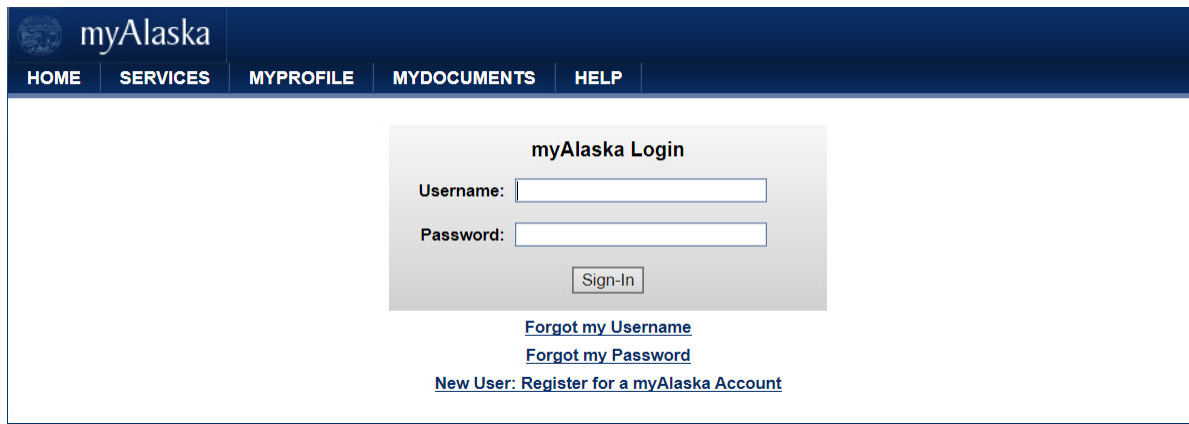


AlaskaJobs (former ALEXsys) Account Log In Guide – Employers

6/30/20

- 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 Alaska Jobs, such as an individual seeking a job, an employer recruiting for a position, a Service Provider, or a Grantee Case Manager.



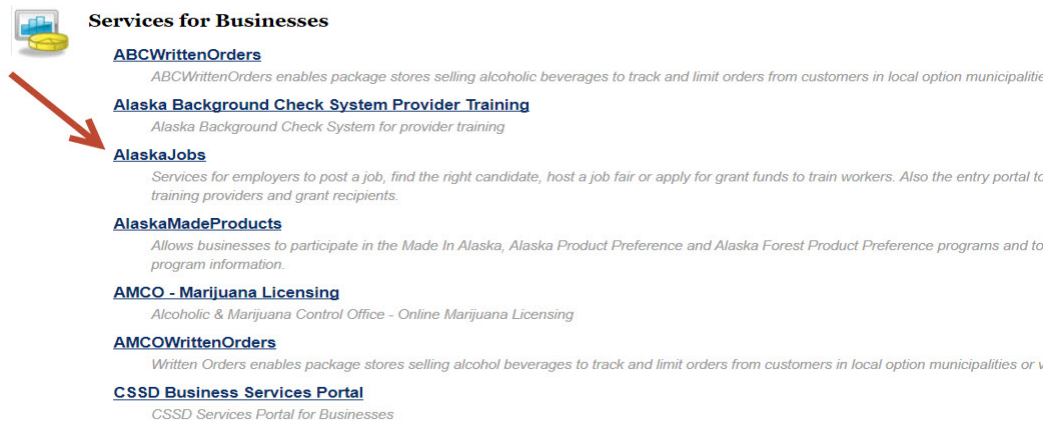
The screenshot shows the myAlaska Login page. At the top is a dark blue header with the myAlaska logo and navigation tabs: HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. Below the header is a light gray login box with the title "myAlaska Login". Inside the box are two input fields: "Username:" and "Password:". Below these fields is a "Sign-In" button. Under the login box are three links: "Forgot my Username", "Forgot my Password", and "New User: Register for a myAlaska Account".

- 2) Select the Services Tab



The screenshot shows the myAlaska dashboard. At the top is a dark blue header with the myAlaska logo and navigation tabs: HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. Below the header is a light green banner with the text "Go to [AlaskaJobs](#)". Below the banner is a welcome message: "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." Below the welcome message are three sections: "Services" with a yellow star icon, "MyProfile" with a person icon, and "Help" with a life preserver icon. A red arrow points to the "Services" section. Each section has a brief description and a link: "View Your Services" for Services, "Manage Your Profile" for MyProfile, and "Get Help" for Help.

3) Select *AlaskaJobs* under the Services for Businesses category



Services for Businesses

- [ABCWrittenOrders](#)
ABCWrittenOrders enables package stores selling alcoholic beverages to track and limit orders from customers in local option municipalities.
- [Alaska Background Check System Provider Training](#)
Alaska Background Check System for provider training
- [AlaskaJobs](#)
Services for employers to post a job, find the right candidate, host a job fair or apply for grant funds to train workers. Also the entry portal to training providers and grant recipients.
- [AlaskaMadeProducts](#)
Allows businesses to participate in the Made In Alaska, Alaska Product Preference and Alaska Forest Product Preference programs and to program information.
- [AMCO - Marijuana Licensing](#)
Alcoholic & Marijuana Control Office - Online Marijuana Licensing
- [AMCOWrittenOrders](#)
Written Orders enables package stores selling alcohol beverages to track and limit orders from customers in local option municipalities or v
- [CSSD Business Services Portal](#)
CSSD Services Portal for Businesses

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



myAlaska Departments State Employees

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Find a Candidate Find a Job

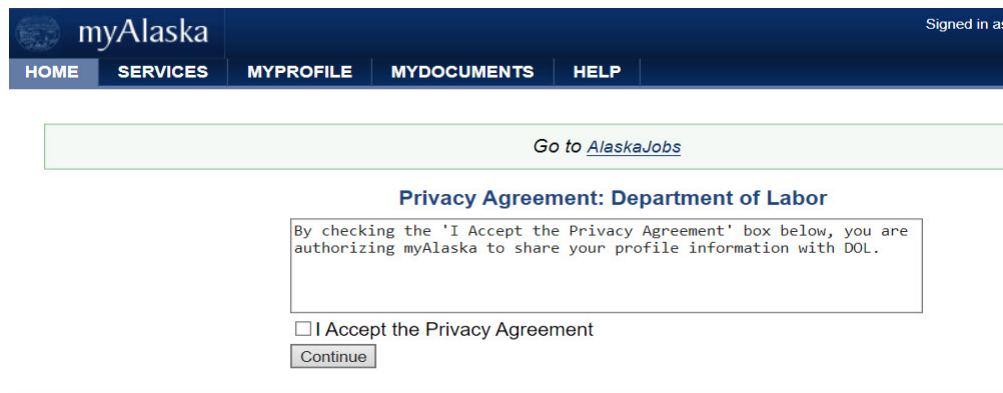
MULTISEARCH TOOL UNAVAILABLE AT THIS TIME

News and Announcements

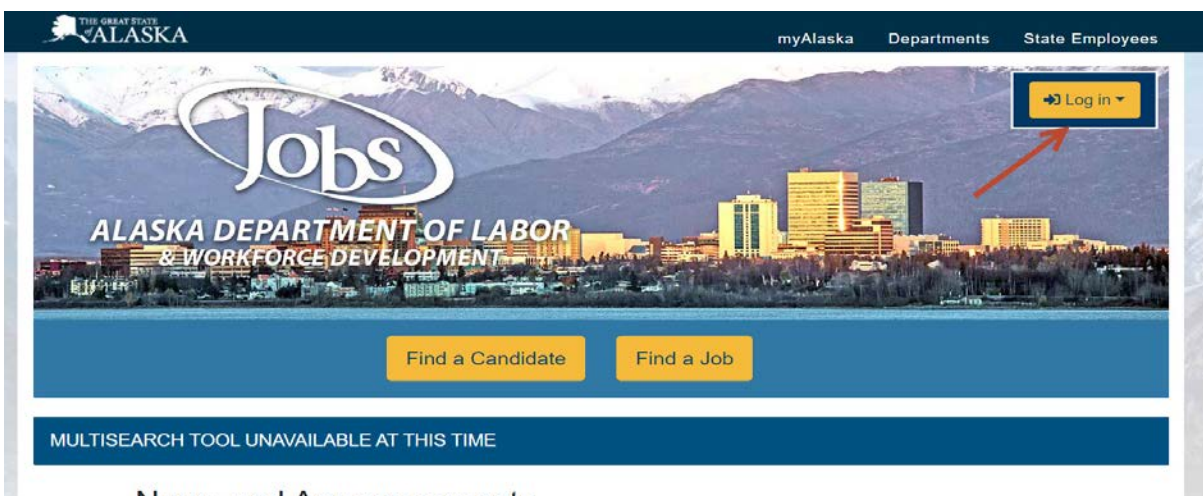
5) Select *Employer*



6) Review and accept the Privacy Agreement



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




8) Select *Employer*



- 9) If you had an account in the ALEXsys system, enter in your login credentials for the previous ALEXsys system and you should be directed to the welcome page within AlaskaJobs.

If you do not remember your ALEXsys Username or Password, select 'I do not have an Account.....' and proceed to step 10 below.

If you would like to create a brand new account in AlaskaJobs, select 'I do not have an Account.....' and proceed to step 10 below.



**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.

* ALEXsys Username:

* ALEXsys Password:

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

Next

 For help click the information icon.

- 10) Select Employer. If you had an ALEXsys account or have previously logged into AlaskaJobs, select 'Yes, Verify my account' and proceed to step 11 below. If you have never accessed ALEXsys or AlaskaJobs, select 'No, Start a new registration' and proceed to create a new registration.

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& 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 Jobs, 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) Complete the below required fields to find your existing account. The information provided should be for your individual contact information.

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To ensure the highest level of security, please enter the needed information into the form, so that we can verify this information against what is in our database.
If you can't provide the needed information, you will be redirected to the contact staff page.

* Indicates required fields. For help click the info


Your Information

* Zip Code:

* Phone Number: (no dashes)

Next >>


- 12) An email verification code will be sent to your email address used in ALEXsys. Please enter it here. Make sure to check your junk mail or spam filter.



To ensure the highest level of security, please enter the needed information into the form, so that we can verify this information against what is in our database.

If you can't provide the needed information, you will be redirected to the contact staff page.

• Indicates required fields.

 For help click the information icon.

Email Verification

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

• Enter Verification Code

[Next](#)

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

13) Review any Notices


Notice to Employers Regarding Job Bank Nondiscrimination and Hiring Restrictions Based on an Individual's Unemployment Status

We advise employers not to automatically exclude job seekers based on their unemployment status unless the employer can show that an unemployment status restriction is related to the job posted and consistent with the employer's business needs. This type of screening requirement may unjustifiably limit the employment opportunities of applicants in protected groups and may therefore violate federal civil rights laws. Any employer that submits a job announcement containing restrictions or exclusions based on an applicant's unemployment status will have an opportunity to edit or remove the announcement.

Practical Considerations:

- It could be difficult for employers to show that screening out applicants based on their current status as unemployed is job related and consistent with business necessity. For example:
 - Candidates for entry-level jobs and certain other positions receive relevant training upon hire.
 - An applicant who currently is employed is not likely to be employed in a position identical to the position being filled.
 - For jobs that do not require state-of-the-art knowledge, skills and/or abilities related to rapidly changing technologies or practices, the qualifications and experience that applicants acquired through past jobs do not automatically disappear during the period of unemployment. Many of those who are unemployed for long periods of time before returning to work see their earnings eventually bounce back to their pre-unemployment levels, suggesting little loss of their skills during unemployment.
 - Even for those jobs that require state-of-the-art knowledge, skills and/or abilities of rapidly changing technologies or practices, it cannot be assumed that the applicant has not taken steps to maintain proficiency in those skills and knowledge. Moreover, current employment may not be useful in evaluating relevant experience and knowledge.
- More accurate and potentially less discriminatory alternatives to exclusion of those currently unemployed include individualized


14) Successful login



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ABC Company has been successfully registered.
Please make a selection below to continue.

What would you like to do next?




[Add Locations and Contacts.](#)

To add additional locations or contacts, please click the link above.



[Post a Job](#)

At this time, you may enter job orders for positions that you have vacancies for. These job orders require registration information. Please allow up to 3 business days for this verification process. You provided one during registration.



[My Dashboard](#)

To find more information about other services offered to employers, please click the link above.

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