

# Missouri Apprenticeship Connect



Missouri Apprenticeship Connect is a FREE online resource connecting employers, training providers, sponsors, and partners and potential apprentices with apprenticeship opportunities. Employers/training providers/sponsors/partners may post an unlimited number of Registered Apprenticeships, access our apprentice candidate database and contact them for free.

## **How to Register for your FREE Missouri Apprenticeship Connect Employer/Training Provider/Sponsor/Partner Account**

1. Visit [www.MOApprenticeshipConnect.com](http://www.MOApprenticeshipConnect.com)
2. Click on the “Login/Register” in the upper right-hand corner of your screen.
3. Select “Other” as the account type.
4. Slowly type the name of your organization in the text box, and a list will populate below.
  - a. If you see your organization in the dropdown list, that means there is an existing account.
    - i. Click on your organization’s name. Some of the registration fields will disappear because Missouri Apprenticeship Connect already had your organization’s information on the site.
    - ii. After submitting your registration, a registered user from your organization will be notified of your request and will review your information to confirm your account.
  - b. If you do not see your organization in the dropdown list, simply complete the registration form.
    - i. Select “Other” as the organization type.
    - ii. Your registration will be sent to Missouri Apprenticeship Connect to review and approve.

Until your registration has been approved by either Missouri Apprenticeship Connect, or a registered user from your organization, you will not be able to post apprenticeships and search for apprentices. If you haven’t received access to the site in 48 hours, contact Missouri Apprenticeship Connect at [info@MOApprenticeshipConnect.com](mailto:info@MOApprenticeshipConnect.com).

## **How to Post an Apprenticeship**

1. Click on the “Login/Register,” and login with your username and password.
2. Click “Add Apprenticeship +.”
3. Complete all fields in the Apprenticeship tab and click the “Next Step >>” button.
4. Be descriptive and include as many details as possible when completing all fields in the “Description” tab. Click the “Next Step >>” button.

5. Select the specific skills needed for the position in the “Skills” tab. If you do not see a skill listed in the “Popular Skills: section, you may add it in the text box.
6. Click the “Save” button.
7. Once you click “Save”, the opening will automatically be posted on Missouri Apprentice Connect’s Twitter, LinkedIn, and Facebook pages. Check your spelling before hitting “Save”!

### **How to Access an Applicant’s Information**

1. Click on “Login/Register,” and login with your username and password.
2. Scroll down on your dashboard to find the list of applicants.
3. Click on the person’s name.
4. Click “Download Resume” located in the tan box on the right side of the page, or at the bottom of the white box containing the applicant’s information. If you do not see the “Download Resume” link on the applicant’s profile, they might not have a resume uploaded. -You may contact the student to request his or her resume.
  - a. If the applicant uploaded a PDF file, his or her resume will automatically pop up.
  - b. If the applicant uploaded a .doc or .docx file, his or her resume will download and be available where downloaded files are located on your computer.
5. After you open the applicant’s resume, you may save and/or print the file if you would like.

### **How to Mark an Apprenticeship as Filled**

Because the state looks to Missouri Apprentice Connect for apprenticeship metrics, we ask that apprenticeships be marked as filled on the web site whether or not the students were found through Missouri Apprentice Connect.

1. Click on “Login/Register,” and login with username and password.
2. Click the green silhouette with a plus sign to the right of the apprenticeship’s title in your dashboard.
3. Fill in the student’s name and hire date.

#### **For Further Assistance, Contact:**

Missouri Apprentice Connect  
Kelly Dyer  
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573.634.3511