

Entering Credentials for Participants

If the participants received a credential, please enter those in AlaskaJobs by following the steps below.

1. Scroll down to Credentials
2. Click on “Create Credential.”
3. Select the LWIA/Region your agency is in
4. Select the Office Location (The office location is the name of your agency)
5. Under Credential Received, select the type of credential the participant received
 - a. Occupational Skills License
 - b. Occupational Skills Certificate or Credential
 - c. Occupational Certification
 - d. Enter the date the credential was received (please enter a two-digit month, two-digit day, and four-digit year)
 - e. Click finish