Workforce Issuance

100 DCS 02.155   ☐ **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: October 5, 2023

Subject: **New Preregistration Requirement to Attend MOSES 101 Classes**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners that the MOSES training registration process is being updated for MOSES 101 Training workshop, as the access application is being converted from the current AWS UAT application to an AppStream UAT Application effective November 1, 2023.

                  The MOSES 101 Training registration procedure is being revised and will <u>require</u> new hires AWS / AppStream paperwork to be submitted 3 weeks before they attend the MOSES 101 training. This will ensure there is enough time to have their account created and the registrant can participate and use the MOSES Training environment.

Background: The MOSES Training database is moving from an Amazon WorkSpaces UAT environment to an AppStream UAT environment. All MOSES trainings will be conducted using a new AppStream UAT application and users will need to have an Active Directory account. Effective November 1, 2023.

This will create a preregistration requirement that the AWS / AppStream form must be submitted 3 weeks before the requested MOSES 101 class date.

All MOSES / CIS / WIOA 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 and completed forms must be sent to mosesaccess@mass.gov for processing. The new form still requires an Approving Authority signature. This is a multi-use form to be used for reactivating users, new hires, or MOSES change requests.

AWS / AppStream requests should be submitted for new hires wishing to attend MOSES 101 trainings 3 weeks before attending a class.

AppStream Materials and resources:
How to set up MFA: https://www.mass.gov/doc/setting-up-your-mfa-for-access-to-appstream/download
General AppStream guide which includes logging in:
https://www.mass.gov/doc/appstream-general-guide-20220810-pdf/download
General video guide for AppStream and how to log in:
https://youtu.be/GDt3P_3r8pU
All materials, resources and guides are here: https://www.mass.gov/info-details/moses-and-aws-workspaces-access

As a reminder, the MOSES Training website has been updated with additional workshops, trainings, mini clinics and the MassHire WIOA workshops. The MOSES training calendar has been updated through Program Year (PY) 2024.

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

Action Requested: MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure their staff are aware of the new MOSES 101 Training registration procedure requiring pre-registration up to 3 weeks beforehand to attend the MOSES 101 workshop.

Effective: Immediately

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

Organization/Employer:
EOLWD/DTA
      ☐ DCS ☐ DUA ☐ DTA ☐ EOLWD ☐ Other: Click or tap here to enter text.

Non-EOLWD
      ☐ Career Center ☐ Workforce Board ☐ Other: Click or tap here to enter text.

Request Type

☐ New MOSES & AppStream/AWS User
    Hire Date: Click or tap to enter a date.

Previously Attended MOSES 101	☐ Yes ☐ No
Scheduled for MOSES 101	☐ Yes ☐ No Date: (Schedule at: https://www.mass.gov/how-to/moses-101-training)
Veteran Representative	☐ Yes ☐ No
MOSES Access Type	☐ Standard User ☐ Manager/Supervisor
Reporting Rights	☐ Yes ☐ No (Applies to Crystal Reports and built-in MOSES reports)

☐ Reactivate MOSES User
    MOSES ID: Click or tap here to enter text.

☐ MOSES Change Request
    MOSES ID: Click or tap here to enter text.
    Description & Justification for Change(s): Click or tap here to enter text.

☐ Reactivate AppStream/AWS User
AWS/AppStream Username: Click or tap here to enter text.

☐ 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

- 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)
  Policies are available at: https://www.mass.gov/service-details/moses-and-aws-workspaces-access

SUBMIT REQUESTS AS PDF VIA EMAIL TO: mosesaccess@mass.gov