

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.



The screenshot shows the myAlaska login interface. At the top, there is a dark blue navigation bar with the myAlaska logo on the left and five tabs: HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. Below the navigation bar, the main content area is white. In the center, there is a light gray box titled 'myAlaska Login'. Inside this box, there are two input fields: 'Username:' and 'Password:'. Below the password field is a 'Sign-In' button. Underneath the login box, there are three links: 'Forgot my Username', 'Forgot my Password', and '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 of services. 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 authorization system that allows 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](#) 

Resources to view and apply for jobs, create resumes, participate in a job fairs, and find information on job needs.

[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

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.



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.



* 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



Individual Acceptable Use Policy Access Agreement for AlaskaJobs web site

Please read this Access Agreement ("Agreement") carefully before accessing Alaska Department of Labor and Workforce Development, (AK DOLWD) information through this web site or web connection to mainframe data (the "Site"). This Agreement is entered into between AK DOLWD and any individual or entity who accesses or uses the Site (the "User" or "You"). As a condition to accessing the Site, the User agrees to be bound by the terms of this Agreement, the Intended Use/External Content Policy and AK DOLWD Privacy and Security Statement. Use of or access to the Site shall constitute acceptance of and agreement to be bound by these terms. If You do not wish to be bound by these terms, do not access the Site.

The Site is provided without charge. It is a World Wide web site on the Internet that is designed to create an online community of Users. It is owned by Geographic Solutions, Inc. and operated by AK DOLWD. It contains or may contain information, communications, opinions, text, graphics, links, electronic art, animations, audio, video, software, photos, music, sounds and other material and data (collectively, "Content") formatted, organized and collected in a variety of forms that are generally accessible to Users, including connections to mainframe data, databases, and interactive areas that may or may not be modified by Users.

Access to and interacting with the Site

You are responsible for providing all hardware, software, telephone or other communications equipment and/or service to connect to the Internet and access the Site and are responsible for all Internet access charges, telephone charges, digital certification costs, or other fees or charges incurred in connecting to the Internet and accessing or interacting with the Site.

I agree I disagree

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



Please select a registration method from the options below.

Individual Registration Type



Comprehensive Registration

Select this option to complete a comprehensive registration process that results in full access to all the features available in this system.



Register with a Résumé

Select this option to use an existing Résumé document that you will upload into the system to prefill a progressive registration process which will allow you access to some features available in the system.

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