

WorkFirst Career Scope Activity Log

QUICK START GUIDE

When creating or updating your profile in WorkSourceWa.com,

the *last* question is: "Were you referred by DSHS to participate in the WorkFirst Career Scope Job Search Program"?

You must answer **Yes** to that question.

You need to enter your JAS ID number and your required number of job search hours in the fields below. To find both:

- Find them in your Individual Responsibility Plan, or IRP.
- OR
- Ask your WorkFirst Career Scope Coach.

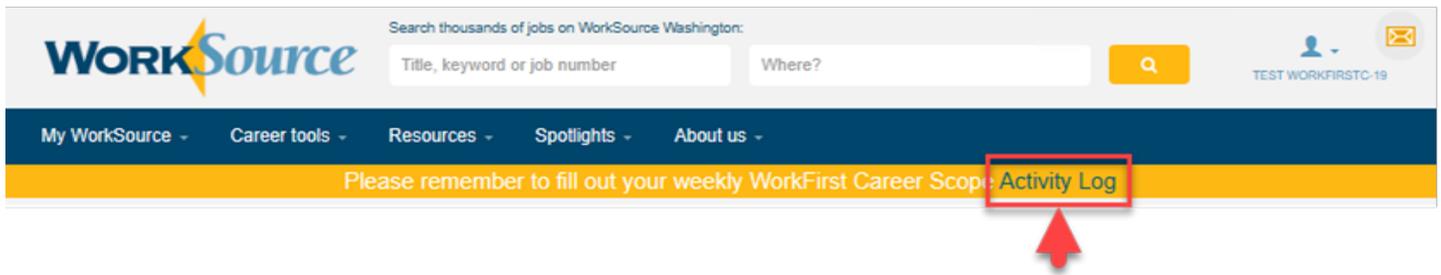
The screenshot shows a form titled "WorkFirst program" with a question: "Were you referred by DSHS to participate in the WorkFirst Career Scope Job Search Program?". The "Yes" button is highlighted with a red box and an arrow pointing to it from a callout box labeled "Answer Yes". Below the question, there are two input fields. The first is labeled "Please enter your JAS ID number." and contains the value "2220". The second is labeled "Please enter the number of hours required each week:" and contains the value "20". A red box and arrow point to the first field from a callout box labeled "Enter your JAS ID number and number of required job search activity hours per week". Another red box and arrow point to the second field from the same callout box. At the bottom of the form are "Cancel" and "Apply" buttons.

Once your account profile is complete, your participant dashboard displays. You can access the weekly WorkFirst Career Scope Activity Log two ways:

1. Click the **Resources** tab at the top of the dashboard and select **WorkFirst Career Scope**.



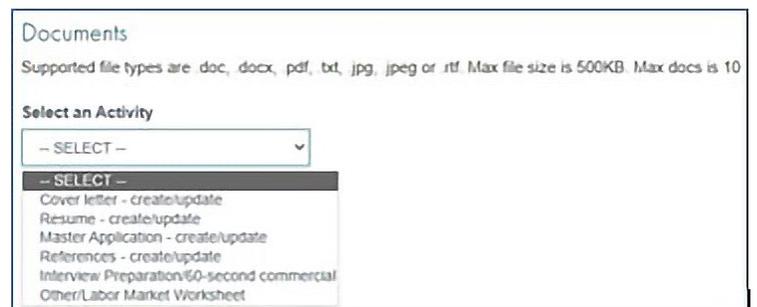
2. Or click **Activity Log** on the dashboard.



This is what the Activity Log looks like. Use the tabs at the top to enter activity hours, document details of your activities, and enter employer contact information.



You can upload documents, such as a resume, cover letter and application. Click the **Select an Activity** dropdown to choose a document to upload.



Remember: Once you submit your Activity Log, you cannot make changes. Submit your Activity Log ONLY at the end of each week.

The **Submit** button appears under the **Total Hours** tab.

WorkFirst Career Scope Activity Log

Initial Details Activity Hours Document Activities Employer Contact **Total Hours**

Total Weekly Activity Hours

You have completed 4.50 activity hours out of 35.00 required weekly activity hours

Total Holiday hours: ?

Total Excused hours: ?

← Previous Save as draft **Submit** ↻

View Submitted Logs
Print

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