



Workforce Issuance

100 DCS 02.146

☐ Policy ☒ Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Diane Hurley, Acting Director
MassHire Department of Career Services

Date: November 9, 2022

Subject: **MOSES Version 40.3 will be released on Tuesday, November 22, 2022**

Purpose: To notify Local MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners that MOSES 40.3 is scheduled for release to the desktops on Tuesday, November 22, 2022.

Background: MOSES will be shut down at 4:00 p.m. on Monday, November 21, 2022, for the updates and the maintenance of the MOSES software and MOSES Applications (JobQuest / TrainingPro).

This will **NOT** interrupt other IT services or functions to the offices, only MOSES will be taken off-line. Email, unemployment assistance systems and internet services will still be available.

Please plan on completing and saving your MOSES data entry by 4:00 p.m. on Monday, November 21, 2022, and then log off MOSES. This will ensure that when you log into MOSES on your next workday, you will have the new version of MOSES available, and any work done prior will be saved.

The standard procedure to access the new MOSES build will be followed for those staff that log on to Amazon WorkSpaces (AWS) for their MOSES access.

You must open your WorkDocs Drive before opening MOSES. Appstream users will automatically get the build upon login.

The build is planned to be released Tuesday, November 22, to desktops.

Action

Requested: Local MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that their staff are aware of the MOSES shutdown on Monday, November 21, 2022, and that Career Centers and other MOSES users plan their workloads accordingly in preparation for MOSES to shut down at 4:00 p.m.

In addition, MassHire Local Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that Amazon Workspace staff on Tuesday, November 22, into their Work Docs account before logging into MOSES.

Effective: Immediately

Inquiries: Please email all questions to Thomas.M.Cartier@detma.org. Please reference this MassWorkforce Issuance number in your inquiry.

Description of Key Changes in MOSES Version 40.3

1. Move Job Seeker buttons:

Move Eligibility Criteria button on the bottom of the Basic tab to sequential order of usability. New order - Eligibility Criteria / Eligibility / Match Criteria / Run Match

Job Seeker Membership (McStuffing, Marty)

McStuffing, Marty SSN: XXX-XX-2902 ID: 13339779

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: Marty Middle Initial:
Last Name: McStuffing Sex: Nonbinary
Date of Birth: 01/01/1995 Military: ☐ Yes ☒ No
Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity Hispanic or Latino: ☒ Yes ☐ No
Race ☒ White ☒ Black or African American
☐ Asian ☐ American Indian or Alaskan Native
☐ Other ☐ Hawaiian Native or Other Pacific Islander
☐ Information Not Available

Programs Last Reportable Service Date: 11/02/2022

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	<input type="text"/>	
Program Eligibility	<input type="checkbox"/>	<input type="text"/>	
Career Planning	<input type="checkbox"/>	<input type="text"/>	

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center

Address

Residence Address Mailing Address

Address: 990 La Grange Street
Country: United States of America
Zip: 02132 City: West Roxbury
State: Massachusetts
☐ Enterprise ☐ Empowerment ☐ Renewal
☐ Address Not Available ☐ Mailing Address different
Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: (617) 626-5303 Email: marty@gmail.com
Other Phone: () -
Web Address: ☐ Prefers Emails

Special Accommodations

Trade Eligibility Criteria Eligibility Match Criteria Run Match OK Cancel

Job Seeker Search

Type of Search

Search By
☒ Job Seeker ID
☐ Last Name
☐ Social Security Number
☐ Claimant ID

To enter a new Job Seeker click the Add button. Search for an existing Job Seeker by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria: 12223175 Search Advanced Search...

Search Results

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-7438	Lydon	TEST	09/08/1991	12223175	101 Lower County Rd. West	377093

Row 1 of 1 More

Eligibility Criteria Eligibility Match Criteria Run Match Trade Edit Add Delete Close

2. **Confidentiality Statement will occur every 6 months:**
Confidentiality statement will pop up for validation every six months.

Security Agreement

MASSACHUSETTS ONE STOP EMPLOYMENT SYSTEM (MOSES)
DATA INTEGRITY AND CONFIDENTIALITY AGREEMENT

I, MOSES NOTES, at the Hurley / Saltonstall MOSES Unit, as an employee of the Executive Office of Labor and Workforce Development (EOLWD), or user of EOLWD resources, I hereby acknowledge that as part of my official duties I may have access to confidential information including but not limited to unemployment insurance information (including wage and benefit information), medical information (including information regarding workplace injuries and treatment), employment service information, taxpayer information (FTI), and personal data (the "Information").

The data maintained in the MOSES system is protected by the confidentiality laws of the Commonwealth of Massachusetts. The system may be used only for authorized purposes and is monitored to ensure its proper use. Use of the MOSES system constitutes consent to such monitoring and auditing. Any unauthorized attempts to release, upload/download and/or change information in the system or to modify, defeat or circumvent the security features are prohibited.

User Data Integrity Agreement

Enter Social Security Number: - -

Re-enter Social Security Number: - -

Print Help I Agree I Do Not Agree

3. **Emailed Required on MOSES Bulletin Board**
A valid email is required on the MOSES Bulletin Board upon logging in.

Massachusetts One Stop Employment System

Thomas - Welcome...

Do we have your correct e-mail address?:

Do we have your correct phone number?: 999-999-9999 Extension:

Welcome to MOSES Training

This message box is where statewide / agency and local messages are posted.
Examples include System shutdowns, state announcements, etc.

This message box enables the career centers to post messages to the bulletin board.
Examples include Job Fairs, Recruitments and career center specific messages.

To see the Bulletin Board at any time, click HELP, Y...
Managers may display Career Center specific messages in the Bulletin Board. Messages placed in this section are visible only when staff are signed in to your location. The message will not be seen by staff signed in to other locations. If CC Managers have multiple locations, they will have to change Career Centers and type in (or copy and paste) their bulletin board message again for each location.

Please enter valid email to close this window

Please enter a valid email in the box below your name on the Bulletin Board.
The Email Address currently entered is not in a valid format.
The valid format is name@domain.ext
Example: "John.Adams@mass.gov"

OK

Close

4. Large Events in MOSES:

Multiple updates (see A – D below for details):

- New sort options
- Partial Attendance allowed on events with more than 100 participants scheduled
- New spacing. All columns readable

The screenshot shows the 'Job Seeker Scheduled Events' application window. It features a table of scheduled events, a calendar for August 2021, search criteria on the right, and a warning dialog box in the center.

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Job Fair - Statewide		Hurley / Saltonstall MOSE	08/16/2021	10:00 AM	0/39
Job Fair - Statewide		Hurley / Saltonstall MOSE	08/20/2021	10:00 AM	88/9999
Job Fair - Statewide	Virtual	Hurley / Saltonstall MOSE	08/20/2021	02:01 PM	5379/5400

Warning Dialog:

Too many participants = more than 100

Participant count is: 5379
Event will be broken into 100 participant groups

OK

Search Criteria:

Job Seeker/Employer:
☒ Job Seeker ☐ Employer

Career Center:
Hurley / Saltonstall MOSE

Events:
[Dropdown]

Selected Date
Show Selected Week
Show Selected Month

Row 3 of 3

Participants Edit Add Event Schedules Delete Close

A.) Can sort participants by registration order. (First come first serve. In groups of 100 registrants in batches)

Event Schedule August 2021

Job Seeker Search

[Search Criteria]

Last Name:

First Name:

☐ Job Seeker ID
☒ Last Name
☐ Social Security Number
☐ Claimant ID

Search Results for Larger Event - Job Fair - Statewide - 08/20/2021 02:01 PM

Group partition # 1

Group partition # 2

Group partition # 3

Group partition # 4

Group partition # 5

Group partition # 6

Group partition # 7

☒ All Participants ordered by Registration Order
☐ MOSES Participants ordered by Last Name
☐ Participants without Attendance Recorded

Job Seeker Event Participation Entry

Scheduled Event

Name:

Career Center:

Date: Time:

Facilitator:

Co-Facilitator 1:

Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone/Email	Funding Source	Scheduled By	Attended	
<input type="checkbox"/>	###-##-1518	12279549	Lizanne	AHERN	307-675-9566		ATERR	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$ JQ
<input type="checkbox"/>	###-##-7221	13280655	Kristina	Aicardi	030-721-5577		BBRIS	<input type="radio"/> Yes <input checked="" type="radio"/> No	\$ JQ
<input type="checkbox"/>	###-##-7164	11740443	Deantae	ALONGE	674-955-8514		SMARS1	<input type="radio"/> Yes <input checked="" type="radio"/> No	\$ JQ
<input type="checkbox"/>	###-##-4005	13279305	Luz Ramona	Alpher	435-139-8656		ABORG	<input type="radio"/> Yes <input checked="" type="radio"/> No	JQ
<input type="checkbox"/>	###-##-2309	12459187	Emiluis	Anderson-DeCosta	854-366-5143		ABORG	<input type="radio"/> Yes <input checked="" type="radio"/> No	JQ
<input type="checkbox"/>	963-86-3475	12969205	Natale	ANDREW's	-		SMARS1	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input checked="" type="checkbox"/>			SCOTT	ARDIZZONI	666-666-6666		KCOOK		

B.) Can sort participants alphabetically by last name. (In groups of 100 registrants in batches. A to Z.)

Job Seeker Search

[Search Criteria]

Last Name: Search

First Name:

☐ Job Seeker ID
☒ Last Name
☐ Social Security Number
☐ Claimant ID

Show/Hide Menu

Search Results for Larger Event - Job Fair - Statewide - 08/20/2021 02:01 PM

Group # 1 Starting with aAlexandre, Luanne

Group # 2 Starting with aponte core, Kertasea

Group # 3 Starting with Beadling, Mini

Group # 4 Starting with Bonham, Fakey

Group # 5 Starting with Cacciotti, A Shaun

Group # 6 Starting with Chhom, Mc Hansley

Group # 7 Starting with CRYAN, Dalitza

☐ All Participants ordered by Registration Order
☒ MOSES Participants ordered by Last Name
☐ Participants without Attendance Recorded

Refresh data

Select Participant(s) Add Participant(s) Close

Row 3 of 3

Job Seeker Event Participation Entry

Scheduled Event

Name: Job Fair - Statewide Facilitator: ENELS

Career Center: Hurley / Saltonstall MOSES Unit Co-Facilitator 1: CMILLS

Date: 08/20/2021 Time: 02:01 PM Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone/Email	Funding Source	Scheduled By	Attended	
<input type="checkbox"/>	###-##-5426	12394202	Antoinette (Tony)	SCHULTHEIS	109-267-7252		ENELS	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$ JQ
<input type="checkbox"/>	###-##-6476	13104372	COREEN	Schurzky	307-816-9462		ENELS	<input checked="" type="radio"/> Yes <input type="radio"/> No	RE \$ JQ
<input type="checkbox"/>	###-##-2907	10635500	Patricia	schwalm	740-450-5863		ENELS	<input checked="" type="radio"/> Yes <input type="radio"/> No	RE \$ JQ
<input type="checkbox"/>	###-##-0832	13167011	Wendelyn	Schwimmer	109-220-8306		ENELS	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$ JQ
<input type="checkbox"/>	###-##-9204	10952071	Jeremia	SCHYLJUK	740-125-6259		ENELS	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$ JQ
<input type="checkbox"/>	###-##-7997	12814060	Gail	Scordato	150-682-1796		ENELS	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$ JQ
<input type="checkbox"/>	###-##-7961	12842607	Rostina	scott	109-463-2625		ENELS	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$ JQ

Quick Search Add Delete OK Cancel Go to Job Seeker

C.) Can pull up participants without attendance recorded. (In groups of 100 registrants in batches. A to Z.)

Job Seeker Search

[Search Criteria]

Last Name: Search

First Name:

☐ Job Seeker ID
☒ Last Name
☐ Social Security Number
☐ Claimant ID

Show/Hide Menu

Search Results for Larger Event - Job Fair - Statewide - 08/20/2021 02:01 PM

Group # 1 Starting with Allen, Saori

☐ All Participants ordered by Registration Order
☐ MOSES Participants ordered by Last Name
☒ Participants without Attendance Recorded

Refresh data

Select Participant(s) Add Participant(s) Close

Job Seeker Event Participation Entry

Scheduled Event

Name: Job Fair - Statewide Facilitator: ENELS

Career Center: Hurley / Saltonstall MOSES Unit Co-Facilitator 1: CMILLS

Date: 08/20/2021 Time: 02:01 PM Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone/Email	Funding Source	Scheduled By	Attended	
<input checked="" type="checkbox"/>	###-##-9693	12517792	Saori	Allen	307-323-3455		LABRA	<input checked="" type="radio"/> Yes <input type="radio"/> No	JQ
<input type="checkbox"/>	###-##-2242	10641303	Aarn	balydang	740-809-0347		MBEAT	<input type="radio"/> Yes <input type="radio"/> No	\$ JQ
<input type="checkbox"/>	###-##-0434	10462550	Neli	BIOSSE	307-424-2742		ATERR	<input type="radio"/> Yes <input type="radio"/> No	\$ JQ
<input type="checkbox"/>	###-##-4096	10459223	Sodanny	CASTELLI	109-393-3543		ENELS	<input type="radio"/> Yes <input type="radio"/> No	\$ JQ
<input type="checkbox"/>	###-##-8088	10073062	evonne	Chann	854-805-1364		ENELS	<input type="radio"/> Yes <input type="radio"/> No	JQ
<input type="checkbox"/>	###-##-4942	10640807	Masino	HARTY	307-132-3368		KTORR	<input type="radio"/> Yes <input type="radio"/> No	JQ
<input type="checkbox"/>	###-##-4273	10085266	Soheir	Haut	681-438-9613		SMARS1	<input type="radio"/> Yes <input type="radio"/> No	

Quick Search Add Delete OK Cancel Go to Job Seeker

- D.) Recording of attendance is not required for events with more than 100 participants scheduled i.e., staff can save the event without all participants having Yes or No in the Attended column.

Job Seeker Event Participation Entry

Scheduled Event

Name: Facilitator:

Career Center: Co-Facilitator 1:

Date: Time: Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone/Email	Funding Source	Scheduled By	Attended	
<input type="checkbox"/>	###-##-9693	12517792	Saori	Allen	307-323-3455		LABRA	<input checked="" type="radio"/> Yes <input type="radio"/> No	JQ
<input type="checkbox"/>	###-##-2242	10641303	Aarn	balydang	740-809-0347		MBEAT	<input type="radio"/> Yes <input type="radio"/> No	\$ JQ
<input type="checkbox"/>	###-##-0434	10462550	Neli	BIOSSE	307-424-2742		ATERR	<input type="radio"/> Yes <input type="radio"/> No	\$ JQ
<input type="checkbox"/>	###-##-4096	10459223	Sodanny	CASTELLI	109-393-3543		ENELS	<input type="radio"/> Yes <input type="radio"/> No	\$ JQ
<input type="checkbox"/>	###-##-8088	10073062	evonne	Chann	854-805-1364		ENELS	<input type="radio"/> Yes <input type="radio"/> No	JQ
<input type="checkbox"/>	###-##-4942	10640807	Masinio	HARTY	307-132-3368		KTORR	<input type="radio"/> Yes <input type="radio"/> No	JQ
<input type="checkbox"/>	###-##-4273	10085266	Soheir	Haut	681-438-9613		SMARS1	<input type="radio"/> Yes <input type="radio"/> No	

Quick Search Add Delete OK Cancel Go to Job Seeker

- E.) The width of the Participants/Opening column on the Job Seeker Scheduled Events screen has been increased to allow for 4 digit openings/participants

Job Seeker Scheduled Events

Event Schedule

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Job Fair - Statewide		Hurley / Saltonstall MOSE	08/16/2021	10:00 AM	0/39
Job Fair - Statewide		Hurley / Saltonstall MOSE	08/20/2021	10:00 AM	88/9999
Job Fair - Statewide	Virtual	Hurley / Saltonstall MOSE	08/20/2021	02:01 PM	5379/5400

Row 1 of 3

Participants Edit Add Event Schedules Delete Close

August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Search Criteria

Job Seeker/Employer:
☒ Job Seeker ☐ Employer

Career Center:

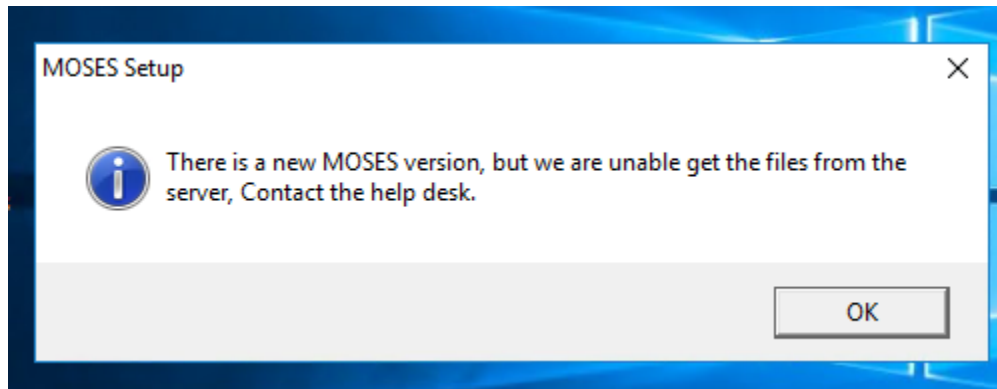
Events:

Selected Date
 Show Selected Week
 Show Selected Month

MOSES ERROR MESSAGE IN AWS AND HOW TO FIX

Step by Step Handout

APPSTREAM USERS CAN IGNORE this section



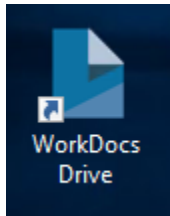
MOSES gets the “**not the latest version**” message

It needs your help

(NOTE IN THE EXAMPLE BELOW, IGNORE THE MODIFICATION DATES, THIS BUILD WILL HAVE DIFFERENT DATES)

IN Amazon WorkSpace

GO TO



Open it *(You should have 2 folders)*

Name	Date modified	Type	Size
Shared With Me	10/2/2018 10:40 AM	File folder	
My Documents	10/2/2018 7:42 PM	File folder	

Click on **Share with me**

Name	Date modified	Type	Size
Shared With Me	11/1/2018 10:40 AM	File folder	
My Documents	7/1/2018 7:42 PM	File folder	

Next

Click on the **MOSES** folder

Name	Date modified	Type	Size
MOSES	11/1/2018 4:15 PM	File folder	
moses_test	9/17/2018 3:03 PM	File folder	



Next **Click** on **Staff View**

Name	Date modified	Type	Size
Reports	3/1/2018 11:55 AM	File folder	
Scanned_Images	8/1/2018 12:53 PM	File folder	
Staff_view	11/1/2018 4:11 PM	File folder	
Templates	11/14/2018 4:15 PM	File folder	





CLICK ON THE **PBD** Folder


Name	Date modified	Type	Size
other	9/17/2018 2:14 PM	File folder	
pbd	9/17/2018 2:14 PM	File folder	
runtime_dlls	9/17/2018 2:16 PM	File folder	
text	9/17/2018 2:16 PM	File folder	

CLICK ON THE **PBD** Folder
 you should see a **pbd.cab** file that has the **latest build date:**
FOR MOSES 40.0 it should be a February 2022 date

Name	Date modified	Type	Size
 mosesapp.xml	3/18/2021 1:46 PM	XML Document	1 KB
 pbd.cab	8/26/2021 3:21 PM	Cabinet File	7,629 KB

Next, **Go Back** And **CLICK** on the **TEXT** folder
 it should have a **TEXT.cab** file that has the **latest build date (February 2022)**

Name	Date modified	Type	Size
 other	9/7/2021 2:14 PM	File folder	
 pbd	9/7/2021 2:14 PM	File folder	
 runtime_dlls	9/7/2021 2:16 PM	File folder	
 text	9/7/2021 2:16 PM	File folder	

Name	Date modified	Type	Size
 text.cab	8/26/2021 3:53 PM	Cabinet File	391 KB

NOW -

if the latest build dates are not showing, then you must wait until they do.

AWS is still copying and updating the files.

When the latest build date is displayed, then MOSES will now be able to get the latest files from these locations.

Click on MOSES

It should now get the build.

Welcome to MOSES ✕



Massachusetts One-Stop Employment System

Version 40.3 *November 08, 2022*

Type a staff name and password to log on to MOSES:

Staff Name:

Password:

SSN (Last 4 Digits)