



Workforce Issuance

100 DCS 02.147

☐ 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 21, 2022

Subject: **MOSES Training Website and MOSES Training Registration Process
Restructured and Updated MOSES / AWS / AppStream Access Form**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners that the MOSES Training procedure has been streamlined for ease and swiftness, and that there is an updated MOSES /AWS/ AppStream Request form.

Background: The MOSES Training website has been modernized with additional workshops, trainings and mini clinics, in addition to a new online registration process. Included are the new MassHire Career Information System 360 orientation workshops.

The new online MOSES workshop registration process enables managers and supervisors to register staff through the mass.gov MOSES Training portal for MOSES and CIS classes. For staff registering themselves, they should have their supervisors' approval to attend.

All MOSES / CIS training registrations need to be done through the <https://www.mass.gov/service-details/upcoming-moses-cis-training> , Mass.gov MOSES & CIS training website.

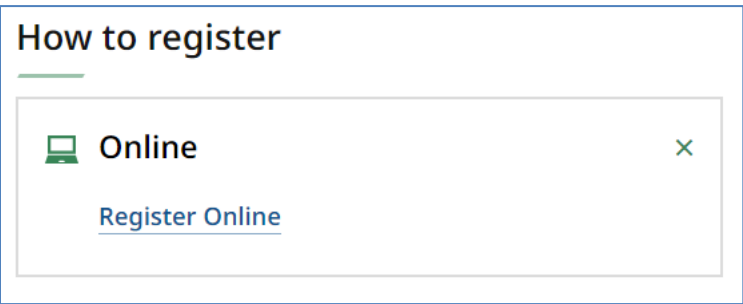
The updated MOSES / AWS / AppStream Request Form 2022 is available at <https://www.mass.gov/service-details/moses-and-aws-workspaces-access> . This webpage has also been updated with AppStream resources and the new email address to send the form to mosesaccess@mass.gov . The new form still requires an Approving Authority signature. This is a multi-use form and can be used for reactivating users, new hires, or MOSES change requests.

Action

Requested: MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that their staff are aware of the new MOSES Training website and that it has been updated with additional workshops, trainings, and mini clinics, as well as a new online registration process. In addition, there is an updated MOSES /AWS/ AppStream Request form and email.

Effective: Immediately

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



(see form below)

* Required fields

Register for MOSES 101

Use this form to register for the MOSES 101 class.

Name *

First Name

Initial (optional)

Last Name

Email *

Phone (optional)

Primary Office/Location *

Employer *

- ☐ State
- ☐ Non-State

Supervisor/Manager Name *

First Name

Last Name

Supervisor/Manager Email *

Preferred Training Dates *

SUBMIT FORM

Organization/Employer: EOLWD/DTA <input type="checkbox"/> DCS <input type="checkbox"/> DUA <input type="checkbox"/> DTA <input type="checkbox"/> EOLWD <input type="checkbox"/> Other: Click or tap here to enter text.		
Non-EOLWD <input type="checkbox"/> Career Center <input type="checkbox"/> Workforce Board <input type="checkbox"/> Other: Click or tap here to enter text.		
Request Type <input type="checkbox"/> New MOSES & AppStream/AWS User Hire Date: Click or tap to enter a date. Previously Attended MOSES 101 <input type="checkbox"/> Yes <input type="checkbox"/> No Scheduled for MOSES 101 <input type="checkbox"/> Yes <input type="checkbox"/> No Date: <small>(Schedule at: https://www.mass.gov/how-to/moses-101-training)</small> Veteran Representative <input type="checkbox"/> Yes <input type="checkbox"/> No MOSES Access Type <input type="checkbox"/> Standard User <input type="checkbox"/> Manager/Supervisor Reporting Rights <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Applies to Crystal Reports and built-in MOSES reports)</small> <input type="checkbox"/> Reactivate MOSES User MOSES ID: Click or tap here to enter text. <input type="checkbox"/> MOSES Change Request MOSES ID: Click or tap here to enter text. Description & Justification for Change(s): Click or tap here to enter text. <input type="checkbox"/> Reactivate AppStream/AWS User AWS/AppStream Username: Click or tap here to enter text. <input type="checkbox"/> Terminate All Access on this date: Click or tap to enter a date.		
User Information		
First Name: Click or tap here to enter text.	MI: Click or tap here to enter text.	Last Name: Click or tap here to enter text.
Position/Title: Click or tap here to enter text.		
Hire Date (new hire): Click or tap to enter a date.		
Email Address: Click or tap here to enter text.		
Primary Office/Location Name: Click or tap here to enter text.		Phone: Click or tap here to enter text.
Other Office Locations (for MOSES access): Click or tap here to enter text.		
Signature of Employee:		Date: Click or tap to enter a date.
MANAGER APPROVAL INFORMATION		
Print Name of Approving Authority: Click or tap here to enter text.		Title: Click or tap here to enter text.
Email: Click or tap here to enter text.		Phone: Click or tap here to enter text.
Signature:		Date: Click or tap to enter a date.
THE FOLLOWING SIGNED DOCUMENTS MUST BE MAINTAINED AT THE EMPLOYING OFFICE AND UPDATED ANNUALLY AND BE AVAILABLE FOR REVIEW BY INTERNAL CONTROL AND DCS FIELD MANAGEMENT OFFICE		
<ul style="list-style-type: none"> EOLWD ITR Policy (located at mass.gov/massworkforce) EOLWD Confidentiality Policy EOLWD (located at mass.gov/massworkforce) EOLWD Confidentiality Policy Non-EOLWD (located at mass.gov/massworkforce) EOLWD Remote Access Acceptable Use Policy (located at mass.gov/massworkforce) <p style="margin-left: 20px;">Policies are available at: https://www.mass.gov/service-details/moses-and-aws-workspaces-access</p>		
SUBMIT REQUESTS AS PDF VIA EMAIL TO: mosesaccess@mass.gov		