

AlaskaJobs (former ALEXsys) Account Log In Guide – Individuals

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- 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 interface. At the top, there is a dark blue header with the myAlaska logo and navigation tabs: HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. Below the header is a white login box with the title "myAlaska Login". It contains two input fields: "Username:" and "Password:". Below these fields is a "Sign-In" button. Underneath the button are two links: "Forgot my Username" and "Forgot my Password". At the bottom of the login box is a link: "New User: Register for a myAlaska Account".

- 2) Select the Services Tab



The screenshot shows the myAlaska dashboard. At the top, there is a dark blue header with the myAlaska logo and navigation tabs: HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. Below the header is a white area with a green button that says "Go to AlaskaJobs". Below this 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 message are three main sections: "Services" with a yellow star icon, "MyProfile" with a person icon, and "Help" with a lifebuoy icon. A red arrow points to the "Services" section. The "Services" section includes the text: "Use myAlaska to do business with the State of Alaska. There is a wide select of services for individuals. For example, Permanent Fund Dividend services for individuals." and a link: "View Your Services". The "MyProfile" section includes the text: "Manage, update, or change your myAlaska account and user information." and a link: "Manage Your Profile". The "Help" section includes the text: "Get help using myAlaska or one of the myAlaska applications." and a link: "Get Help".

3) Select *AlaskaJobs*

The screenshot shows the 'myAlaska' website interface. At the top, there is a navigation bar with links for HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. Below this, a text block explains that myAlaska is a system for Secure Single Sign-on and Signature for Citizens. The main content area is titled 'Services for Individuals' and lists several services: ACPE - Student Aid Portal, Alaska Donor Registry, Alaska Mapper, Alaska Mapper (ILS), Alaska Youth Court, AlaskaJobs, APOC - Disclosure Forms, ARIES Self-Service Portal, and ARIES Self-Service Portal - Integration. A red arrow points to the 'AlaskaJobs' link.

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

The screenshot shows the homepage of the Alaska Department of Labor & Workforce Development. The header includes 'THE GREAT STATE of ALASKA' and navigation links for 'myAlaska', 'Departments', and 'State Employees'. The main banner features a scenic view of Anchorage with the text 'Jobs' and 'ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT'. Below the banner are two buttons: 'Find a Candidate' and 'Find a Job'. A red arrow points to a 'Log in' button in the upper right corner. A blue banner at the bottom of the page states 'MULTISEARCH TOOL UNAVAILABLE AT THIS TIME'.

5) Select *Individual*



6) Review and accept the Privacy Agreement



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



8) Select *Individual*



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 and/or Password, or 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.



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) Select *Individual Jobseeker*. 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.



* 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.

Your Information

* First Name:

* Last Name:

* Date of Birth: (mm/dd/yyyy) 

* Social Security Number: (no dashes) 

* Confirm Social Security Number: (no dashes) 

* Zip Code:

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 agibson@resourcedata.com. 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 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) Successful Login



The screenshot shows the 'My Individual Workspace' dashboard. At the top left is the 'Jobs' logo and the text 'ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT'. To the right, it says 'Welcome to My Individual Workspace' with a link to 'View your Personal Profile and Contact Information'. Below this is a navigation bar with four tabs: 'My Dashboard' (selected), 'How We Can Help You', 'Directory of Services', and 'My Resources'. The main content area features a large image of stacked shipping containers with a yellow crane. Overlaid on the image is a dark box with the text 'Find a Great Job Today' and 'We have found local job listings related to your employment history, occupations, and associated job skills'.

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