

Welcome to MOSES 101

Charles D. Baker, Governor

**Rosalin Acosta, Secretary, Executive Office of
Labor & Workforce Development**

**Alice Sweeney, Director, Department of Career
Services**



DEPARTMENT OF
CAREER SERVICES

Housekeeping

- Class time from 9:00 to noon-ish
 - Break in the morning
 - Use break to check your email, refresh, bathroom, etc.
- Attendance is recorded / taken
- Find your own Restrooms
- Know the Emergency Exits for your location
- Food and beverages in your classroom / office – please be careful
- Lunch spots / Refrigerator

Housekeeping

- Class is not muted, so ask questions
- Limit noise where you are (*or mute yourself*)
- Class is a demonstration, then homework to apply what was demonstrated.
- No sleeping, no snoring
- Be courteous and set cell phones to vibrate / privacy mode
- Limit multi-tasking

You?

- Your Name?
- Where you work?
- How long have you worked there?
- What you will be doing?
- Have you used MOSES?

MOSES Resources



Search Mass.gov

SEARCH

OFFERED BY [MassWorkforce](#)

Workforce system staff training

Training intended for MassHire Career Center Staff and
Massachusetts Employees implementing MDCS Programs

Feedback

<https://www.mass.gov/workforce-system-staff-training>



DEPARTMENT OF
CAREER SERVICES

MOSES Resources

MOSES training material

Massachusetts One-Stop Employment System training material

Latest MOSES manuals

[MOSES 101 basic manual 2020](#)

[MOSES Appendix A 2021](#)

[MOSES Appendix C 2020](#)

[MOSES Appendix G 2021](#)

[Amazon WorkSpaces - Basics Manual](#)

[Career Planning Manual 2020](#)

[Workforce System Acronyms 2020](#)

[BSR Data entry Manual 2020](#)



Amazon WorkSpaces



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[Amazon WorkSpaces](#) [Overview](#) [Features](#) [Pricing](#) [FAQs](#) [Customers](#) [Getting Started](#) [Resources](#) [Application Manager](#)

Amazon WorkSpaces

Access your desktop anywhere, anytime, from any device

[Get started with Amazon WorkSpaces](#)

[Download the WorkSpaces Client](#)

FEATURED EVENT

AWS Innovate Online Conference Americas | February 24, 2021

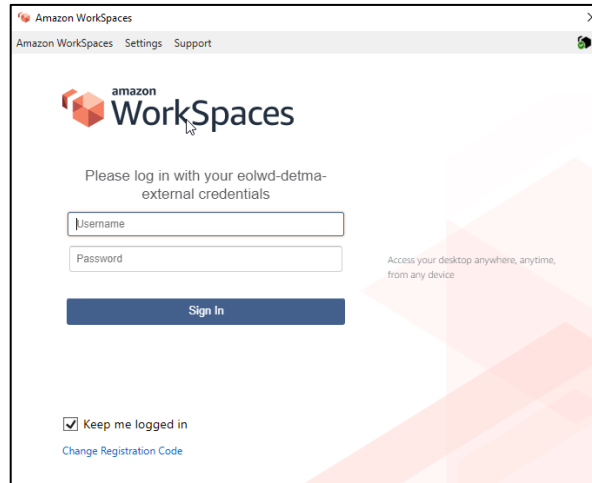
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Amazon WorkSpaces



Amazon WorkSpaces

Amazon WorkSpaces Settings Support

amazon WorkSpaces

Please log in with your eolwd-detma-external credentials

Username

Password

Sign In

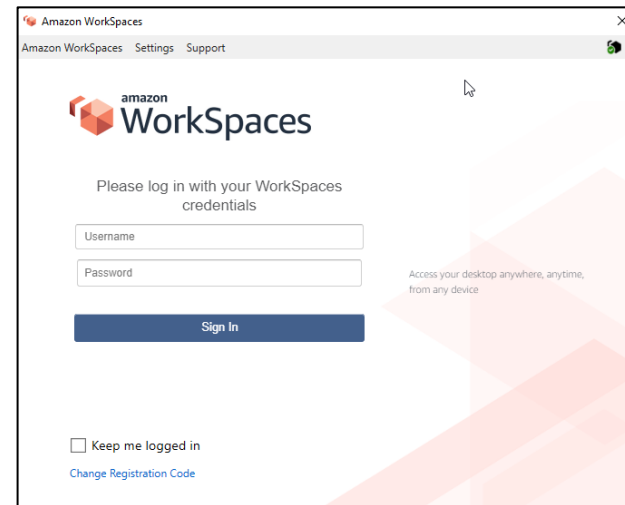
☒ Keep me logged in

[Change Registration Code](#)

Access your desktop anywhere, anytime, from any device

State log in

*Partners /
Non- State log in*



Amazon WorkSpaces

Amazon WorkSpaces Settings Support

amazon WorkSpaces

Please log in with your WorkSpaces credentials

Username

Password

Sign In

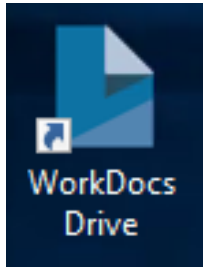
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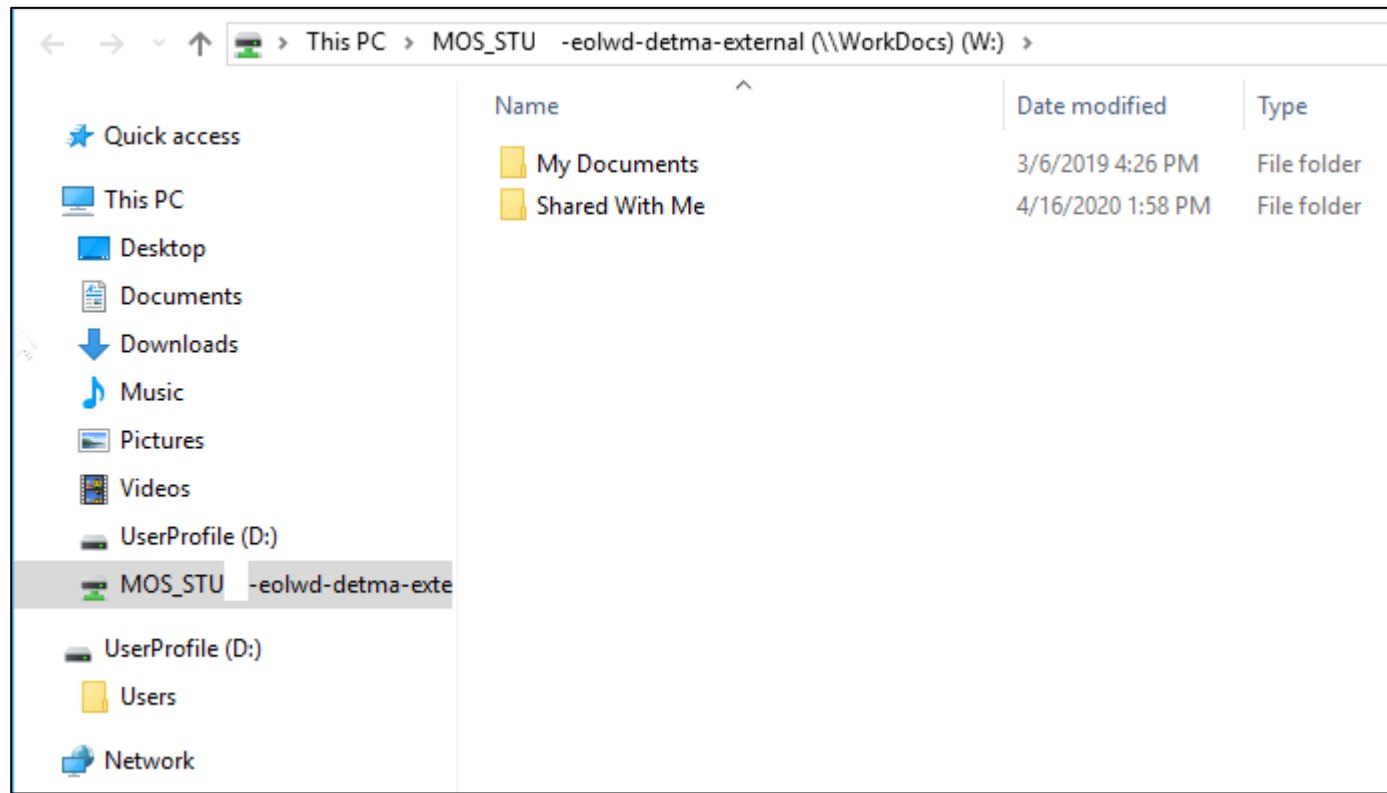
Access your desktop anywhere, anytime, from any device

Training log in

Amazon WorkSpaces



WorkDocs Drive



SharePoint


SharePoint

MASSHIRE EOL-MDCS

Home Analysis & Reporting Finance FLC FMO PPO R2R Rapid Response RESEA Trade Training Veterans WOTC Site contents


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★ Following




Welcome to the MassHire Communications SharePoint site


ABOUT MDCS →




MassHire Department of Career Services
on Mass.gov



HR/CMS Login



Keep up-to-date with the latest
Massworkforce Issuances



ServiceNow Web Portal

OneDrive

OneDrive

+ New
Upload
Sync
Automate

| | | | | | |
|------------------------------|--|-------------------|-----------------------|----------|---------|
| Cartier, Thomas (EOL) | January 2021 | December 30, 2020 | Cartier, Thomas (EOL) | 27 items | Private |
| My files | November 2020 desktop | November 18, 2020 | Cartier, Thomas (EOL) | 8 items | Private |
| Recent | S Drive | November 17, 2020 | Cartier, Thomas (EOL) | 0 items | Private |
| Shared | X Drive | November 17, 2020 | Cartier, Thomas (EOL) | 1 item | Private |
| Recycle bin | @DCS AWS - MOSES Request form.pdf | June 9, 2020 | Cartier, Thomas (EOL) | 176 KB | Private |
| Shared libraries | Amazon WorkSpace Basics Manual 2020 fin... | June 9, 2020 | Cartier, Thomas (EOL) | 901 KB | Private |
| EOL-SP2010 | Appendix C 2020 .doc | June 9, 2020 | Cartier, Thomas (EOL) | 1.14 MB | Private |
| EOL-MDCS | BSR Data entry Manual 2020.pdf | June 9, 2020 | Cartier, Thomas (EOL) | 4.58 MB | Private |
| EOL-MDCS-Teams | BSR jeapordy.ppt | July 28, 2020 | Cartier, Thomas (EOL) | 30.0 MB | Shared |
| EOL-IT-IVRs | BSR jeapordy.pptx | July 28, 2020 | Cartier, Thomas (EOL) | 29.9 MB | Private |
| EOL-PUA-Scanning | Career Planning Manual 2020.pdf | June 9, 2020 | Cartier, Thomas (EOL) | 3.56 MB | Private |
| EOL-HR-Training-and-Co... | CustServ Test Script.doc | July 8, 2020 | Cartier, Thomas (EOL) | 271 KB | Private |
| Commonwealth of Massa... | IVRS Main numbers.docx | December 1, 2020 | Cartier, Thomas (EOL) | 40.3 KB | Private |
| | MOSES 101 basic manual 2020 final.pdf | June 9, 2020 | Cartier, Thomas (EOL) | 7.16 MB | Private |
| | Presentation.pptx | November 17, 2020 | Cartier, Thomas (EOL) | | Private |
| | Workforce System Acronyms 2020.pdf | June 9, 2020 | Cartier, Thomas (EOL) | 189 KB | Private |

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[Return to classic OneDrive](#)

Questions?

MOSES

Massachusetts One Stop Employment System

Mister - Welcome...

Do we have your correct e-mail address? :

Do we have your correct phone number?: Extension:

Welcome to *MOSES* Training !!!!

Agency announcements will show up here. For example: software updates, and key agency messages.

Career Centers can post messages state wide here. Messages can announce Job Fairs , and / or Recruitments for example.

Close

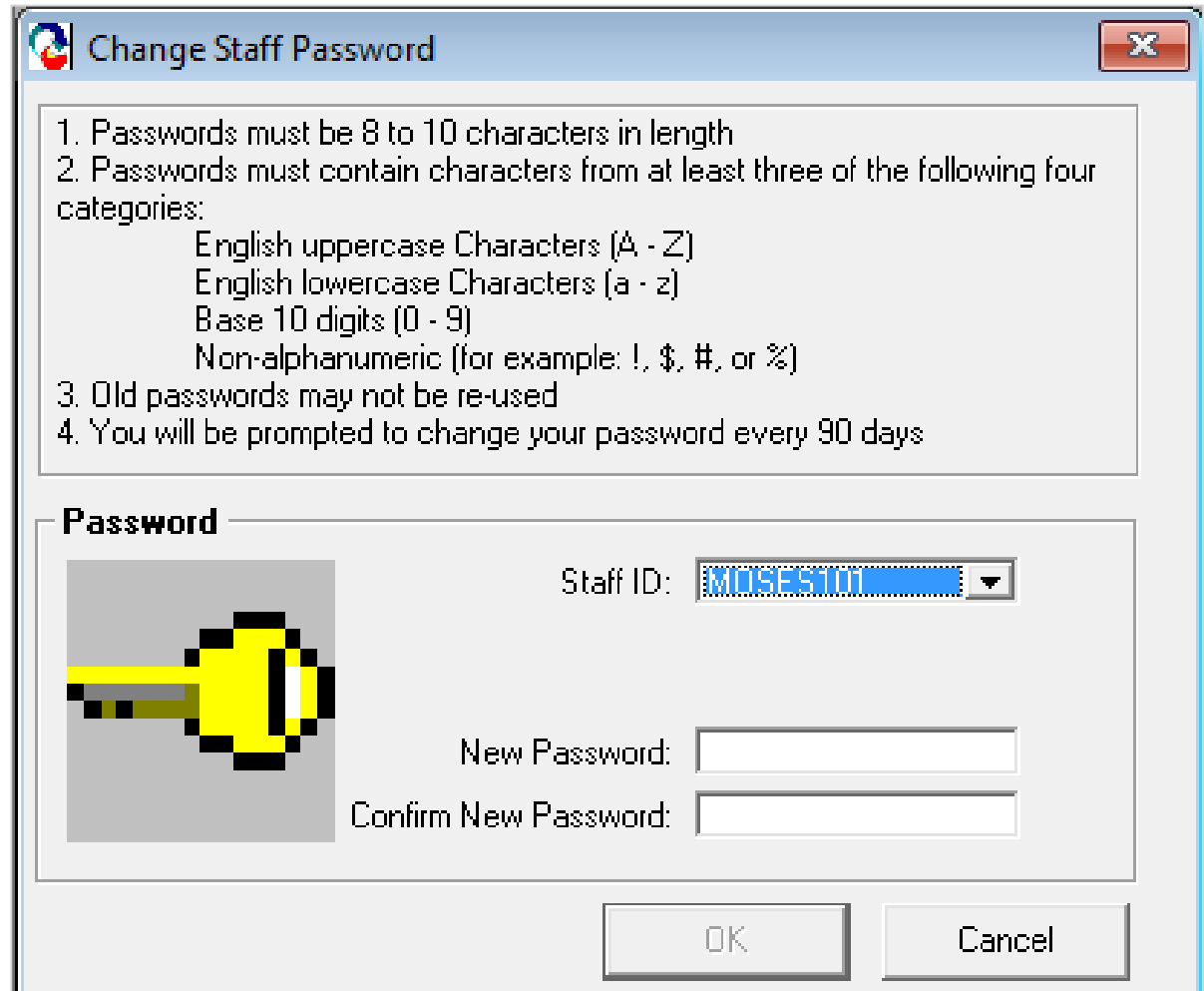
MOSES

- Confidentiality / Data Integrity Policy

[illegible]

MOSES

- **Password**
- *Expires every 90 days*
- *Can not use same password for two years*



Change Staff Password

1. Passwords must be 8 to 10 characters in length
2. Passwords must contain characters from at least three of the following four categories:
 - English uppercase Characters (A - Z)
 - English lowercase Characters (a - z)
 - Base 10 digits (0 - 9)
 - Non-alphanumeric (for example: !, \$, #, or %)
3. Old passwords may not be re-used
4. You will be prompted to change your password every 90 days

Password

Staff ID:

New Password:

Confirm New Password:

OK Cancel

Overview of MOSES

Job Seeker Membership (Lemonjello, Frank)

Lemonjello, Frank SSN: XXX-XX-1234 ID: 13173913 **F** Notes

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

General Information

First Name: Frank Middle Initial: ☐

Last Name: Lemonjello Sex: Male

Date of Birth: 01/01/1990 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

Address

Residence Address Mailing Address

Address: 123 Cool Whip Circle

Country: United States of America

Zip: 01364 City: Orange

State: Massachusetts

☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☒ Mailing Address different

Confidential: ☐ Yes ☐ No HITG Confidential: ☐ Yes ☐ No

Contact

Primary Phone: (413)555-7896 Email: flemonjellow@yahoo.com

Other Phone: () -

Web Address: www.linkedin.com/3567dki00q/dls ☐ Prefers Emails

Special Accommodations

History

Criteria Run Match Eligibility Criteria OK Cancel



**Massachusetts One-Stop
Employment System**

**MOSES is DCS's tool supporting
Massachusetts's integrated One-
Stop approach, providing common
registration, intake, and case
management for its programs.**

Overview of MOSES

Job Seeker Membership (Light, Bud)

Light, Bud SSN: XXX-XX-4546 ID: 12779614

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

General Information

First Name: Bud Middle Initial: R

Last Name: Light Sex: Male

Date of Birth: 01/01/1992 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: 09/16/2020

| 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

Trade Eligibility Match Criteria

Address

Residence Address Mailing Address

Address: 22 Frosty Brew Way
Unit 6

Country: United States of America

Zip: 02631- City: Brewster

Massachusetts One-Stop Employment System

MOSES is a client-server system, which utilizes a PowerBuilder front-end application used by staff and an Internet-based front-end for job seeker self-service. A centralized Oracle database stores all MOSES-related information, including registrations, job orders, service history, and referrals.

What is MOSES?

Massachusetts One-Stop Employment System

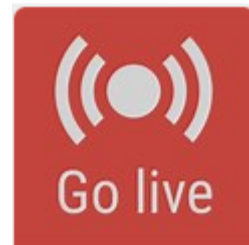
- One-Stop approach that is required by the Workforce Innovation and Opportunity Act (WIOA)
 - Wagner-Peyser Services (WIA Title III)
 - Intensive Services for Dislocated Workers, Adults and Youth (WIOA Title I)
 - UI Profiled, Section 30 Eligible, REA / RES Program
 - National Dislocated Worker Grants
 - Trade Adjustment Assistance Program
 - Rapid Response Program
 - Department of Transitional Assistance

Origins of MOSES



Came from Indiana

Launched / went live in Career Centers July 5, 2000



MOSES 37.6 came out in January 2021



Career Centers



Key Advantages of MOSES

- Single entry system for all programs
- Career Center standardization
 - Simplified interaction
 - Flexibility in tracking events and services

Other Features

- Scanning function



- Membership cards



- Career Planning Tool



Job Seeker self-service website (Massachusetts Job Quest or MJQ)

The Executive Office of Labor and Workforce Development (EOLWD)

[Login / Register](#)



[Home](#)

[Find Jobs](#)

[Locate Training](#)

[Search Events](#)

[My JobQuest](#)

[Help](#)

[Employers](#)

Home

Find Jobs



Total Job Openings: 173,401

Keywords

Example: Office worker, Excel

[Search Tips](#)

Quick Tip: Use Keywords for Fastest Search

Job Title

Example: Clerk

Location

Massachusetts City or ZIP Code

[Search](#)

[More Search Options](#)

Job Seeker Login

SSN or Job Seeker ID

Password

[Go](#)

[Forgot Your Password?](#)

First Time User?

Registering with JobQuest lets you post your resume online and save your job search criteria.

[Register Now](#)

[JobQuest Guide](#)

Other Helpful Links ...

[MassHire Career Centers](#)

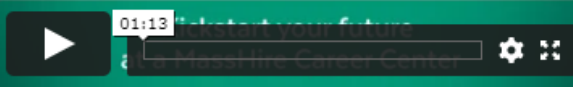
Visit a MassHire Career Center for additional Job Search Assistance.

[MassCareers Job Opportunities](#)

Search for Massachusetts state and other public sector jobs.

Kickstart your Future at a MassHire Career Center

from Mass.gov



MassHire Career Center Resources

[Find Events and Workshops](#)

Mass Internet Connect

The Massachusetts Broadband Institute has launched a program to provide subsidized internet access to eligible Massachusetts residents through June 30, 2021

[more information](#)

[Previous](#)

[Next](#)

See the NEW "mobile friendly" specialized job sites.

[MassHire JobQuest](#)



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Employer self-service website (Massachusetts JobQuest or MJQ)

The Executive Office of Labor and Workforce Development (EOLWD)

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[Job Seekers](#)

[Search and Find Jobs in Massachusetts with JobQuest »](#)

Find Candidates



Total Candidates: 23,975

Keyword / Job Title

Example: Clerk

Job Occupation Category

Select an Occupation Category

Profile Modification Date

Any Time

[Search](#)

[More Search Options](#)

Post a Job

- Get your jobs in front of thousands of candidates for free



[Search Job Fairs and Other Events](#)

**To Help with Your Recruitment Needs,
Schedule an Appointment with a Business Service
Representative**

- Find your nearest MassHire Career Center



HIRING FOREIGN WORKERS?

File your "PERM" related job orders
through JobQuest



*Get the
competitive edge with
Mass BizWorks*

Employer Login

User Name

Password

[Go](#)

[Forgot Your Password?](#)

First Time User?

Registering with JobQuest lets
you post jobs online and
connect with job seekers

[Register Now](#)

Need Assistance?

[How to Register](#)

[How to Post a Job](#)

[Locate a Business Service
Representative](#)

[Veterans Program and Services](#)

[Rapid Response Services](#)



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Training Providers / schools website

Training Pro



TrainingPro

Home

Notice to Training Providers

Pursuant to requirements set forth in the Workforce Innovation and Opportunity Act (WIOA) of 2014, Massachusetts issued new criteria, information requirements, and procedures for training organizations wishing to provide training services to eligible customers under workforce development programs.

Visit www.mass.gov for the most current information on provider requirements.

First Time User?

[Sign-Up](#)

Login

Username



User IDs are case sensitive!

Password



Passwords are case sensitive!



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Training Objectives

- **Introduce MOSES**
 - Navigating
 - Job Seeker records
 - Tabs / Data Entry Fields
 - Programs
 - Services
 - Notes
 - Events / Workshops
 - Job Matching
- **Provide a broad overview of the Job Seeker MOSES system**

Training vs. Your Office

- Level of access in training vs. level of access at the Career Center
- Everyone in the training database is a member of the Southbridge Career Center.



Getting Help

- MOSES Local Experts
- MOSES Help Desk (phone or e-mail)
 - Phone (617) 626-5656
 - MOSES@detma.org

Your MOSES Id

- Is made up of your first initial and first four letters of your last name.
- **GWASH** would be George Washington's id
- Your initial password is: **password**

Questions?

- Do you have AWS + AWS UAT on your computer
- Homework assignments:
(on AWS UAT desktop: MOSES 101 folder .
(Copy homework and save on OneDrive under your name.)
- Materials (MOSES 101 manual / Miscellaneous)