

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.

The screenshot shows a web interface titled "Administrative Services" with a list of checkboxes for various services. A red arrow points to the checkbox for "Virtual Job Shadow (SO)".

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)

The screenshot shows the Connecting Colorado jobseeker page. The logo for "Connecting Colorado" is in the top left, and "Log Out" is in the top right. Below the logo is a banner image of snow-capped mountains. A navigation menu is visible at the bottom of the banner, including "Home", "Job Title/Skills", "Personal Information", "Job Search", "Notifications", "Calls/Emails", "Workshops", "Resumes", and "Tool Box". Below the navigation menu is the "Home Page" section, which features the "virtualjobshadow" logo with a red arrow pointing to the right, and the tagline "interactive career exploration".

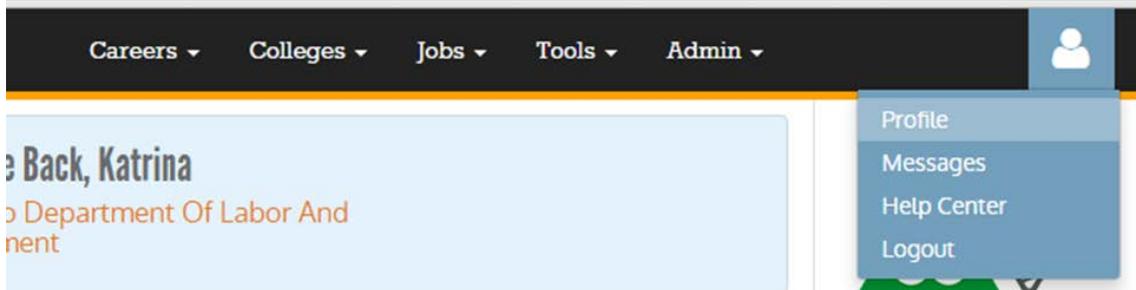
Logging in to VJS

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

***Please remember to save changes!**

PROFILE



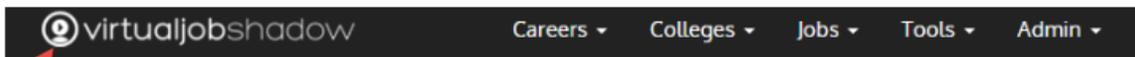
Your profile information was saved successfully. ✕

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.

Closed Captioning (CC) is available for career videos, and video Q & A's. Click CC to turn closed captioning on or off.

