


ACCESSING ALEXSYS SERVICES & JOB SEARCH HISTORY


These DOLWD ALEXsys screens show services provided by the job center staff that can be counted as work readiness activities if you debrief time in each activity with the client.

ALEXsys Services

- Go to the staff log in internet site <https://alexsys.dol.alaska.gov/StaffLogin.aspx>
- Log in with your DPA User Name and Password
- Rest your mouse over "Staff Services", then over "Manage Individuals", then click on "Assist and Individual".
- Type in the first and last name of the client; press enter or click on the "search" button.
- Select the client correct client by confirming the Date of Birth "DOB" and/or last 4 digits of the SSN. Click on the blue link in the "Username" column for the correct client.
- Find the blue ribbon titled "My ALEXsys Account"; click on "Staff Management", then "Activity History / Service Plan"
- Debrief client on listed services for the applicable month 

Service Code	Service Description	Program	Scheduled Date/Time	Actual End Date	Completion Code	Action
120	Use of Job Center Resource Room/Equipment	WP		8/9/2016	1 - Successful	View
106	Job Search Support / Planning	WP		8/9/2016	1 - Successful	View
115	ALEXsys Resume Preparation Assistance	WP	11/23/2007	11/23/2007	1 - Successful	View

Job Search History

- In the Yellow Ribbon at the top of the screen, click on "My Info Center", then click on the blue link titled "Jobs"
- Debrief client on only the "referred" jobs for the applicable month 

	Job Title	Viewed Details	View Date	Referred	Action
1	Tax Preparer - Entry Level	Yes	10/17/2013	Internet Referral	
3	Clinical Laboratory Technologist or Technician I/II	Yes	10/14/2013		Delete
4	Helper/Laborer	Yes	10/11/2013	Internet Referral	