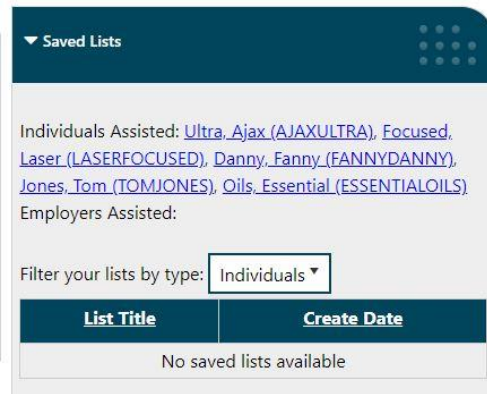
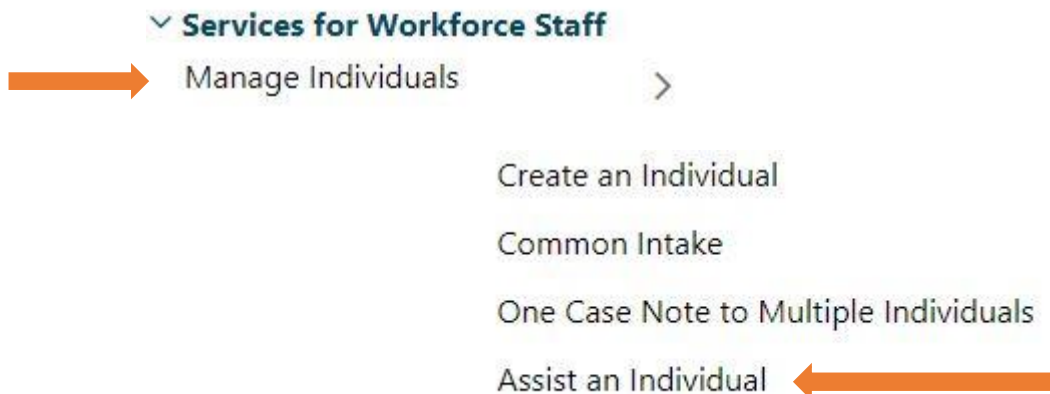


Adding Activities to MoJobs

1. Log into MoJobs and locate your participant's account. If they are one of the last five participants you assisted, you will see their name listed on your dashboard on the SAVED LISTS widget or you can do a search for them from the NAVIGATION PANE.



NAVIGATION PANE:



2. If you conduct a search you can use any combination of the criteria listed in the open boxes under General Criteria. Or, just like with the SAVED LISTS on the Dashboard, you can choose a name from the drop down list under Quick Assist (if the person is one of the last five you've assisted).

(See image below.)

Quick Assist

You have saved Individual item(s) in [My Search Lists](#).

Here are the 5 most recent individuals you assisted:

Oils, Essential (ESSENTIALOILS) [Assist](#)

[\[Top | Search | Bottom \]](#)

General Criteria

Individual Username:	
Individual User ID:	
	☐ Starts with these #s
	☒ Matches exactly
State ID Number:	
SNAP Case Number:	
First Name:	
Last Name:	

4. Once you locate your person, when you click on their username, you will be taken to your “working” dashboard.

  [My Individual Profiles](#)   [My Individual Plans](#)   [Staff Profiles](#)

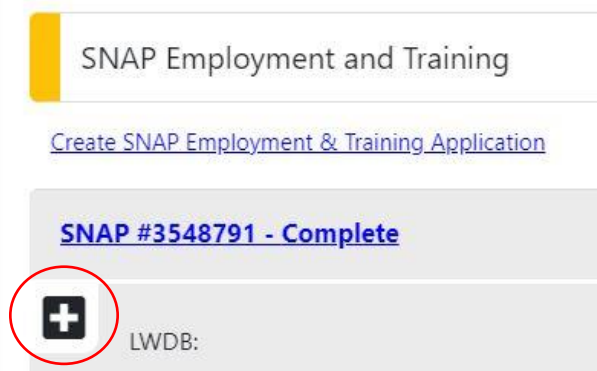
5. Click on the plus sign next to the STAFF PROFILES column.

6. Open all the plus signs and click PROGRAMS.

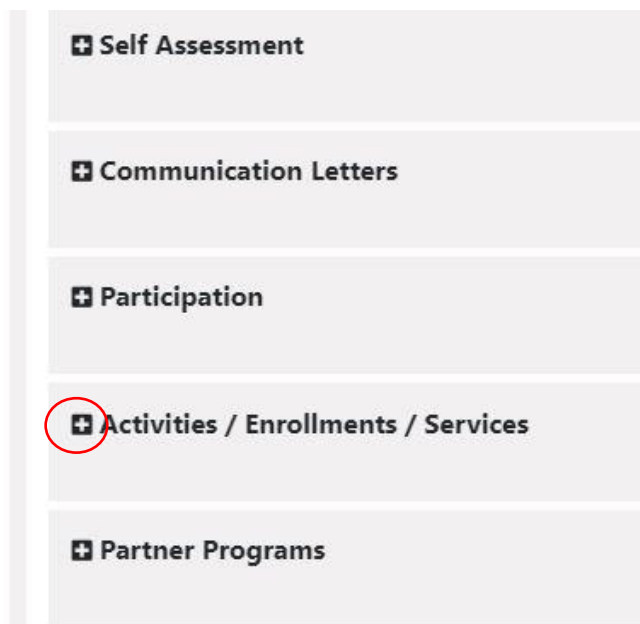
  [Staff Profiles](#)

-   [General Profile](#)
 -  [Summary](#)
 -  [Case Notes](#)
 -  [Activities](#)
 -  [Documents \(Staff\)](#)
 -  [Identity Issues](#)
-   [Case Management Profile](#)
 -  [Case Summary](#)
 -  [Programs](#)
 -  [Plan](#)
 -  [Assessments](#)
-   [Report Profile](#)
 -  [Tracking](#)
 -  [Statistics](#)
 -  [Combined Assessment](#)
 -  [Labor Exchange](#)

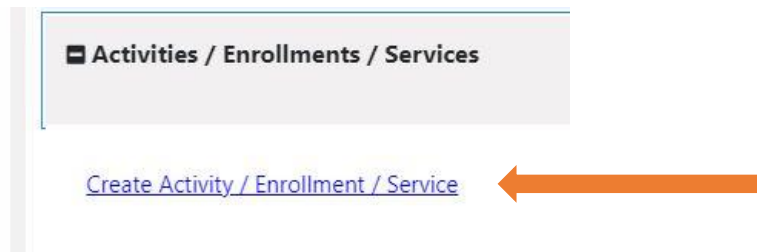
7. Scroll down to the yellow SNAP Employment and Training tab and click the plus sign to open the SNAP app.



8. Scroll down and click the plus sign next to Activities/Enrollments/Services.



9. Click the blue link to create your activity.



10. Scroll down to Enrollment Information and click the blue link SELECT ACTIVITY CODE.

Enrollment Information

* Activity Code:

--	--

[\[Select Activity Code \]](#)

11. A pop-up box will open with all the available activity codes listed. Choose the correct code for your participant.

Select an Item - Google Chrome

train-app-vos29000000.geosolinc.com/vosnet/programs/enrollment/enrollfieldselect.aspx?en...

To select an activity, click on an activity link below. Activities that do not have a link mean there are no programs offered for the selected customer group and / or region.

Activity Code	Activity Title	Description	Provider Type
S20	SkillUP FNS	Not Provided	PS - Other
S01	Initial Assessment	Not Provided	PS - Office Services
S10	SkillUP TANF	Not Provided	PS - Other
S02	Attended TAP Workshop	Not Provided	PS - Office Services
S03	Referred to other Services	Not Provided	PS - Office Services
S04	...	Not Provided	PS - Office Services

12. Enter the appropriate Begin and End dates for your participant.

*** Activity Code:**
[\[Select Activity Code \]](#)

Projected Begin Date: (mm/dd/yyyy)  [Today](#)

Actual Begin Date: (mm/dd/yyyy)  [Today](#)

*** Projected End Date:** (mm/dd/yyyy)  [Today](#)

*If you need help with what dates to enter and how long an activity can be left open, review the *SNAP Activity and Service Guide* found on the E&T Provider Portal, MoJobs tile.

Here's the link: <https://dss.mo.gov/employment-training-provider-portal/mo-jobs.htm>

MoJobs

- Activities for Individuals in Mojobs 
- MoJobs
- MoJobs Access Request Form 
- MoJobs Change Request Form
- MoJobs Training Site 
- Change Request Guidance 
- Create a Resume 
- Create an Employment Plan 
- Create an Objective Assessment Summary 
- Job Retention Services – SkillUP Staff Guidance 
- Report User Guide 
- SNAP Activity and Service Guide 



13. Once you've entered your dates, click NEXT.

Next >>

14. On the next screen, update the first two boxes. The other boxes should populate, but if not, be sure to update them if needed.

*** Provider:**

[\[Select Provider \]](#)

*** Service, Course or Contract:**

[\[Select Service, Course or Contract \]](#)

Provider Locations:

[\[Select Provider Locations \]](#)

Provider Contacts:

[\[Select Provider Contacts \]](#)

*** Occupational Training Code:**

Not Applicable



*Depending on the type of code you enter, the system might require you to enter an Occupational Training Code. Be sure to enter the occupational code for the desired job your participant is training or in school for (nursing, truck driving, phlebotomy, etc.)

15. Click NEXT.

Next >>

***NOTE: if your activity code has tuition or any type of dollar amount associated with it, DO NOT enter those figures in MoJobs. Click NEXT through all those screens until the budget zeros out. Your agency will submit invoices to the Workforce Initiatives Team, so it's not necessary to add the budget to MoJobs. In addition, that function is not operational in the system at this time.**

16. The last screen will be the closing screen. If this is an ongoing activity, DO NOT CLOSE it. Click FINISH and close it when appropriate. If it is a one day activity (opening and closing it the same day), then click TODAY as the Last Activity Date and SUCCESSFUL COMPLETION as the Completion Code.

Closure Information

Enrollment Summary:

Enrollment ID: 11091
Username: ESSENTIALOILS
SNAP Application ID: 3548791
Activity Code: 200 - Individual Counseling
Activity Dates: 6/7/2021 - 6/7/2021

Last Activity Date:

  [Today](#)

Completion Code:

Case Notes:

[[Add a new Case Note](#) | [Show Filter Criteria](#)]



ID	Create Date
No data found.	

17. Click the link to Add a new Case Note and update the case with the Activity Code information. Another option is if you have several items to enter into the notes, you can add one case note for all the items. Whichever your agency allows is fine. Just be sure to give us details about the activity (costs, duration, location, requirements, purpose, etc.)

18. After adding your case note, click FINISH.



If you need further assistance, please send your requests to FSD.E&TIInquiry@dss.mo.gov