



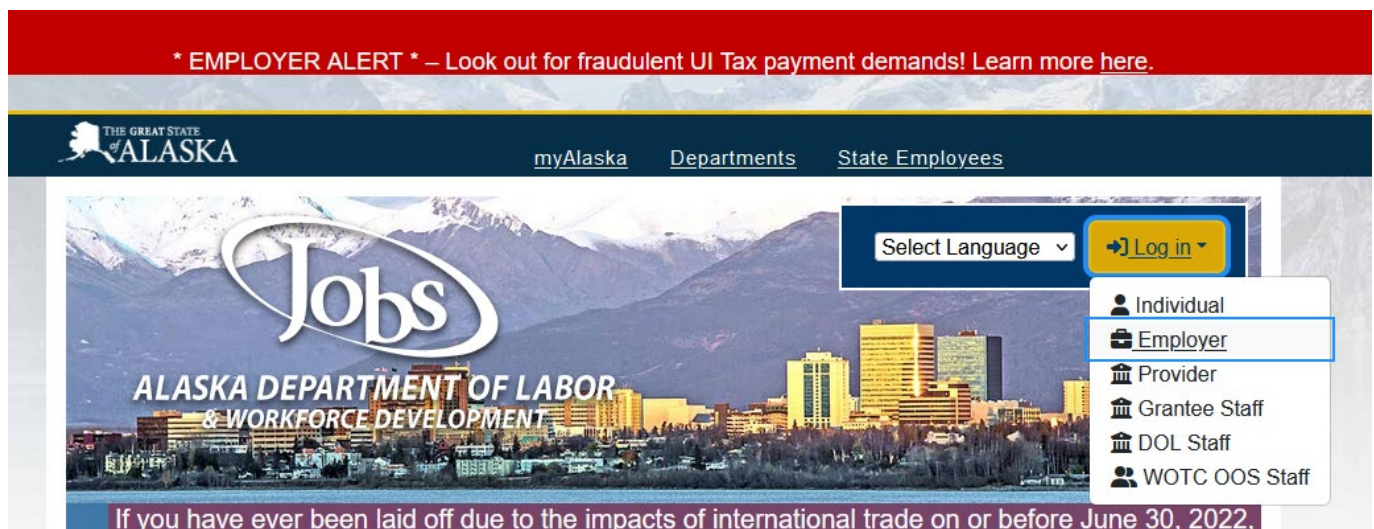
**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

## AlaskaJobs Employer Account Registration and Verification

- 1) Navigate to the **AlaskaJobs** home page at <https://alaskajobs.alaska.gov>. Read alerts, news and announcements for employers, and click on the ‘Log in’ drop down in the upper right corner.



- 2) Select ‘Employer’



We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Alaska’s Employment Services are 100% funded by the U.S. Department of Labor through an award of \$7,365,091.

3) You will be directed to the *myAlaska* ‘Sign In’ screen.

- You must have a *myAlaska* account for each user type in **AlaskaJobs**, such as an individual seeking a job, an employer recruiting for a position/submitting Work Opportunity Tax Credit (WOTC) requests, a Service Provider, or a Grantee Case Manager.
- If you have multiple businesses with different FEINs, you will need a *myAlaska* account with a unique Username for each **AlaskaJobs** registration.
- If you are a Third Party Agent (TPA) representing more than one business, you can use one *myAlaska* account to register as a TPA in **AlaskaJobs**. You will need written authorization from each employer you represent, and each will need an **AlaskaJobs** account.



4) Next steps:

- If your business has an existing ALEXsys/AlaskaJobs account, you will need your first name, last name, phone number, and zip code exactly as they appeared in your ALEXsys registration or in your new staff-created **AlaskaJobs** account.
- If you are: creating a new **AlaskaJobs** registration via self-service; verifying and connecting to an **AlaskaJobs** account staff created for you; or you do not remember your ALEXsys employer account Username and Password, continue to step 5.
- If your business had an account in the ALEXsys system and you know your login credentials, enter those and ‘Sign in.’ You should be directed back to the **AlaskaJobs** home page. Skip to step 10 to verify your account.

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## New *myAlaska* account registration

- 5) If your business has never registered in ALEXsys or **AlaskaJobs** and you want to create a new account, job center staff have created a new account for you and you want connect to it for the first time, or you do not remember your ALEXsys employer account Username or Password, select 'New User: Register for a *myAlaska* Account' on the *myAlaska* Sign In screen. You will see the 'New Account' screen next:

The screenshot shows a registration form with the following fields: Username, Password, Verify Password, Secret Question (a dropdown menu with '- Select -'), Answer, Email Address, and Verify Email Address. Below the form is a 'User Agreement' section with a scrollable text area containing the following text: 'AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA', 'myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions.', and 'This User Agreement constitutes a legal agreement between you and the'. Below the text is a checkbox labeled 'I accept the User Agreement'. At the bottom of the form is a yellow 'Start Registration' button.

- 6) Save and enter your new *myAlaska* account information. This should be the same information you will use for your **AlaskaJobs** account. Read and accept the User Agreement and select 'Start Registration.' You will receive a verification email from *myAlaska*.
- 7) Follow instructions in the *myAlaska* email, which provides an email verification link which you must follow within 24 hours or start the registration process again.
- 8) Following the link should lead to an 'Account Confirmation' Screen:

### Account Confirmation

Your arrival at this page has confirmed your email address.

Please enter your username and password again to continue the *myAlaska* registration process.

The screenshot shows a form with two input fields: Username and Password.

Completing your registration will establish your *myAlaska* identity. After you have done that, you will be able to conduct your business with the State of Alaska electronically!

Enter the same Username and Password you will use for your **AlaskaJobs** account and continue. You will be redirected to the *myAlaska* 'Sign In' page again.

- 9) Sign back into *myAlaska*. You will see that your *myAlaska* account has been confirmed successfully. Select 'View Your Services,' then **AlaskaJobs**.

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## Services

Use myAlaska to do business with the State of Alaska  
Permanent Fund Dividend services for individuals

[View Your Services](#)

then

### AlaskaJobs

*Resources to view and apply for jobs, create resumes, participate in a job fairs, and find information on training programs, financial aid, and labor market needs.*

- 10) You will be redirected to the AlaskaJobs home page. Log in as an Employer, same as step 2.
- 11) You will be directed to a Privacy Agreement screen. Read and accept to continue.

**Privacy Agreement: Department of Labor**

By checking the 'I Accept the Privacy Agreement' box below, you are authorizing myAlaska to share your profile information with DOL.

I Accept the Privacy Agreement

[Continue](#)

### 12) Next Steps:

When you are redirected to the **AlaskaJobs** home page, log in as an 'Employer' again and you will see a screen asking about your user type and prior registration:

\* Indicates required fields.

**\* Please tell us what type of user you are.**

- Individual Jobseeker
- Employer
- Training or Education Provider
- Grantee Staff
- WOTC Out of State Staff

**\* Were you previously registered in Alaska Jobs or have you been instructed to verify your account?**

- Yes, Verify my account
- No, Start a new registration

[Next >>](#)

- **Only if your business had an ALEXsys account or has an AlaskaJobs registration that has not yet been verified via *myAlaska*, select 'Yes, Verify my account' and continue to step 13.**
- **Only if your business never had an account in ALEXsys or AlaskaJobs, select 'No, Start a new registration' and skip to step 18 below to create a new **AlaskaJobs** account.**

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## Verifying an existing AlaskaJobs registration

- 13) To verify an existing **AlaskaJobs** account, select ‘Employer’ and ‘Yes, Verify my account,’ then hit ‘Next.’

**\* Please tell us what type of user you are.**

- Individual Jobseeker
- Employer
- Training or Education Provider
- Grantee Staff
- WOTC Out of State Staff

**\* Were you previously registered in Alaska Jobs or have you been instructed to verify your account?**

- Yes, Verify my account
- No, Start a new registration

Next >>

- 14) Complete the required fields in ‘Your Information’ to connect to your **AlaskaJobs** registration. The information should be for your individual contact information and must match how it is entered in the existing employer registration.

## Your Information

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**\* First Name:**  !

**\* Last Name:**  !

**\* Zip Code:**

**\* Phone Number:**   
(no dashes)

Next >>

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15) Hit 'Next.' An email verification code will be sent to your email address in the **AlaskaJobs** registration. Enter it on the Email Verification screen.

- If you do not receive an email verification code, check your junk/spam folder. If you are not able to find it, contact your nearest Alaska Job Center for staff assistance.
- Use your *myAlaska* Username here.

## Email Verification

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We have sent an email with a verification code to your email address in our system **913426@alaska.gov**. To complete the verification process, please access this code and enter it below. This code will remain active for 24 hours. Successful entry of this code will provide access to the AlaskaJobs system. If you do not have access to this email address, please click the Contact Staff link below.

• Enter Verification Code

• Username

Next >>

[\[ Go to Contact Staff \]](#)

16) You will be redirected to the **AlaskaJobs** home page. Log in as an 'Employer' as in step 2, then log in via *myAlaska* again. Read and agree to employer notices.

17) You will see an **AlaskaJobs** screen asking you what you would like to do next. Congratulations, you have verified your employer account in **AlaskaJobs**! See step 25 for more options, and step 29 to find more information about recruiting in the **AlaskaJobs** online labor exchange system.

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## New AlaskaJobs account registration

18) After step 12, for self-service new account registrations select 'Employer' and 'No, Start a new registration' on the Type of User screen in **AlaskaJobs**.

\* Please tell us what type of user you are.

- Individual Jobseeker
- Employer
- Training or Education Provider
- Grantee Staff
- WOTC Out of State Staff

\* Were you previously registered in Alaska Jobs or have you been instructed to verify your account?

- Yes, Verify my account
- No, Start a new registration

Next >>

19) Read and agree to the Employer Acceptable Use Policy Access Agreement.

20) On the next screen, select your 'Representative Type.' Select 'Direct Representative' unless you are a Third Party Agent seeking to work on behalf of multiple employers to perform Work Opportunity Tax Credit or Recruiter management in **AlaskaJobs**.

- Most Recruiter employers are Direct Representatives. While there is only one account per employer/FEIN allowed in **AlaskaJobs**, a Direct Representative primary contact can add contacts and locations to their accounts to allow their employees to access **AlaskaJobs** to recruit at multiple locations.
- Third Party Agents will require written authorization provided by each employer in order to work on their behalf.

## Representative Type

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Please specify what type of user that you are:



**Direct Representative of your Organization**

This includes employees, principals and owners of the organization that is registering.



**Third Party Agents (TPA)**

This includes companies that represent one or more registered organizations and will perform activities on their behalf.

Next >>

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21) Select your account type(s) on the 'Representative Type' screen.

### Representative Type

Please select one of the options below:



**Recruiting**

Perform labor exchange functions such a recruit



**WOTC Services**

Apply for tax credits available for employing indi  
review and approve employer credits.

22) Complete all required fields on the 'Verify Employer Registration Identification' page indicated by red asterisks.

- **AlaskaJobs** requires a unique valid FEIN for each employer registration.
- You will be able to add multiple locations and contacts to your account once registration is complete.
- Accidental duplicate accounts for one employer/FEIN will require staff assistance for an account merger and can delay your recruitment activities.

23) Continue to 'Employer Registration.' Complete all fields indicated with a red asterisk. Save.

- Your Primary Location can be in any state or territory, however your account must indicate at least one bona fide Alaska location which will be confirmed by job center staff prior to enabling your account.
- Note that not all communication issues from **AlaskaJobs** via text. All communication issued via email, text, or mail will also populate in your **AlaskaJobs** message center.

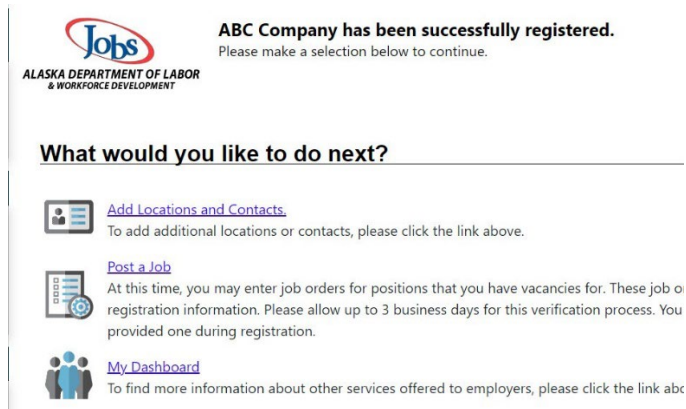
24) Read each of the following notices and select Next indicating you understand and agree.

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25) You will see the ‘Employer Information’ screen indicating that your business has registered successfully. Congratulations!



- Make a selection to ‘Add Locations and Contacts’ for any additional worksites and staff who will work on your behalf in **AlaskaJobs**.
- Locations will be available to select on job orders and must have verifiable street addresses in Alaska.
- Each contact may be associated with one or more locations.

26) **AlaskaJobs** will send you an email verification. Follow the instructions, log out and log back into **AlaskaJobs** again.

27) You must add at least one job order ready to open to be enabled for Recruiter access by job center staff. You may access and manage your account information, contacts and locations, as well as add and edit job orders while your account remains in Pending status.

28) Job center staff closest to your location will review your new registration and job order(s). They will reach out to you for further information in order to enable Recruiter access for your account to open your job orders and allow you to search for and view candidates.

29) See the ‘User Guide for Employers’ and courses in your ‘Learning Center’ for more information about using **AlaskaJobs**, or reach out to your nearest [Alaska Job Center](#) for assistance. Note that images in these guides may vary from the appearance of **AlaskaJobs**, and some functionality may differ.

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