

## Emailing Confidential (PII) Student Information in AlaskaJobs

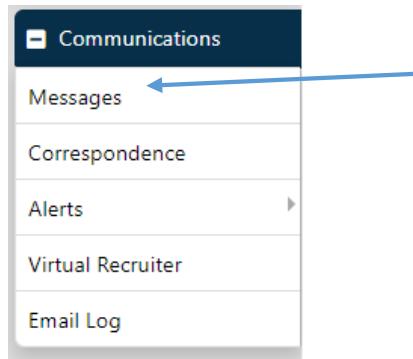
Student information such as Social Security Numbers and Date of Births cannot be changed in the system by staff member. This information has to be changed by the AAE Office.

Please follow the steps below to email PII in securely in AlaskaJobs:

**Step 1:** Please sign into AlaskaJobs. This information can only be emailed securely through the AlaskaJobs system. You may not use a personal email address to send PII to the AAE Office.

What is considered PII? PII is defined as information that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.)

**Step 2:** In AlaskaJobs locate the “Communication” section and select “Messages”



**OR**

If you have the “My Messages” widget on your “Staff Dashboard” select “Enter the Message Center”



**Step 3:** At the bottom of your “My Staff Messages” select “Create New Message”

**My Staff Messages**

(i) Show Filter

**Shortcut Keys:** Access Message Folders with Alt and/or Shift + O then arrow up or down.  
Access Messages with Alt and/or Shift + M.  
Access My Folders with Alt and Shift + F.

**Folders**

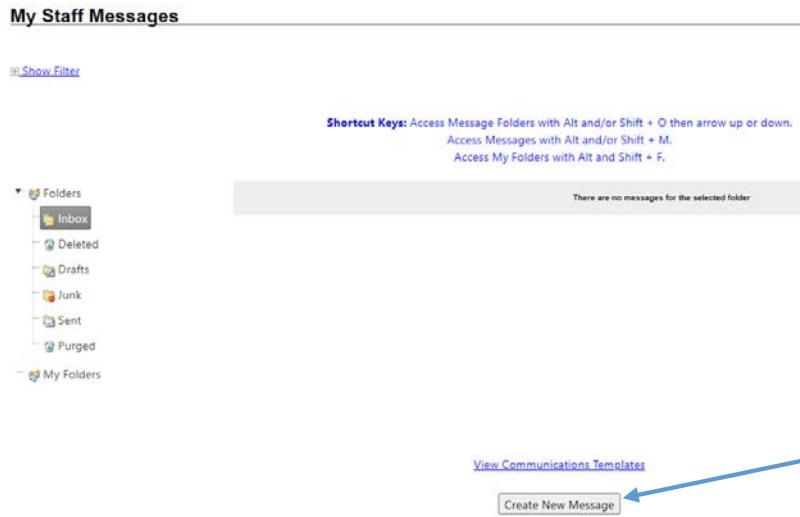
- Inbox
- Deleted
- Drafts
- Junk
- Sent
- Purged

My Folders

There are no messages for the selected folder

[View Communications Templates](#)

[Create New Message](#)



**Step 4:** Select the Recipient Type – Choose “Staff”

## Recipient Info

\* **Recipient Type:**

\* **Recipient(s):**

**Step 5:** Select “Search” and search by first or last name for Donna Collins. Push the “Search” button.

[ Top | Bottom ]

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

### General Criteria

First Name:

Last Name:  

Staff User Name:

Telephone Number:  -  -

Email Address:

Program Participation:

Privilege Group:

**Step 6:** Put a checkmark after Donna's name and push "Continue"

Username	First Name	Last Name	Create Date	Select
545879	Donna	Collins	01/05/2015	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

Continue

**Step 7:** Repeat the process for Windy Swearingin

**Recipient Info**

1. \*Recipient Type: Staff

2. Recipient(s): [ Search ] Recent Recipient(s): No records to display.

OR  
Recipient(s) By :  Login Name  User ID  User SSN

(Comma delimited list. Limit your entry to 500 users.) [ Add ]

\*Selected Recipient(s): Donna Collins [ Remove ]

Selected Recipient(s) Number: 1

4. Search

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

**General Criteria**

3. First Name: [ ] Last Name: Swearingin [ ] Staff User Name: [ ] Telephone Number: [ ]

5. 

Username	First Name	Last Name	Create Date	Select
546231	Windy	Swearingin	05/31/2017	<input checked="" type="checkbox"/>

 Rows: 10

Showing 1 to 1 of 1 entries

6. Continue

**Note:** After using the search feature the first couple of times, you will create a "Recent Recipient(s)" list and can skip Steps 5-7 and simply add the "Recent Recipient" by clicking the green arrow

**Recipient Info**

\*Recipient Type: Staff

\*Recipient(s): [ Search ]

Recent Recipient(s): Donna Collins [ Remove ]

**Step 8:** Make sure both Donna and Windy are “Selected Recipient(s)”

**Recipient Info**

\* **Recipient Type:**

\* **Recipient(s):** [ [Search](#) ]

Recent Recipient(s):

**OR**

Recipient(s) By :  Login Name  User ID  User SSN

(Comma delimited list. Limit your entry to 500 users.)

[ [Add](#) ]

**\* Selected Recipient(s):**

Donna Collins	X
Windy Swearingin	X

**Selected Recipient(s) Number:** 2

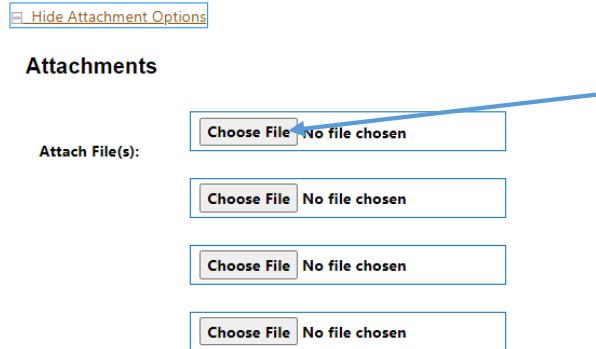
**Step 9:** Scroll down to the “Message” section and fill out the “Subject” and “Message” the same as you would an email.

**Step 10 (Optional):** Attached verified documents to the email. This will help Donna. Information that needs to be changed has to be verified either through your documentation or through Donna’s research. If programs attached documents such as Social Security cards, birth certificates, driver’s licenses, etc. this will help us change information faster.

To attach a document click on “Show Attachment Options” at the bottom of the page

[ [Show Attachment Options](#) ]

This will open up options to “Attach Files”. Click on “Choose File” and search the folder where you have the document saved:



**Step 11:** Once your email is complete, push the “Send” button at the bottom of the page.

\* Message:

Source | Styles | Format | Font | Size | A - A + X | [ Insert Template | Insert Variable | Preview Message ]

Hi Donna,  
I am working with Ryder Smith and his DOB is incorrect in VOS. Please make the following corrections:  
Student number: 123456789  
Case number: 54321  
DOB: 01/01/1999  
Verified DOB: 01/01/1999  
Driver's license is attached to the case note in the file.  
Thanks,  
Wendy

body

[ Clear Text | Remove All Formatting ]  
[ Insert Template | Insert Variable | Preview Message ]

**Signature Block Options**  
Add Signature:   
Office for: Juneau Job Center  
Signature:

Show Attachment Options

Send Cancel Save as Draft

Your email will show up in your sent folder:

#### My Staff Messages

Show Filter

**Shortcut Keys:** Access Message Folders with Alt and/or Shift + O then arrow up or down.  
Access Messages with Alt and/or Shift + M.  
Access My Folders with Alt and Shift + F.

Folders	Viewed Status	Attachments	Subject	Msg Date	Select
Inbox (2)			Donna Collins	Update to Student Record	<input type="checkbox"/>
Deleted				11/25/2009 12:17 PM	
Drafts					
Junk					
Sent					
Purged					
My Folders					