the street address in Address Line 1, and make changes to the populated fields.

15 Click the Next >> button to continue.

Note: If you are homeless, select Yes. Provide the address of the shelter/location where you last stayed or the address of a relative authorized to receive your mail. Under Mailing Address, provide an address at which you can receive correspondence.
Self-Registration

Entering a primary phone number is required, so staff can contact you if there are any questions or follow-up information is needed.

16 Enter the number for your Primary Phone, and select the Primary Phone Type.

17 If desired, also enter data for an alternate phone and/or fax number.

18 Click the Next >> button to continue.
Self-Registration

19 Select the method by which you prefer to receive notifications:

a. Internal Message - communications will be delivered to your Message Center; you must be logged in to the system to access the Message Center.

b. Email - communications will be sent to the email address you provided earlier in the registration process.

c. Postal Mail - determining your eligibility benefits may be delayed if you select Postal Mail.

d. Internal Message with Email Notification - receive an email alert when communications are delivered to your Message Center.

20 Specify from where you are currently accessing this website, and optionally, how you heard about this website.

21 Click the Next >> button to continue.

This page has fields for your account's notification preference setting. This setting determines how the system will attempt to contact you.
Self-Registration

22 Select your Citizenship status.

23 Make a selection for the Disability question. If you select “Yes, I have a disability,” more questions may display.

24 Click the Next >> button to continue.

This page is used to identify your citizenship, and to let you self-identify as having a disability (which may be used to identify possible eligibility for additional support services).
# Self-Registration

**Education Information**

<table>
<thead>
<tr>
<th><em>Your Highest Education Level Achieved:</em></th>
<th>High School Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have a High School Diploma or High School Equivalency Diploma, please select the appropriate value of High School Diploma or High School Equivalency Diploma.</td>
<td></td>
</tr>
</tbody>
</table>

| * Are you attending school? | No, Not Attending Any School |

25 Select your highest level of education completed.

26 Select whether you are attending school currently.

27 Click the Next >> button to continue.
Self-Registration

In the Employment Information section, make selections from the drop-down lists, or radio button questions.

- Current Employment Status
- Type of Business Worked In
- Unemployment Eligibility Status
- Currently Looking for Work
- Affected by COVID-19 Pandemic
- Have Related Licenses/Certifications
Indicate Yes or No for whether you received a notice of termination, layoff, or military separation.

If you check No, then answer the question about Farmworker Information. Click Next.

If you check YES, then enter date of Layoff, Termination or Military Separation.
31 In the Farm Worker Information section:

- If you answer **YES** to the question, Have you worked as a farmworker in the last 12 months?, it will display other questions. Answering Yes to other questions may also display additional fields.
- Answer all questions that display.

32 Click the Next >> button to continue.
Self-Registration

33 In the What is your desired job title? field, begin typing the title of a job in which you are interested. A drop-down list will display the closest matches.

34 Select a job title from the displayed list (as for “Accountant Assistant” in the figure below). This will populate a drop-down list below with Suggested Occupations field.

35 Select an occupation from the Suggested Occupations drop-down list.

36 Click the Next >> button to continue.
This page is used to indicate ethnic origin or heritage information. It includes options for “I do not wish to answer,” if you choose not to supply this information.

37 Make selections for Hispanic or Latino heritage, and for Race.

Click the Next >> button to continue.
Self-Registration

38 Limited proficiency in English? Answering YES, will display other questions. Answer all questions that display.

Skip this section if you answered NO and click Next.

Click the Next >> button to continue.
39 Answer the Yes/No questions to indicate your military service, if any.

If you answer Yes to the first question, additional questions will appear on the page (labeled Question 1 – Question 3).

a. If you answer Yes to Question 1, or if you answer Yes, I am current member of the Georgia National Guard question, the Transitioning Service Members section will display at the bottom of the page. Answer all required questions in this section.

b. If you answer Yes to Question 2, the Veteran Information section will display at the bottom of the page. Answer all required questions in this section.

40 Click the Next >> button to continue.

This page is used to identify military status if you are a veteran or the spouse of a veteran, and may be entitled to state and federal benefits.
Self-Registration

Skip this section if military/veteran status does not apply to you.

a. If you answered Yes to Question 1, or if you answered Yes, I am current member of the Georgia National Guard question, the Transitioning Service Members section will display at the bottom of the page. Answer all required questions in this section.

40 Click the Next >> button to continue.

This page is used to identify military status if you are a veteran or the spouse of a veteran, and may be entitled to state and federal benefits.
Self-Registration

b. If you answer Yes to Question 2, the Veteran Information section will display at the bottom of the page. Answer all required questions in this section.

This page is used to identify military status if you are a veteran or the spouse of a veteran, and may be entitled to state and federal benefits.

40 Click the Next >> button to continue.
Self-Registration

41 Indicate Yes or No for any assistance you’ve received in the last six months from the listed assistance programs. Answer all required questions in this section.

42 Answer household income questions if they are displayed as the last questions.

Note: If you select No for all questions, the two additional questions display for your household income. Answering these questions will help staff determine if you may qualify for additional assistance base on a low-income status.

43 Click Finish.

This page is used to identify public assistance you may have received within the last six months, or for which you may qualify. Answering accurately can help staff to determine if you are eligible for additional assistance through federal programs.
What’s Next?

Your registration is now complete.

A *What would you like to do next?* page is your confirmation of the completed registration.

Please move on to the next step to determine your eligibility by clicking the link – Eligibility Explorer.*

*Eligibility Explorer will allow you to review the registration questions you have answered and make any necessary changes in your registration. Also you will upload the required documents needed to determined your eligibility.
Eligibility Explorer

The Eligibility Explorer wizard starts with an overview page that explains the pre-application premise and describes each program in a colored-coded tile.

Select choices Dislocated Worker Services (WIOA) and Adult Services (WIOA).

Youth ages 16-24 choose Youth Services (WIOA).
Here is a snapshot of the Eligibility Explorer menu. This status bar keeps track of where you are in the Explorer pages.
Page 2 asks for Contact Information, Residential Address, Mailing Address, Phone, Email, and Alternate Contacts. Some of this information may already be completed based on your registration.

*Eligibility Explorer allows you to review the registration questions you have answered and make any necessary changes in your registration.
Page 2 continued. Please add at least 2-3 Alternate Contacts. Some of this information may already be completed based on your registration.

*Eligibility Explorer allows you to review the registration questions you have answered and make any necessary changes in your registration.
Page 3 asks for Demographic Information.

Then click Next.

*Eligibility Explorer allows you to review the registration questions you have answered and make any necessary changes in your registration.
Page 4 requests very basic Education Information.

*Eligibility Explorer allows you to review the registration questions you have answered and make any necessary changes in your registration.
Page 5 asks for Farmworker Information.

*Eligibility Explorer allows you to review the registration questions you have answered and make any necessary changes in your registration.
Page 6 asks for Employment Information.

*Eligibility Explorer allows you to review the registration questions you have answered and make any necessary changes in your registration.
**Public Assistance Information**

<table>
<thead>
<tr>
<th>Have you or any member of your family household received any of the following benefits within the last 6 months? (please check all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Temporary Assistance for Needy Families (TANF)</td>
</tr>
<tr>
<td>☑ Supplemental Nutritional Assistance Program (SNAP) Benefits</td>
</tr>
<tr>
<td>☐ Refugee Cash Assistance (RCA)</td>
</tr>
<tr>
<td>☐ General Assistance (GA)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you currently receiving any of the following benefits? (please check all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Supplemental Security Income (SSI)</td>
</tr>
<tr>
<td>☐ Social Security Disability Insurance Income (SSDI)</td>
</tr>
</tbody>
</table>

*You have selected SSI or SSDI, are you in the Ticket-to-Work program?:

- [ ] Yes
- [x] No

**Page 7 asks for Public Assistance Information.**

*Eligibility Explorer allows you to review the registration questions you have answered and make any necessary changes in your registration.*
Page 8 asks for Factors Affecting Employment. They are checkboxes so individuals can select more than one.

*Eligibility Explorer allows you to review the registration questions you have answered and make any necessary changes in your registration.
Page 9 asks for household and income information.

*Eligibility Explorer allows you to review the registration questions you have answered and make any necessary changes in your registration.
If the individual is a Veteran or Transitioning Service Member, they can provide information on their Veteran status here.

*Eligibility Explorer allows you to review the registration questions you have answered and make any necessary changes in your registration.
Page 11 is where documentation can be uploaded. This will assist with the Verification process of various federal program applications.
How to Upload Documents in Eligibility Explorer

1. Click on the Upload link or on the documentation name.

2. On the screen that displays you must select the type of document you are uploading.

3. Next click the Select File button.
How to Upload Documents in Eligibility Explorer

[*Note: Prior to uploading, please name your file to identify the document you are using. Example in the image the File Name is social-security-card.png.]

4. Locate the file on your device (pc, phone, tablet, etc.) and select.

5. See the file you selected and click the Upload File button.

6. You have successfully uploaded the document. You may now click on close and return to the Documents Required page where you will see a green check mark.
How to Upload Documents in Eligibility Explorer

Repeat steps 1-6 on the previous 2 slides, to upload the remaining documentation on the list.

<table>
<thead>
<tr>
<th>Documentation Required</th>
<th>Uploaded?</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Documentation</td>
<td></td>
<td>Upload</td>
</tr>
<tr>
<td>Address Documentation</td>
<td></td>
<td>Upload</td>
</tr>
<tr>
<td>Citizenship Documentation</td>
<td></td>
<td>Upload</td>
</tr>
<tr>
<td>Education Level Documentation</td>
<td></td>
<td>Upload</td>
</tr>
<tr>
<td>Education Status Documentation</td>
<td></td>
<td>Upload</td>
</tr>
<tr>
<td>Employment Status Documentation</td>
<td></td>
<td>Upload</td>
</tr>
<tr>
<td>Family Income Documentation</td>
<td></td>
<td>Upload</td>
</tr>
<tr>
<td>Family Size Documentation</td>
<td></td>
<td>Upload</td>
</tr>
<tr>
<td>Dislocation Documentation</td>
<td></td>
<td>Upload</td>
</tr>
<tr>
<td>Selective Service (Draft Status) Documentation</td>
<td></td>
<td>Upload</td>
</tr>
<tr>
<td>Military Service Documentation</td>
<td></td>
<td>Upload</td>
</tr>
<tr>
<td>Date of Birth Documentation</td>
<td></td>
<td>Upload</td>
</tr>
</tbody>
</table>
Page 12 is an Eligibility Review page. Here the system will inform you, based loosely on information provided, whether you may be eligible for specific programs.
Page 12 also includes a What’s Next section. It includes office locations for follow-up and the ability for the individual to review a Summary Report and/or Document List. Click Finish here to finish the form.
An eligibility team member will review your application and contact you with further instructions.

Next, please log back into our portal to provide your work experience background. See the next 2 pages of this document.

Thank you for applying!
Background Wizard

The Background Wizard is an ideal tool for individuals who have yet to complete their background information. The wizard also helps individuals add new information and modify existing background information one step or section at a time.

To start the Background Wizard:

After logging into the WorkSource Portal you will see your dashboard. Look for the "My Personal Profile" section and click the link "My background.

- Scroll down the page and Click the Start the Background Wizard link. Starting with step one, "Education and Training," the wizard guides the individual through recording their background information.
- Click the Next button in each section/step to save the changes and advance to the next section.
- Click the Skip this step >> link if the item does not apply.

If any required information is omitted or if information is entered using the wrong format, the Background Wizard will display a pop-up box with directions to help correct the problem.

Step 1: Education and Training
The first Background Wizard screen allows users to enter education and training information.

Step 2: Occupational Licenses & Certificates
Enter information about any occupational licenses and certificates currently held.

Step 3: Employment History
Enter details about previous employers and positions on the Employment History screen.

Step 4: Job Skills
The system will create a list of job skills, based on the occupational title(s) entered in the previous step. Users can modify this list of skills on the Job Skills screen.
Step 5: Tools and Technology
Enter the technology abilities you have and the job-related tools you are proficient in using.

Step 6: Objective
Enter your career-related goals and objectives in the text box provided.

Step 7: Ability Summary
Enter a summary of your occupational abilities in the text box provided.

Step 8: Honors and Activities
Enter a description of honors you have received and activities in which you have participated in the text box provided.

Step 9: Additional Information
Enter additional information that may be of interest to potential employers.

Step 10: Detailed References
Enter references so that employers may contact them to learn more about you.

Step 11: Desired Occupation(s)
Select the occupations in which you are interested.

Step 12: Desired Job Type
Enter the type of position for which you are looking (e.g. full-time, regular, seasonal, etc.).

Step 13: Desired Location
Select the location in which you prefer to work.

Step 14: Desired Salary
Select the minimum salary you expect to earn.

Step 15: Driver's License Information
Enter your driver's license information.

Step 16: Languages and Proficiency
Enter the languages you speak and indicate how proficient you are in them.

Step 17: Security Clearance
Indicate your security clearance, if any.

Step 18: Typing Speed
Select your typing speed from the drop-down list.

Finishing will return you to the Background tab, with all of the changes for the separate sections now included in the display of the tab.
Uploading Additional Documents in the WorkSource Portal
Log into the WorkSource Georgia Portal with your username and password.

At the top of your dashboard click on the link to **view your personal profile**...
Step 2

- If you do not see the Documents link then…
  - Next to My Individual Profiles, click on the ‘+’ to expand and next to Personal Profile click on the ‘+’ again to expand menu.

- Click on the link - Documents
Step 3

» Scroll down the page to the Documents Tab section.

» Click on **Upload a Document**.
Step 4

Under Document Information, click on the drop-down for Document Description to choose a description.
Step 5

- Next enter a **Document Tag** in the box. *(name or subject of the file will suffice)*

- Next click on **Select File**.
Step 6

> Find and select your file and next click on **Open**.
Step 7

- Next see that your file has been uploaded.
- Now click on **Save**.
Step 8

- Your document is uploaded.
- If you have more documents to upload, click on **Upload a Document** and **repeat** steps starting with Step 4.
- Otherwise you are complete and may log out of the portal.
Thank you for signing and uploading the required documentation!