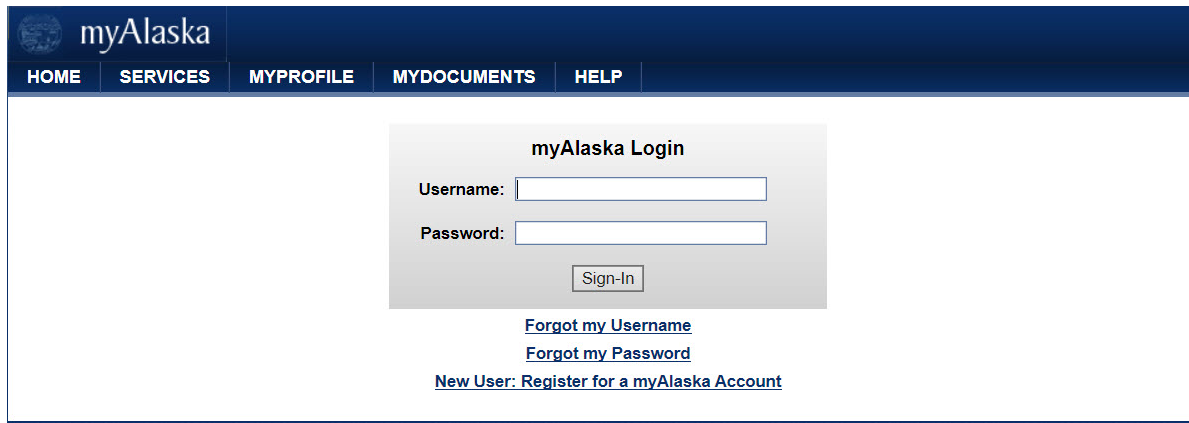


AlaskaJobs New Account Log In Guide – Individuals

6/30/20

Below are instructions for individual (job seekers) accessing AlaskaJobs for **NEW** accounts. Pre-existing ALEXsys users, do not follow these instructions.

- 1) Navigate to [myAlaska](#) and login with existing credentials or create a new myAlaska account. Note, 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, a Service Provider, or a Grantee Case Manager.



myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

myAlaska Login

Username:

Password:

Sign-In

[Forgot my Username](#)

[Forgot my Password](#)

[New User: Register for a myAlaska Account](#)

- 2) Select the Services Tab


myAlaska

[HOME](#)
[SERVICES](#)
[MYPROFILE](#)
[MYDOCUMENTS](#)
[HELP](#)

[Go to AlaskaJobs](#)

Welcome **resdat**. The myAlaska Registered User Portal is your dashboard for viewing managing your information and gaining access to a wide array of services designed for you to begin.


Services

Use myAlaska to do business with the State of Alaska. There is a wide select businesses. For example, Permanent Fund Dividend services for individuals : [View Your Services](#)


MyProfile

Manage, update, or change your myAlaska account and user information. [Manage Your Profile](#)


Help

Get help using myAlaska or one of the myAlaska applications. [Get Help](#)

3) Select AlaskaJobs


myAlaska


[HOME](#)
[SERVICES](#)
[MYPROFILE](#)
[MYDOCUMENTS](#)
[HELP](#)

myAlaska is a system for Secure Single Sign-on and Signature for Citizens, or, an authentication and citizens to interact with multiple State of Alaska services through a single username and password.


Services for Individuals

[ACPE - Student Aid Portal](#)
Apply for and view your Alaska Performance Scholarship and Alaska Education Grant Information

[Alaska Donor Registry](#)
Interface to allow Alaskans to manipulate their status and preferences on the Alaska Donor Registry.


[Alaska Mapper](#)
The Alaska Mapper.

[Alaska Mapper \(ILS\)](#)
Alaska Mapper (Version 4)

[Alaska Youth Court](#)

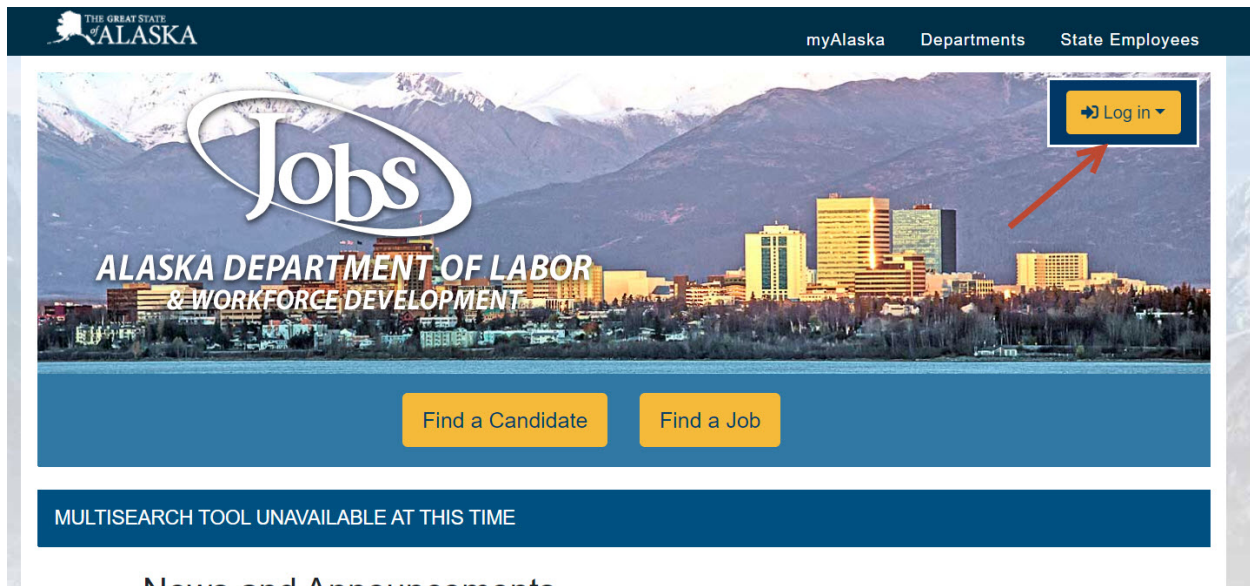
[AlaskaJobs](#)

[APOC - Disclosure Forms](#)
Reporting for Public Officials, Legislative Staff, Campaign Activity and Lobbying Reporting

[ARIES Self-Service Portal](#)
Online Application that allows customers to apply for public assistance

[ARIES Self-Service Portal - Integration](#)
Online Application that allows customers to apply for public assistance

4) Click on the 'Log in' drop down in the upper right corner



5) Select 'Individual'



6) Review and accept the Privacy Agreement

[Go to AlaskaJobs](#)

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](#)

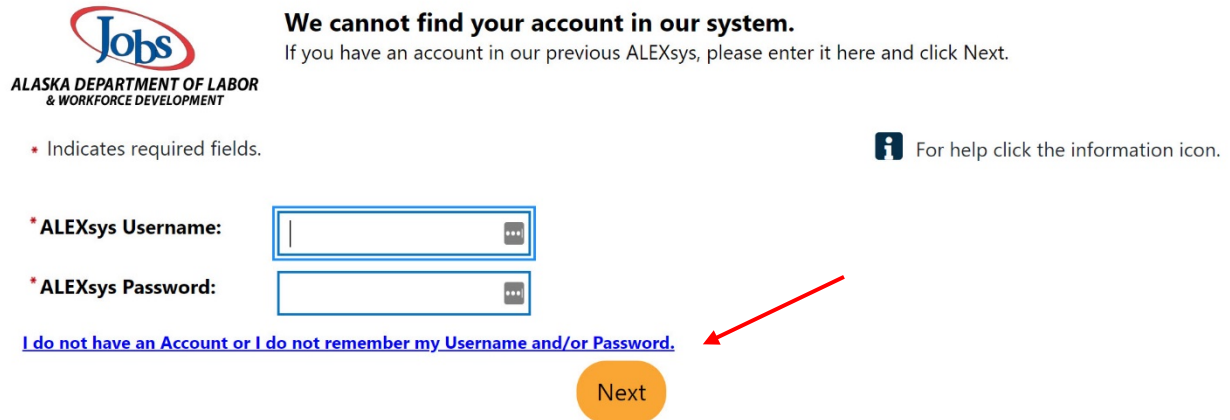
7) Click on the 'Log in' drop down in the upper right corner



8) Select '*Individual*'




- 9) To create a new account in AlaskaJobs, select '***I do not have an Account.....***' and proceed to step 10 below.



Jobs
ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

We cannot find your account in our system.
If you have an account in our previous ALEXsys, please enter it here and click Next.

* Indicates required fields.  For help click the information icon.

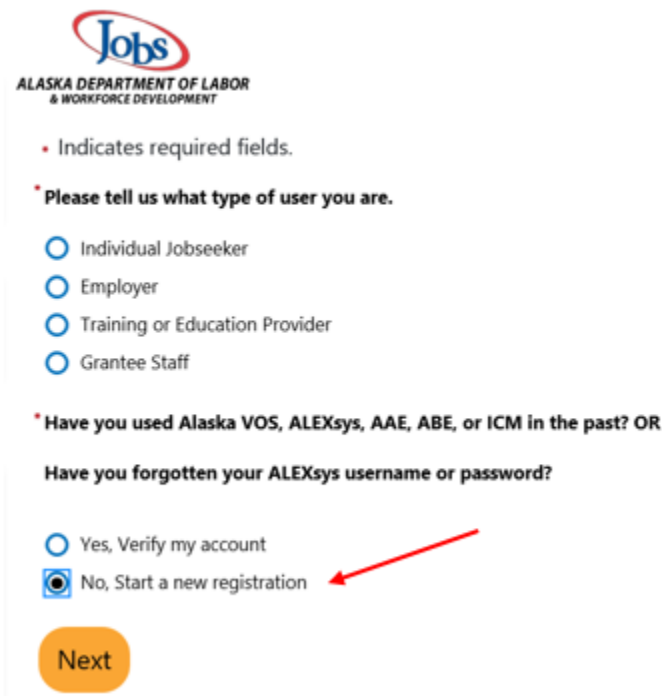
* ALEXsys Username:

* ALEXsys Password:

[I do not have an Account or I do not remember my Username and/or Password.](#)

Next

- 10) Since you have never accessed ALEXsys or AlaskaJobs, select '***No, Start a new registration***' and proceed to create a new registration.



Jobs
ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

* Indicates required fields.

* Please tell us what type of user you are.

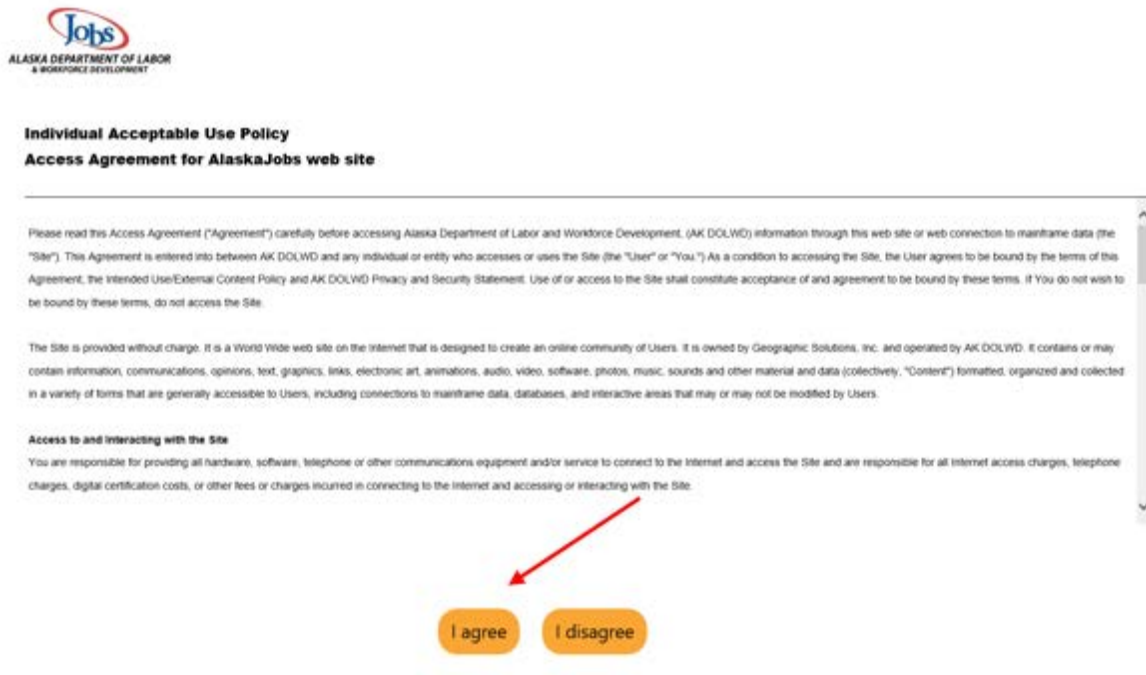
☐ Individual Jobseeker
☐ Employer
☐ Training or Education Provider
☐ Grantee Staff

* Have you used Alaska VOS, ALEXsys, AAE, ABE, or ICM in the past? OR
Have you forgotten your ALEXsys username or password?

☐ Yes, Verify my account
☒ No, Start a new registration

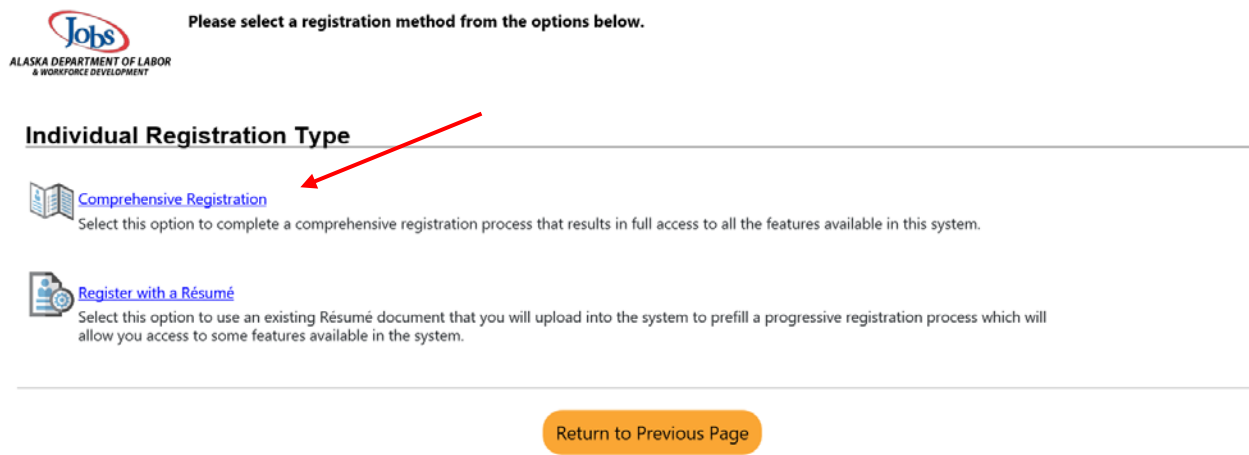
Next

11) Review the user agreement



The screenshot shows the "Individual Acceptable Use Policy" page for the AlaskaJobs web site. At the top left is the logo for the Alaska Department of Labor & Workforce Development, featuring the word "Jobs" in a blue oval. The page title is "Individual Acceptable Use Policy" followed by "Access Agreement for AlaskaJobs web site". The main content area contains three paragraphs of text. The first paragraph explains that the user agrees to the terms of the policy by accessing the site. The second paragraph describes the site as a World Wide web site designed to create an online community of users. The third paragraph states that users are responsible for providing their own hardware and software. At the bottom of the page, there are two orange buttons: "I agree" and "I disagree". A red arrow points from the "I agree" button to the "I disagree" button.

12) Start a comprehensive registration to complete all the needed information to register in the system and create resumes, apply for jobs, etc.



The screenshot shows the registration page for the AlaskaJobs web site. At the top left is the logo for the Alaska Department of Labor & Workforce Development, featuring the word "Jobs" in a blue oval. The page title is "Please select a registration method from the options below." followed by "Individual Registration Type". Below the title, there are two options: "Comprehensive Registration" and "Register with a Résumé". The "Comprehensive Registration" option is highlighted with a red arrow. Below each option is a brief description of the registration process. At the bottom of the page, there is an orange button labeled "Return to Previous Page".

If you need further assistance, please contact your nearest [Alaska Job Center](#).