

Welcome to MOSES 101



DEPARTMENT OF
CAREER SERVICES

Housekeeping

- Class time from 9:00 to one-ish
 - Break in the morning
 - Use break to check your email, refresh, bathroom, etc.
- Attendance is recorded / taken
- Class is not muted, so ask questions
- Videos should be on
- Limit noise where you are (*or mute yourself*)

Housekeeping

- Class is a demonstration, then homework to apply what was demonstrated.
- Be courteous and set cell phones to 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

 **Mass.gov**

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[Home](#) > [MassWorkforce](#) > [MassWorkforce resources](#) > [Workforce system staff training](#)

 OFFERED BY [MassHire Department of Career Services](#)

Upcoming MOSES, CIS & WIOA trainings

Check below for a list of upcoming MOSES, CIS & WIOA trainings for MassHire staff.

MOSES, CIS & WIOA training courses

- [MOSES 101 Training](#)
- [MOSES 102 MOSES Business Services Basic Training](#)
- [MOSES 103 Career Planning Training](#)
- [MOSES 104 MOSES Job Seeker Basic Eligibility and Program Enrollment Training](#)
- [MOSES Mini Clinics](#)
- [MOSES for Managers](#)
- [MassHire Career Information System Training](#)
- [WIOA \(Workforce Innovation and Opportunity Act\) Training](#)

RELATED

- [Workforce system staff training](#) →
- [MOSES training material](#) →
- [MassHire CIS material](#) →
- [MassHire WIOA Training Material](#) →

<https://www.mass.gov/service-details/upcoming-moses-cis-wioa-trainings>

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 2024](#)
- [MOSES Appendix G 2021](#)

[MOSES 102 Business Services Manual 2020](#)

[MOSES 103 Career Planning Manual 2020](#)

[MOSES 104 Manual - Program Eligibility and Course Enrollment](#)

- [MOSES 104 - Supplement A](#)
- [MOSES 104 - Supplement B](#)
- [MOSES 104 - Supplement C](#)

[Workforce System Acronyms 2023](#)

[Employer Services Definitions 2020](#)

<https://www.mass.gov/service-details/moses-training-material>

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

MASSACHUSETTS ONE STOP EMPLOYMENT SYSTEM (MOSES)

DATA INTEGRITY AND CONFIDENTIALITY AGREEMENT

I, **Mister MOSES**, at the **Hurley/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 acquire or have access to confidential information including but not limited to unemployment insurance information (including wage records), information (including information regarding workplace injuries and treatment), employment service information, federal income tax 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. This system may be used only for authorized purposes and is monitored to ensure its proper use. Use of the MOSES system constitutes acceptance of these terms.

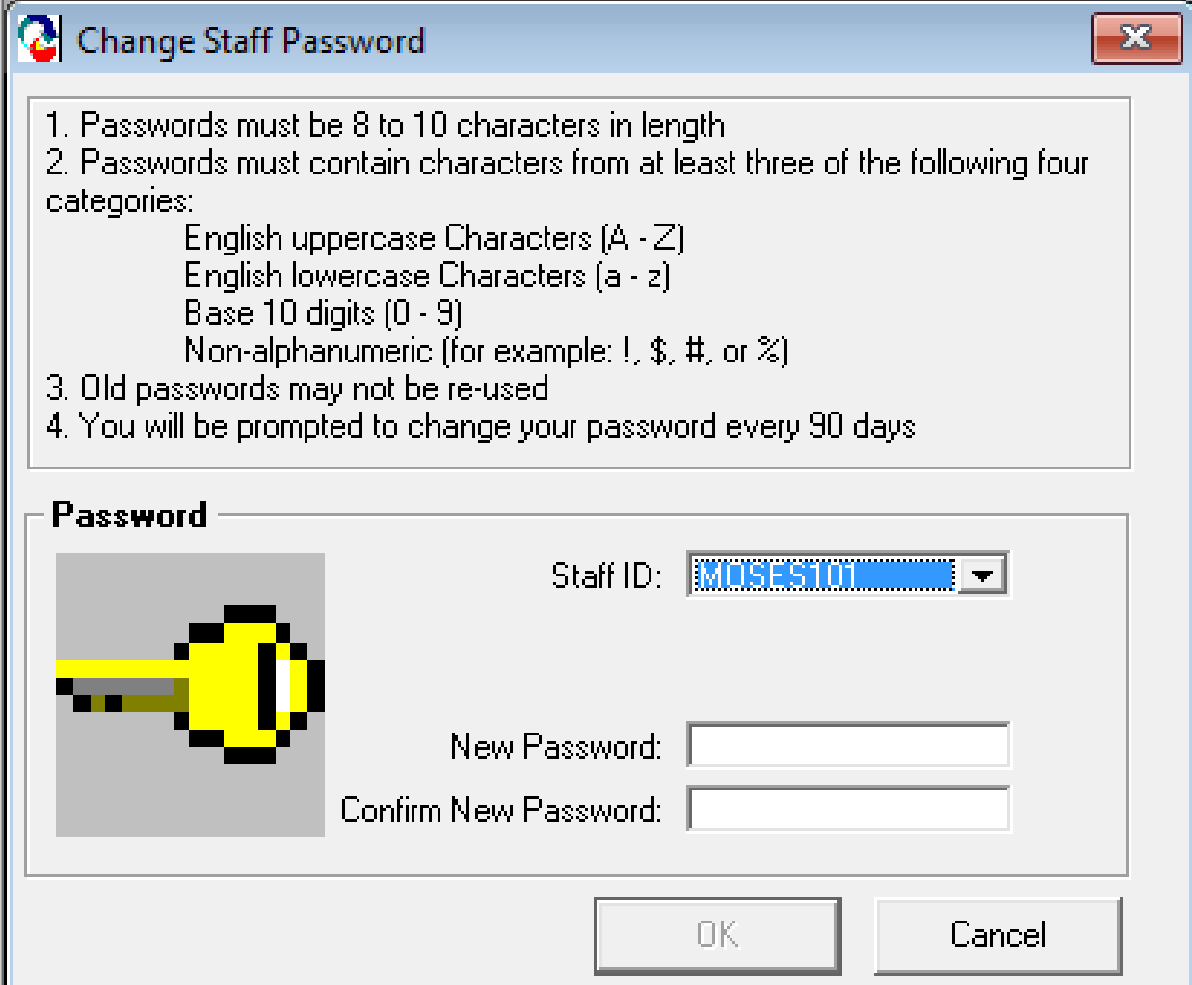
▶ Enter Social Security Number: - -

▶ Re-enter Social Security Number: - -

Print Help I Agree I Do Not Agree

MOSES

- **MOSES Password**
- *Expires every 90 days*
- *Must be 8 to 10 characters (mixed)*
- *Can not use same password for two years*
- *MOSES Help Desk
(phone or e-mail) Phone
(617) 626-5656
MOSES@detma.org*



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:

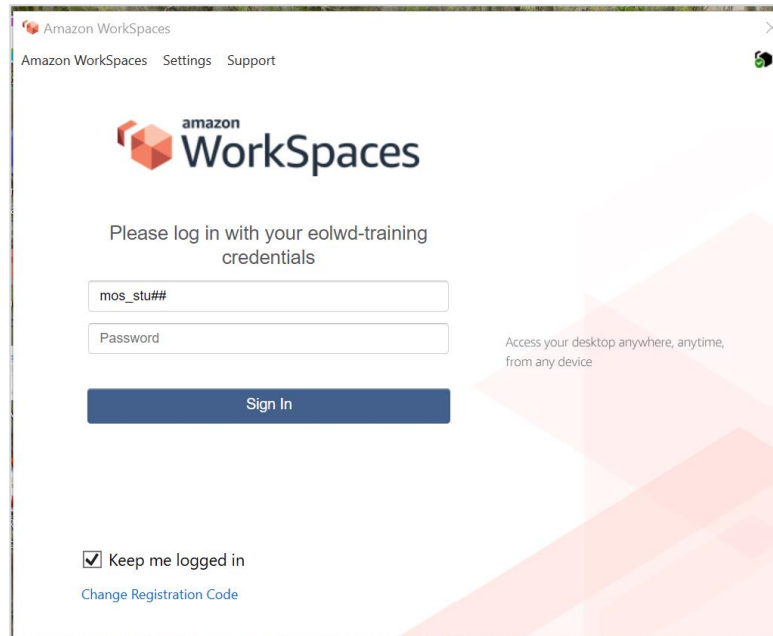
New Password:

Confirm New Password:

OK Cancel

MOSES

- **Amazon Password**
- *Resets after 30 minutes or call IT Help Desk*
- *Expires every 90 days*
- *Can be any length over 8 to 10 characters*



IT Help Desk:
(844) 435-7629
(844) HELP-MA-9

mass.gov@service-now.com



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

Address

Residence Address Mailing Address

Address: 22 Frosty Brew Way

Unit 6

Country: United States of America

Zip: 02631- City: Brewster

Programs Last Reportable Service Date: 09/16/2020

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

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

Trade Eligibility Match Criteria



**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

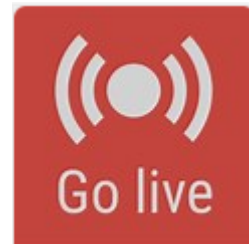
- One-Stop approach that is required by the Workforce Innovation and Opportunity Act (WIOA)
 - Wagner-Peyser Services (WIA Title III)
 - Intensive Services for Dislocated Workers, Adults and Youth (WIOA Title I)
 - UI Profiled, Section 30 Eligible, REA / RES Program
 - National Dislocated Worker Grants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

Origins of MOSES



Came from Indiana

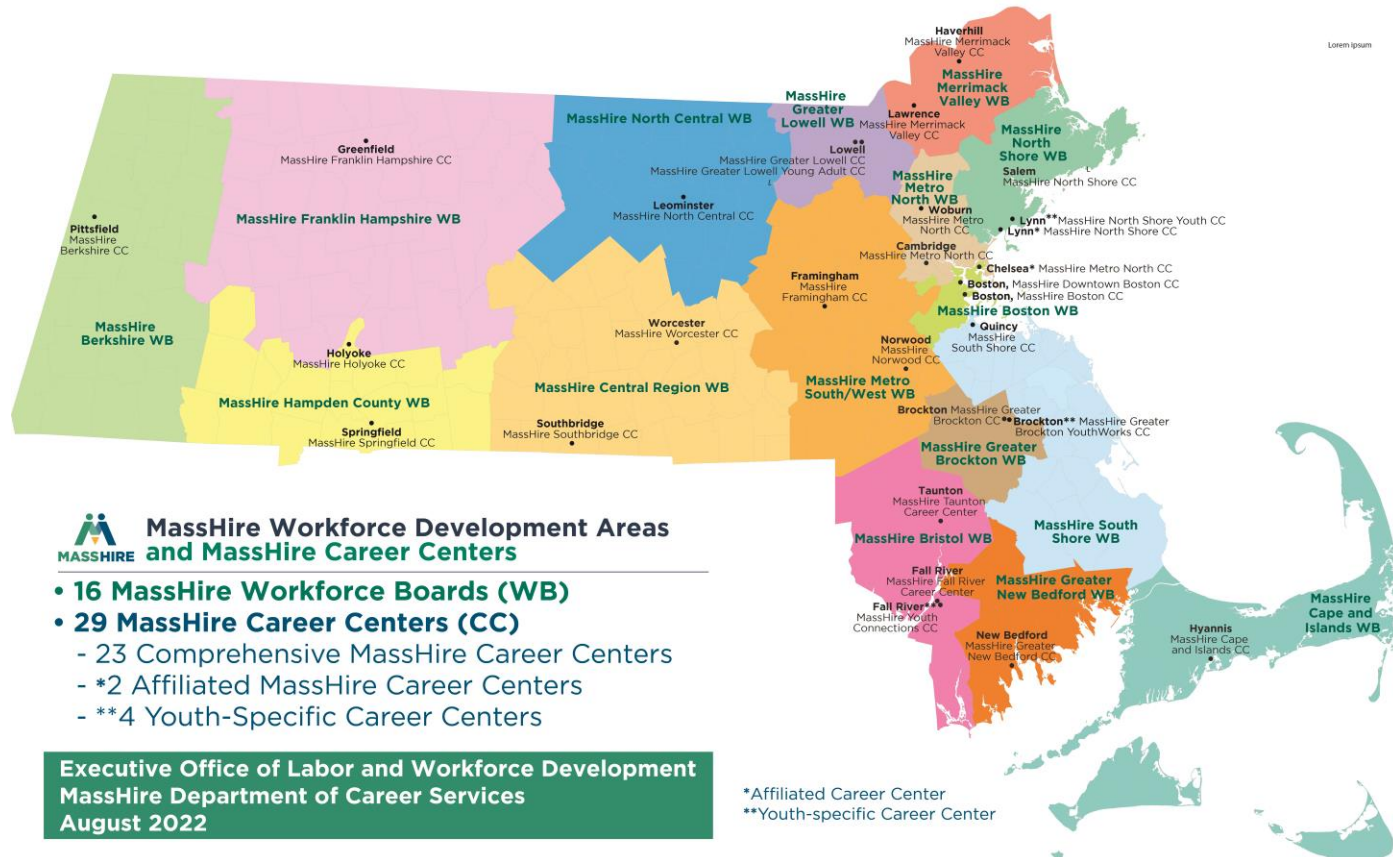
Launched / went live in Career Centers July 5, 2000



- MOSES 40.0 came out February 2022
- MOSES 40.1 came out June 2022
- MOSES 40.2 came out September 7, 2022
- MOSES 40.3 came out in November 2022
- MOSES 40.4 came out in January 2023
- MOSES 40.5 *coming soon*



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)

 **MASSHIRE JobQuest**

 **ALERTS** | **Important Updates**

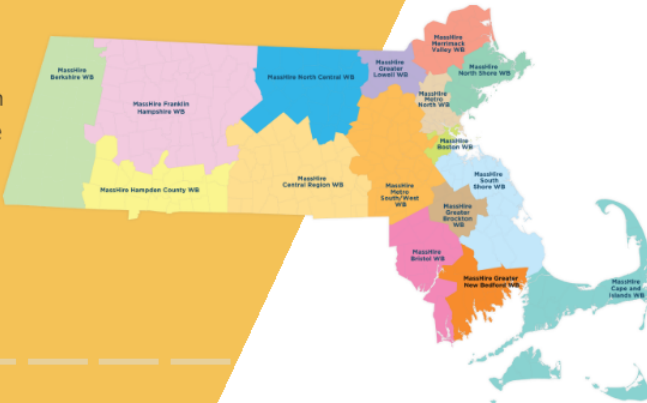
PLEASE NOTE: Federal Law prohibits MassHire from promoting or assisting in staffing any jobs associated in any way with the Cannabis industry due to our Federally funded status.

Here's How We Can Help!

MassHire Career Centers are located throughout the Commonwealth

Watch our quick video of how MassHire can help you on your path to reemployment. Check out some of the free services available to help you kickstart your future!

[WATCH VIDEO](#)



[Home](#) [Find Jobs](#) [Locate Training](#) [Explore Workshops](#) [Employers](#)

[Learn about MassHire JobQuest →](#)

Find a Job

198,624 TOTAL JOB OPENINGS

Employer self-service website (Massachusetts JobQuest or MJQ)

The Executive Office of Labor and Workforce Development (EOLWD)

Login / Register



HomePost JobsFind CandidatesSearch EventsMy JobQuestHelpJob Seekers

MassHire JobQuest > JobQuest for Employers

Find Candidates



Total Candidates: 12,926

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

[Click here](#)

Search Job Fairs and Other Events

HIRING FOREIGN WORKERS?

File your "PERM" related job orders through JobQuest



H-2A and H-2B related job offers must be filed directly with MassHire Department of Career Services

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

- Find your nearest MassHire Career Center



Get the competitive edge with Mass BizWorks

Connecting Businesses to State and Federal Resources

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

Contact Us

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.

Please review and update your information including mailing and email address. Also, make sure your accredited/licensing agency and license information is current.

First Time User?

[Sign-Up](#)

Login

Username

User IDs are case sensitive!

Password



Passwords are case sensitive!

[Forgot your password?](#)

Training Objectives

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

Training Requirements / Homework

- Daily Assignments must be completed.
- Day 1 : 2 assigned homework's (*Job Seeker data entry*)
- Day 2 : 2 assigned homework's (*Job Seeker data entry*)
- Day 3 : Final Exam (*Job Seeker data entry*)
- Each day you need complete the assignments;
You were sent social security numbers to use to create your OWN Job Seeker. (*Previous classes are in the database. Do not use previous job seekers. Create your own.*)

Everything we cover is in the manuals

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 Re-Employment Center in downtown Boston.

Getting Help

- MOSES Local Experts
- Your Manager / Supervisor / Program Administrator
- MOSES Help Desk (phone or e-mail)
 - Phone (617) 626-5656
 - MOSES@detma.org

Questions?



Questions and Answers