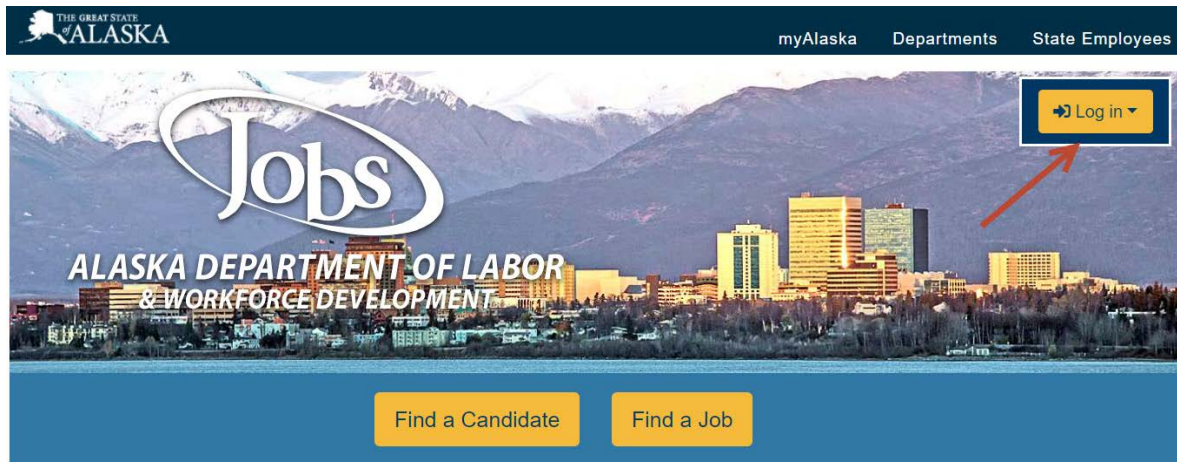


AlaskaJobs Account Log In Guide – Employers

10/07/20

- 1) Navigate to www.alaskajobs.alaska.gov and click on the 'Log in' drop down in the upper right corner.



- 2) Select 'Employer'



- 3) You will be directed to the myAlaska login screen. 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.

myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

myAlaska Login

Username:

Password:


Sign-In

[Forgot my Username](#)

[Forgot my Password](#)


[New User: Register for a myAlaska Account](#)

- 4) 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 5 below.
 - If you would like to create a brand new account in AlaskaJobs, select 'I do not have an Account.....' and proceed to step 5 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.

 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

5) Select 'Employer'.

- If you had an ALEXsys account or have previously logged into AlaskaJobs, select 'Yes, Verify my account' and proceed to step 6 below.
- If you have never accessed ALEXsys or AlaskaJobs, select 'No, Start a new registration' and proceed to create a new registration.

Jobs
**ALASKA DEPARTMENT OF LABOR
& 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

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



ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

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 icon


Your Information

* Zip Code:

* Phone Number: (no dashes)

[Next >>](#)

- 7) 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.



ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

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 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 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](#)

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

8) 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




9) Successful login



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

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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 were provided one during registration.
-  [My Dashboard](#)
To find more information about other services offered to employers, please click the link above.