Guide to Entering Credentials in NCWorks

Directions	System View

System View:

⊞ Eligibility Summary	
⊞ Participation	12/20/2018
⊞ Activities / Enrollments / Services	5
⊞ Measurable Skills Gain	0
⊞ Educational Functioning Level for Measurable Skills Gain	0
⊞ Training Justification	0
⊟ Credentials	0

Create Credential

There are no records to display.

Directions:

1. Start on the Programs screen with the participant's current WIOA Case expanded to show all the menu options.

2. Click on "Create Credential"

General Information

Program:	WIOA
Application Number:	7176578
Name:	▓▓▓▓▓▓
Application Date:	8/15/2023
Program Participation Date	8/15/2023
Exit Date:	11/28/2023
Maximum date to record after exit:	11/28/2024

* LWIA/Region: [None Selected ▾]

* Office Location: [Select an LWIA/Region]

Directions:

3. Select your **LWDB** and **Office Location** from the drop-down menus.

Credential Information

* Credential Received : [None Selected ▾]

Other Credential:

Credential Verification: [**Verify** | **Scan** | **Upload** | **Link**]

* Date Credential Received: [   ] (mm/dd/yyyy) 🔲 Today (MM/DD/YYYY)

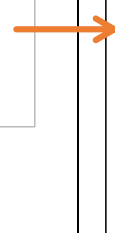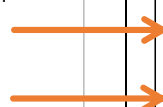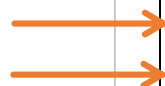Associate to Training/Activity record: [**Search Activities/Services** ⎘]

Directions:

4a. **Credential Information**: Select the type of credential received from the drop-down list (see full list in next step).

Enter the date the credential was received by the participant. The date entered should match the date on the documentation.

Credential Information

* Credential Received : [None Selected ▾]

Other Credential:

Credential Verification:

* Date Credential Received:

Associate to Training/Activity record:

Staff Information

Drop-down list options:
- None Selected
- High School Diploma
- Secondary / High School Equivalency
- AA/AS Degree
- BA/BS Degree
- Occupational Skills License
- Occupational Skills Certificate or Credential
- Other Recognized Diploma, Degree, or Certificate (specify)
- Graduate/Post Graduate Degree
- Occupational Certification

Directions:

4b. **Type of Credential**: If "Other Recognized Diploma, Degree, or Certificate (specify)" is selected, then the "Other Credential" field must be filled in with the specific name of the credential.

5. Credential Verification: **[Verify I Scan I Upload I Link]**

*Although this is not marked with an asterisk as a required field, DWS strongly recommends case managers utilize this feature for data validation purposes.

Credential Information

* **Credential Received :**   None Selected ▼

Other Credential:

Credential Verification: [**Verify** | **Scan** | **Upload** | **Link**]

* **Date Credential Received:**   (mm/dd/yyyy) 📅 Today (MM/DD/YYYY)

Associate to Training/Activity record: [**Search Activities/Services** 🗗]

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6. Verify:
Select one of the WIOA Credential Verification options, **and** then select the method for attaching/uploading the documentation (**Scan, Upload, Link**).

Credential Information

* **Credential Received :**   Occupational Certification ▼

Other Credential:

Credential Verification: [**Verify** | **Scan** | **Upload** | **Link**]
✔ School Records

WIOA Credential Verification
◉ School Records
○ Copy of Degree or Certificate
○ Other (Specify)

Reset

* **Date Credential Received:**   09/16/2024 (mm/dd/yyyy) 📅 Today

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7a. Scan
Fill in the applicable information and scan the documentation into the system.

Include a Document Name and Document Tags to easily identify the document (e.g., Credential_License_June2023)

Date Received should match the date that is on the documentation. It is the date the participant received the credential.

Document Information

Document Description: None Selected ▼

* **Document Tags:** Keywords that will be indexed with this attachment.   Do not enter Personal Identifiable Information (PII) into this field.

User Accessible: ○ Yes ◉ No

Date Received: 📅

If left blank, today's date will be used.
(MM/DD/YYYY)

Document Expires: ☐
Medical Document: ☐
Sealed Document: ☐
May contain Personally Identifiable Information (PII): ☐
You do not have Edit PII Flag privileges.

* **Document Name:**

Scan Options

Select Source: ▼

Pixel Type: ○ BW ◉ Gray ○ RGB

Resolution: 100 ▼

Settings

☐ Show Source User Interface   ☐ Discard Blank Page
☐ Use Auto Document Feed   ☐ Duplex

7b. Upload

Fill in the applicable information and select the file to upload into the system.

Include Document Tags to easily identify the document (e.g., Credential_License_June2023)

Date Received should match the date that is on the documentation. It is the date the participant received the credential.

Document Information

Document Description:	None Selected
*Document Tags:	Do not enter Personal Identifiable Information (PII) into this field.
Keywords that will be indexed with this attachment.	

User Accessible: ○ Yes ● No

Date Received: _____

If left blank, today's date will be used.

(MM/DD/YYYY)

Document Expires: ☐
Medical Document: ☐
Sealed Document: ☐
May contain Personally Identifiable Information (PII): ☐

You do not have Edit PII Flag privileges.

Attach Document

Supported File Format ↗

[_____] Select File

Multiple documents can be uploaded simultaneously, but must be selected one-by

Save

7c. Link

This function allows you to link a document that is already in the participant's documents to be attached to their credential. (In this example there were no available documents to link to.)

Include Document Tags to easily identify the document (e.g., Credential_License_June2023)

Date Received should match the date that is on the documentation. It is the date the participant received the credential.

Document Information

Document Description:	None Selected
*Document Tags:	Do not enter Personal Identifiable Information (PII) into this field.
Keywords that will be indexed with this attachment.	

Date Received: _____ (MM/DD/YYYY)

Document Expires: ☐ Document Expires
Medical Document: ☐
Sealed Document: ☐
May contain Personally Identifiable Information (PII): ☐

You do not have Edit PII Flag privileges.

Documents Available

Listed below are the documents available on the selected Individual for linking. If you see a document that matches your specified criteria, choose it from the *Select* column below and click the *Link Document* button.

Show Filter Options (Showing all records)

Results View: Summary | Detailed   ☐ View Thumbnails
Click a column title to sort.

| No records found |

No document was found

[| Link Document]

8. Associate to Training/Activity record: Clicking the Search activities/Services link will open another screen (see below) to select the corresponding code for the credential.

Credential Information

* **Credential Received :** None Selected ▼

Other Credential:

Credential Verification: [**Verify** | **Scan** | **Upload** | **Link**]

* **Date Credential Received:** _____ (mm/dd/yyyy) 🔲 Today (MM/DD/YYYY)

Associate to Training/Activity record: [**Search Activities/Services** ⬀]

CSS – Provided Support Service **	Career TEAM, LLC	CSS-Provided Support Service**	03/01/2023	03/01/2023	03/01/2023	Successful Completion	Select
300 – WIOA Occupational Skills Training - on ETPL	Jackie's Daughters Driver Training Academy LLC	Commercial Driver License	03/04/2023	04/23/2023	04/23/2023	Successful Completion	Select
205 – Creation of IEP/ISS	Career TEAM, LLC	PS-Office Services	02/24/2023	02/24/2023	02/24/2023	Successful Completion	Select

9. Once you have entered the credential, scanned/uploaded/linked the documentation, and saved the entry, the system will then return you to the Programs menu where the Credential submenu will reflect what you just entered.

⊟ Credentials   1

Create Credential

10 ▼ entries per page
Search: _____

ID	Program	APPID	Credential	Source/Source ID	Date Received	Staff Entered
109619	WIOA	7095473	Occupational Skills License	Enrollment – 3129250	05/18/2023	███████

◄◄ ◄ Page 1 ▼ of 1 ► ►◄   Rows: 10 ▼