

### **Interest Form**

Becca Johnson, WF1 Product Owner, DEED

Heidi Wilson, WF1 Project Manager, MNIT.DEED





### Agenda

- Background
- Demonstration
  - Interest Form Set-up
  - Client-facing Interest Form
  - Interest Form Queue
- Implementation
- Question and Answer Session







## Background

- VRS request
- Designed for all agencies who use WF1
- VRS published Interest Form on 9/18/23
  - 1,160 forms received
  - Monthly average of forms received: 171
- SSB published Interest Form 10/16/23
  - 171 forms received
  - Monthly average of forms received: 28



## Demonstration

- Interest Form
  Set-up
- Client-facing Interest Form
- Interest Form
  Queue

### WORKFORCE ONE



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#### Workforce One

System Alerts

If you do not know your password or have forgotten your username, select Forgot Username/Password in the upper right corner and answer your secret question to reset your password or learn your username. You do not need to call the MNIT Service Desk or submit a help desk ticket via WF1 if you have forgotten your password.

#### **Confidentiality Agreement**

This application is only for specifically authorized use by employment and training program providers and program administrators. By logging into this system, you are agreeing to safeguard the information contained within it. The use of the information in this system is subject to review, monitoring, and recording at any time, without notice or permission. Unauthorized access or use may be subject to prosecution.

#### **Compatibility Statement**

Workforce One (WF1) functions optimally with a screen resolution of at least 1024 x 768 using the most recent or the version prior to that of Microsoft Edge. While WF1 may function with other browsers, reports will not generate results with Safari.

#### Workforce One Forms

Click the following link to access forms related to Workforce One: Forms

©2023 MN DEED For login issues, call 651-297-1111. For all other WF1 issues, submit a WF1 help desk ticket.

### Implementation

- Test the form in WF1 Sandbox
- Prepare a staffing plan and create a process for monitoring the queue
- Agency leadership: submit a WF1 Help Desk Ticket to activate the interest form
- Post your agency's link to the form
- Submit a WF1 Help Desk Ticket with any questions related to setting up the form
- Submit a WF1 Change Request Form if you have suggestions on improvements that could be made



### Sandbox

- Sandbox is a training environment where you can test new features.
- Sandbox link: <u>https://sandbox.mnworkforceone.com</u>
- Email the WF1 Team at <u>workforceone.deed@state.mn.us</u> to request an account or for login issues.
- Please don't:
  - Enter real customer information into the Sandbox.
  - Call the Help Desk about the Sandbox. They can **only** help with login issues in Production.







### **Questions and Answers**

# Please feel free to unmute or type your question in the chat.







### **Contact Information**

- Heidi Wilson, MNIT Project Manager
  - <u>Heidi.Wilson@state.mn.us</u>
- Becca Johnson, DEED Product Owner
  - <u>Becca.Johnson@state.mn.us</u>

