

Virtual Job Shadow (VJS) User Account Set-Up

Providing Code for Customers

- Store **Virtual Job Shadow (SO)** *Administrative Service* code for customer
- The **one day** code is assigned to customers and links to VirtualJobShadow.com
 - a. Please note the **(SO)** code will remain open for 120 days, at which point it will automatically close. Upon closing, if a customer would like to continue to use VJS, another Virtual Job Shadow **(SO)** code can be administered.

Example 1.

Administrative Services

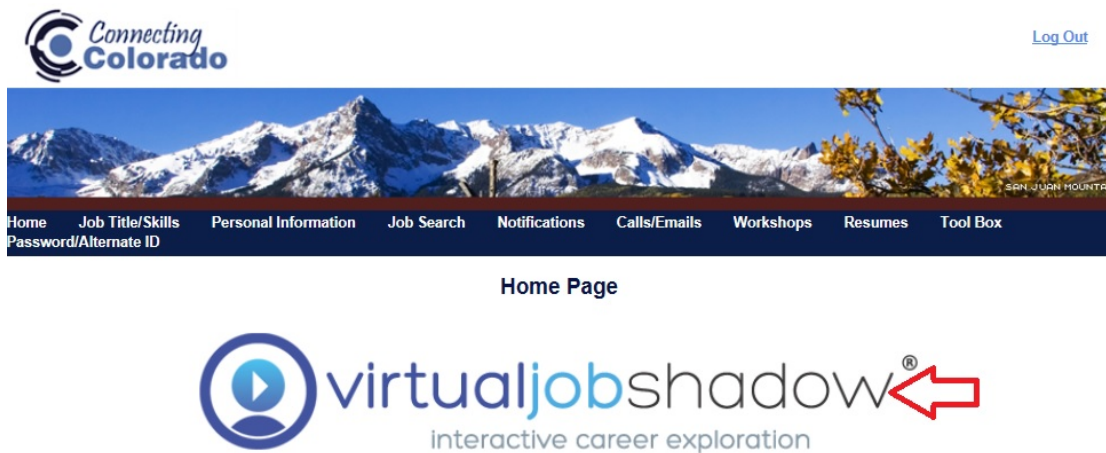
<input type="checkbox"/> Local Admin (AD)	<input type="checkbox"/> Follow Up (no service) (FN)	<input type="checkbox"/> Equal Opportunity Notice (EO)
<input type="checkbox"/> TAA Benchmark Pass (BP)	<input type="checkbox"/> TAA Benchmark Fail (BF)	<input type="checkbox"/> HVRP (HV)
<input type="checkbox"/> IVTP (IV)	<input type="checkbox"/> VRAP (VR)	<input type="checkbox"/> Veterans Transition Assist (TV)
<input type="checkbox"/> Stand Down (SD)	<input type="checkbox"/> VA Claim (VA)	<input type="checkbox"/> VR&E (VE)
<input type="checkbox"/> Contact to Hire (C1)	<input type="checkbox"/> Contact to Hire (C2)	<input type="checkbox"/> Contact to Hire (C3)
<input type="checkbox"/> UI No Show (NS)	<input type="checkbox"/> UI Potential Eligibility (NE)	<input type="checkbox"/> UI Reschedule (SH)
<input type="checkbox"/> Workshop (WA)	<input type="checkbox"/> Cust Chng/Cancel Wkshp (SW)	<input type="checkbox"/> Wounded Warrior - TSMs (WW)
<input type="checkbox"/> Care Giver - for a TSM (CG)	<input type="checkbox"/> Hilton Honors (H2)	<input type="checkbox"/> Virtual Job Shadow (SO)

Submit

Agent Menu **Applicant Menu**

Example 2.

View from Connecting Colorado jobseeker page- (Click on Virtual Job Shadow icon)



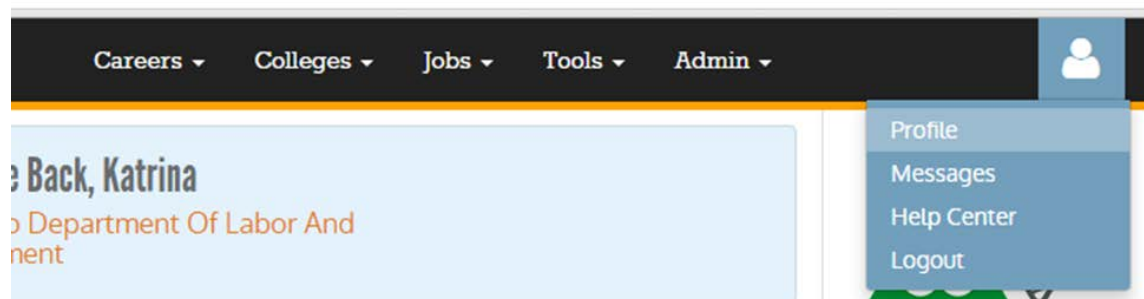
Logging in to VJS

- Customer will login to VirtualJobShadow.com through Connecting Colorado using their SSN and password.
- Customer will need to follow *Profile Name Change* steps on VJS immediately.

VirtualJobShadow.com user account name change steps

- Locate the person icon in the top right corner. Select Profile from that menu.

Example 3.



Example 4.

EDIT USER ACCOUNT

School Name:	<input type="text" value="2343 Connecting Colorado - Adams"/>
User Role: *	<input type="radio"/> Administrator <input checked="" type="radio"/> User
UserName: *	<input type="text" value="820DF665-E718-47EE-978F-D599AF9I"/>
Password: *	<input type="password" value="....."/>
Repeat Password: *	<input type="password" value="....."/>
First Name: *	<input type="text" value="VJS"/>
Last name: *	<input type="text" value="User"/>

- Change First and Last Name ONLY.
- Customer will need to edit this to reflect **their own** first and last name as soon as they logon.

Example 5.

First Name: *	<input type="text" value="Katrina"/>
Last name: *	<input type="text" value="Duffy"/>

***Please remember to save changes!**

PROFILE

SAVE CHANGES

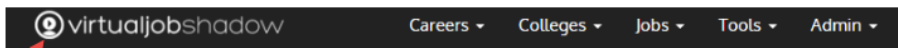
Your profile information was saved successfully.

Example 5.

Navigating VirtualJobShadow.com

The top **navigation** bar is displayed once you have logged into the site.

Using it, you can navigate to the main sections of VirtualJobShadow.com - Career Central, Colleges, Jobs, Tools and Admin.



Clicking the VirtualJobShadow icon (far left) will take you back to the landing page you see directly after logging in.

Example 6.

Optional User Set-up: Steps to complete online registration for users

Users are:

- Students/Clients

Go to: www.virtualjobshadow.com to register users and/or administrators

All fields marked with a red * are required.

Username **must be unique**, it is strongly recommend entering the user's or administrator's **email addresses as the Username**. Passwords are often the beginning of the email (everything before the @ symbol). You may also use a mascot or generic name because passwords do not need to be unique. Passwords *must* be more than five characters.

Field	Value	Required
License Name *	Colorado Department of Labor	Yes
User Role *	User	Yes
Grade		No
Username *	minnie.mouse@blank.com	Yes
Password *	minnie.mouse	Yes
Confirm Password *	Yes
First Name *	Minnie	Yes
Last Name *	Mouse	Yes

Example 7.

Optional User Set-up: Steps to complete online for administrators

Administrators are:

- Staff members
- Teachers/Professors
- Counselors/Career Specialists
- Principals/Directors

The screenshot shows the 'USER ACCOUNTS - CREATE' form in the VirtualJobShadow application. The form is titled 'USER ACCOUNTS - CREATE' and is located under the 'Admin' tab. The form includes the following fields and options:

- License Name ***: Colorado Department of Labor
- User Role ***: Administrator
- Create Accounts? ***: No
- Delete Accounts? ***: No
- Set My Plan? ***: No
- Username ***: minne.mouse@state.co.us
- Password ***: minnie.mouse
- Confirm Password ***:
- First Name ***: Minnie
- Last Name ***: Mouse

A dropdown menu is open over the 'Admin' tab, showing the following options:

- User Accounts
- Groups
- Local Links
- WBL Board
- Charts Overview
- Reports
- MyPlan
- Curriculum

A modal dialog box is open at the bottom, with the following text:

www.virtualjobshadow.com says:

By checking this box you are authorizing VirtualJobShadow.com to contact the email provided with login information. This will include USERNAME and PASSWORD. We take no responsibility for the accuracy of the email provided.

Send Login Information?
Verify the email before choosing this option

OK Cancel

Note: For administrator accounts it's recommended entering an email address in the email field so that login credentials can be sent directly to the administrator. You will need to check the box next to "Send Login Information." *This is not recommended for creating student user accounts in grades K-12 provide a courtesy contact to teacher and, or student with login information.