Pre-App: Customer JG Flow

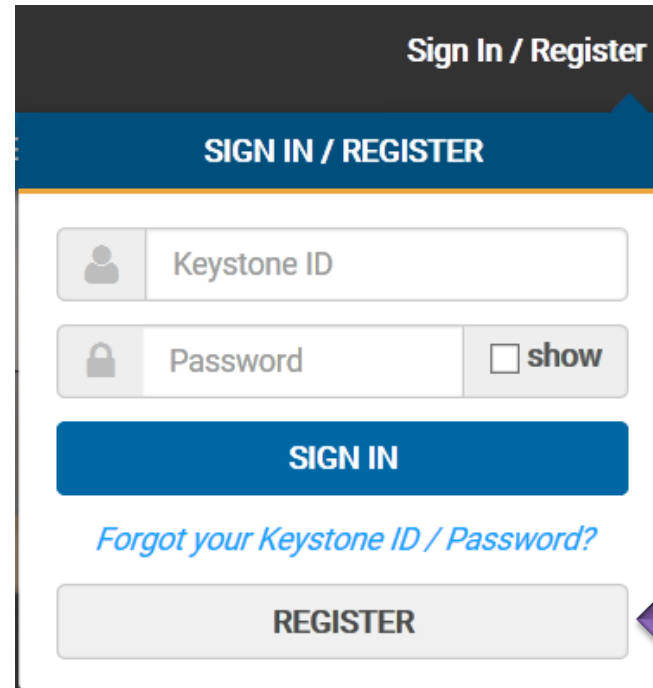**pennsylvania**
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The individual will access the pre-application through PA's **JobGateway website** at www.jobgateway.pa.gov

The individual must register in JobGateway prior to accessing the pre-application.

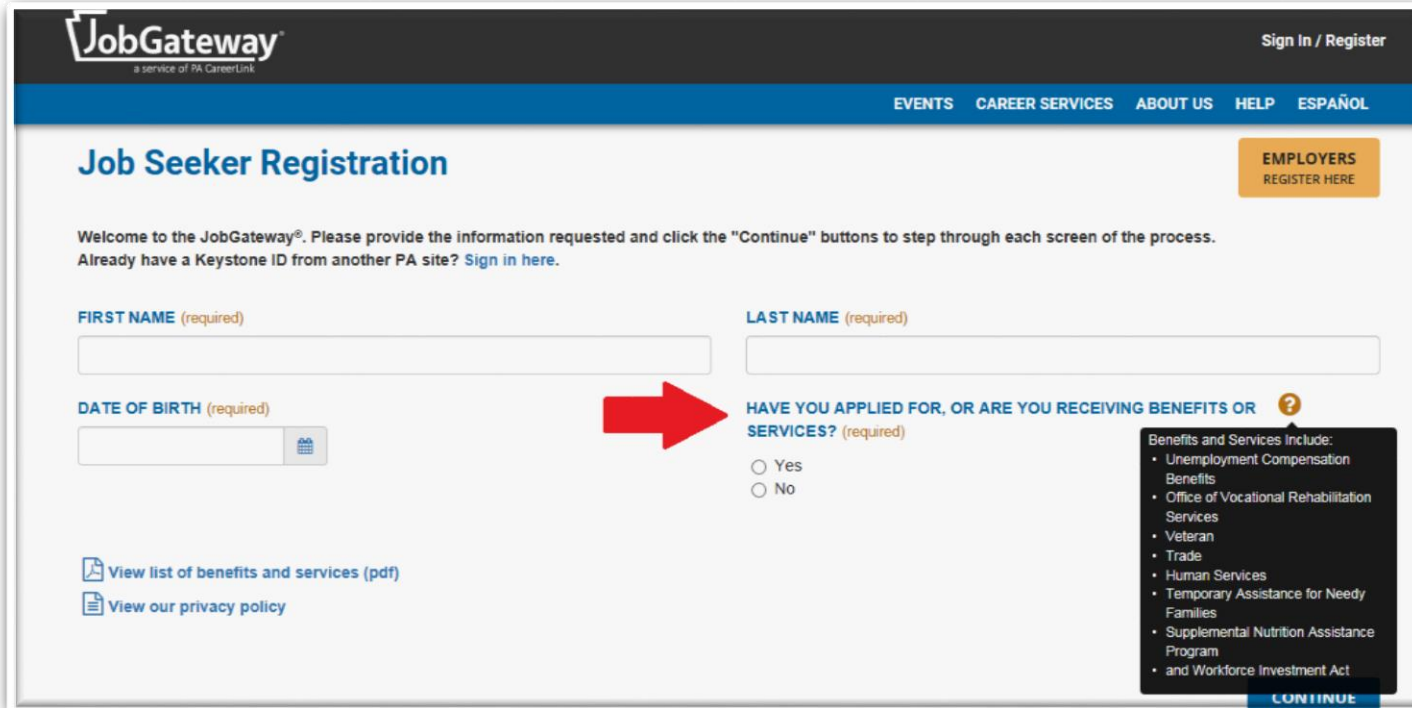**"Sign In/Register" → "Register"**

Or the individual can sign in if they already registered and have a JobGateway/Keystone ID and password.

The individual must be registered/signed in regardless of having a closed case with OVR or a PID through CWDS.

Sign In / Register

SIGN IN / REGISTER

Keystone ID

Password ☐ show

SIGN IN

Forgot your Keystone ID / Password?

REGISTER

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Scenario A: Has not applied for or is not receiving any Workforce services

Screen 1 contains Name, DOB, and a question asking if the individual has applied for or is currently receiving benefits. If they hover over the help text icon (?) a list of programs this question applies to will appear. OVR is one of them. If "no" is chosen, they are taken to the second registration screen.

Scenario B: : Applied for or is receiving Workforce services

If "yes" is chosen, two conditional questions appear:
1) Unemployment Compensation Question – if yes, SSN is required
2) OVR question - the potential customer should always answer "Yes"

After both questions are answered they are taken to the second registration screen.

ARE YOU REGISTERING TO COMPLY WITH THE UC REQUIREMENT TO REGISTER FOR EMPLOYMENT SEARCH SERVICES? (required)

○ Yes
○ No

SSN (required)

CONFIRM SSN (required)

ARE YOU A PERSON WITH A DISABILITY SEEKING OVR SERVICES?

○ Yes
⦿ No

The Pennsylvania Office of Vocational Rehabilitation, or OVR, works with individuals with disabilities who want to work but face difficulties getting, keeping, or advancing in employment. Services are provided on an individualized basis to eligible individuals. OVR contains a bureau dedicated to assisting individuals who are blind or visually impaired gain the skills necessary to live and work independently in their communities, including specialized services for children and adult independent living skills.

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Contact Information

Please provide contact information and your preference for receiving communications from JobGateway®.

Contact Information

CORRESPONDENCE PREFERENCE (required)

◉ Email   ○ Mail

EMAIL (required)
testuser@gmail.com

CONFIRM EMAIL (required)
testuser@gmail.com

Location Address

ADDRESS LINE 1 (required)
4600 Darlington RD

ADDRESS LINE 2

CITY (required)
York

STATE (required)
Pennsylvania

ZIP CODE (required)
17408

COUNTY (required)
York

☑ Mailing Address is the same as above Location Address

BACK

CONTINUE

Regardless of the customer picking "no" or "yes" to "***Have you applied for, or are you currently receiving benefits or services?***" they will be taken to the 2ⁿᵈ registration screen to provide their email and address.

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Create User Account

Account Information

KEYSTONE ID / USER NAME (required)

> testuser25

✓ Keystone Id currently available

PASSWORD (required)

> •••••••••• ☐ Show

✓ One lowercase character ✓ One special character
✓ One uppercase character ✓ 8 character minimum
✓ One number

Security Questions & Answers

SECURITY QUESTION 1 (required)

> Select ▼

Security question 1 cannot be blank

ANSWER 1 (required)

SECURITY QUESTION 2 (required)

> Select ▼

ANSWER 2 (required)

SECURITY QUESTION 3 (required)

> Select ▼

ANSWER 3 (required)

☐ I HAVE READ AND UNDERSTOOD THE CIVIL RIGHTS STATEMENT (required)

CANCEL   CONTINUE

The 3rd and final registration screen is where the individual creates their Keystone ID, Password, and Security Questions.

They also must check they read and understood the civil rights statement

Click "Continue"

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RA-LI-CWDS-webmaster@pa.gov   ☐ Okon, Tara
Pennsylvania JobGateway - User Account Information

Action Items

Thank you for creating an account on the Pennsylvania JobGateway® website.

- Your Keystone ID is assistedPA. Your Keystone ID is your username when you log into the website.

- Your Participant Identification Number is 4899911. Your Participant Identification Number is used to identify you if you forget your username or password.

This information is confidential and should be kept in a secure location.
Important Notice for Unemployment Compensation (UC) Claimants:
This e-mail is NOT confirmation that you have met your work registration requirement.
Depending on how you answered various registration questions, your account may or may not be complete for UC purposes.
Please refer to the UC registration compliance indicator on your JobGateway® dashboard. If you cannot locate the indicator on your dashboard, please contact your local PA Careerlink®.

www.jobgateway.pa.gov

The potential customer is automatically emailed their Keystone ID and PID

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Registration Confirmation

Basic Account Confirmation

You have created a basic JobGateway® account. Your **Keystone ID (jozyjozy2)** and **Participant ID (4867...** ave been sent to your email address. Once you have built your resume (start below), you will be ready to search for and apply to jobs.

IMPORTANT NOTICE FOR UNEMPLOYMENT COMPENSATION (UC) CLAIMANTS: If you are registering on Jo___ ay® to be eligible for Unemployment Compensation (UC), this basic account is NOT sufficient. Please click here for instructions on converting your basic account to a UC-comp___ ccount.

Staff Assisted Services and Programs

Click on the button below to learn more about and/or refer yourself to our current staff-assisted services and programs, including Education and Training (WIA), Job Search Assistance (BWDP), Veterans Programs, Trade Adjustment Assistance (TAA), and the Office of Vocational Rehabilitation (OVR).

REQUEST STAFF-ASSISTED SERVICE

Create Resume Options

Use our JobGateway Resume Builder to create your resume in an easy to follow, step-by-step process	Upload an existing resume and JobGateway will use it to populate your resume for you	Add your resume at a later time
BUILD A NEW RESUME	**START WITH AN EXISTING RESUME**	**GO TO MY DASHBOARD**

The potential customer is automatically taken to the registration confirmation page. They are to click **"Request Staff Assisted Service".**

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Request Services

If you are interested in obtaining more information about our staff-assisted services and programs, select the program(s) below, then click the "Request Services" button and the appropriate staff will contact you.

Referral Details

REFERRAL DATE
6/9/2017

COMMENTS

> Please enter high school name or referral source here

> The potential customer must choose OVR - BVRS
>
> Click "Request Services"

0 characters of 1000

Programs (select at least one)

- [ ] Education and Training Assistance (Workforce Investment Act) ❓
- [ ] Job Search Assistance (Labor Exchange) ❓
- [ ] Veteran Programs ❓
- [ ] Foreign trade Affected Job Loss (Trade) ❓
- [x] Office of Vocational Rehabilitation - Bureau of Vocational Rehabilitation Services ❓
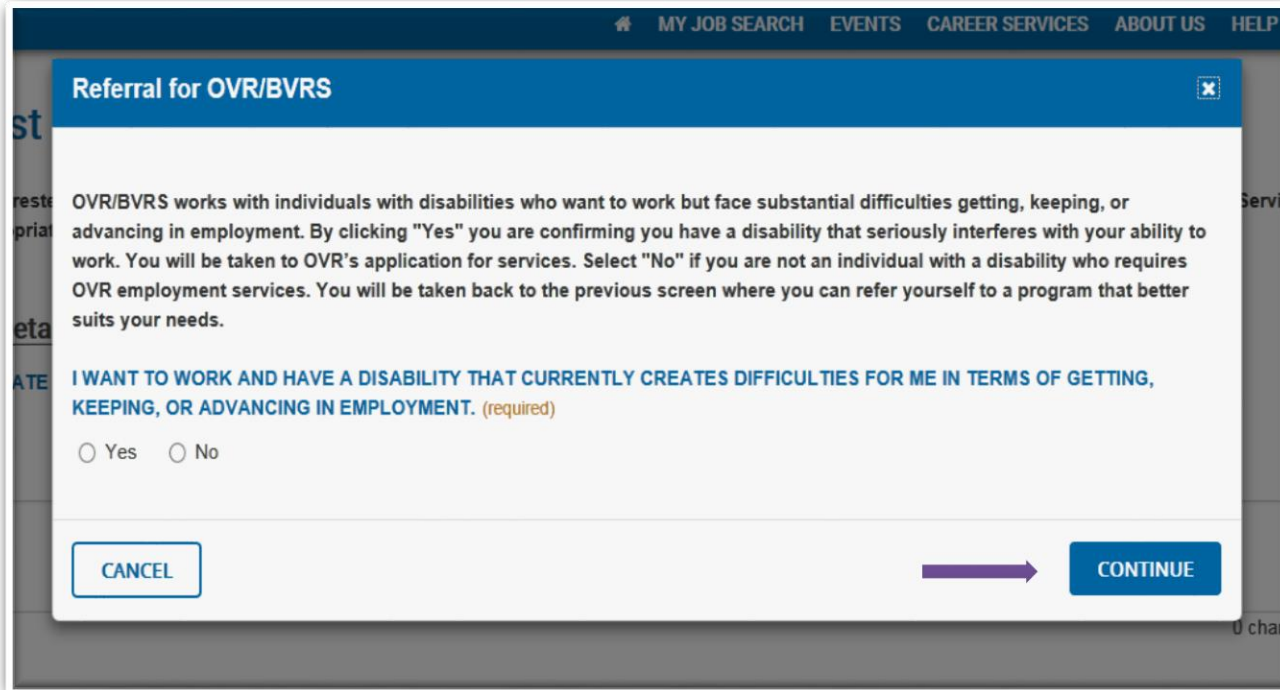- [ ] Office of Vocational Rehabilitation - Bureau of Blindness and Visual Services ❓

Department of Human Services (DHS)

To receive Employment and Training services through DHS Programs, please contact your local County Assistance Office. DHS Programs include Cash, Food Stamps and Medical Assistance. ❓

CANCEL   REQUEST SERVICES

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A pop up appears with general eligibility information to help individuals know if they are referring themselves to the correct program.

Yes → Individual is taken to OVR's pre-application for services.

No → Individual is taken to the previous page to refer themselves to a more appropriate program.

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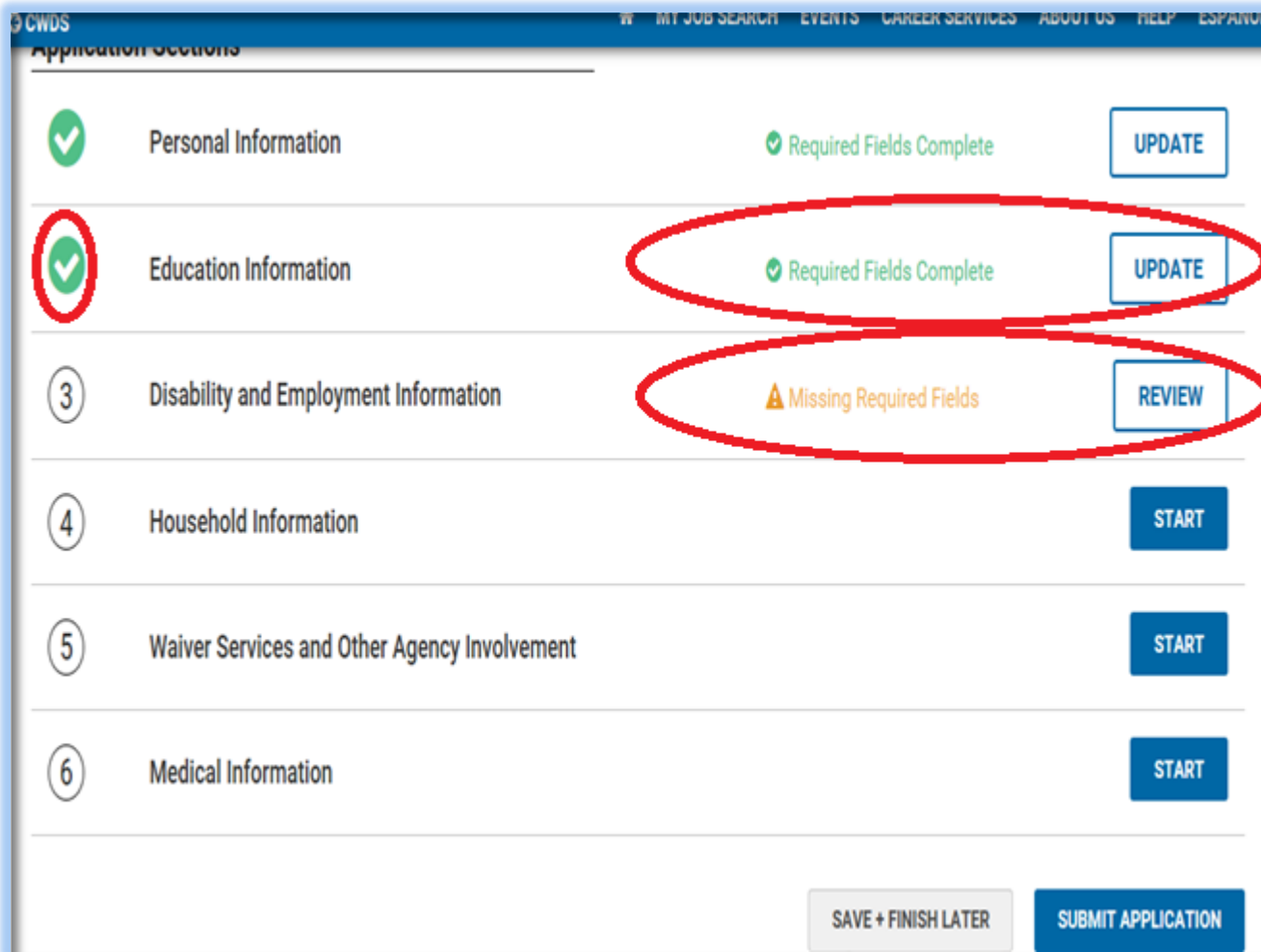**pennsylvania**
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The customer version of the pre-application has 6 sections.

Customers can complete or partially complete sections in any order.

They can save their incomplete pre-app to finish it later.

Incomplete pre-apps are not sent to District Offices and automatically become "inactive" after 90 days.

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Customers are notified if a section is missing required information via the "Missing Required Fields" label and "Review" button

Customers must complete all sections in full (as indicted by green checks) before being able to submit their pre-application

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Application Successfully Submitted

Your OVR Pre-Application has been successfully submitted. An OVR representative will contact you within 15 days to discuss next steps.

You can view your submitted pre-application by clicking on the icon below.

My OVR Pre-Application

GO TO MY DASHBOARD

After the "submit application" button is pressed they will receive an automated notification.