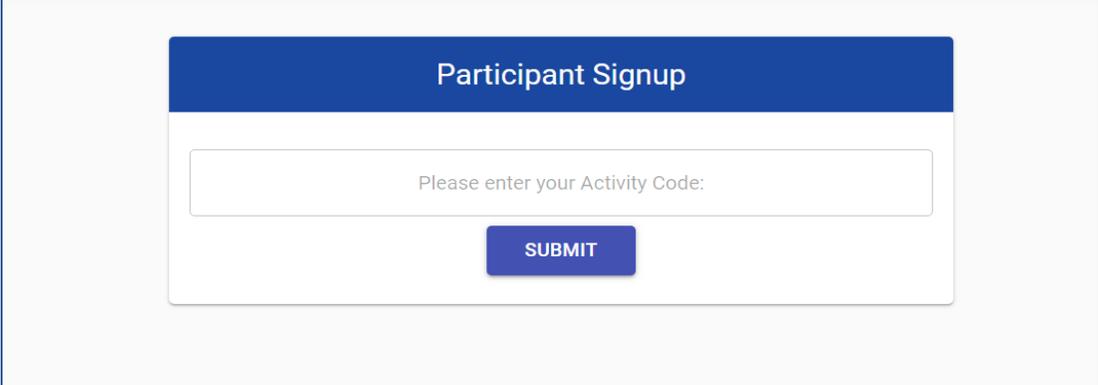




# **Data Management System Self-Service Enrollment Guide**

# Access Online Enrollment

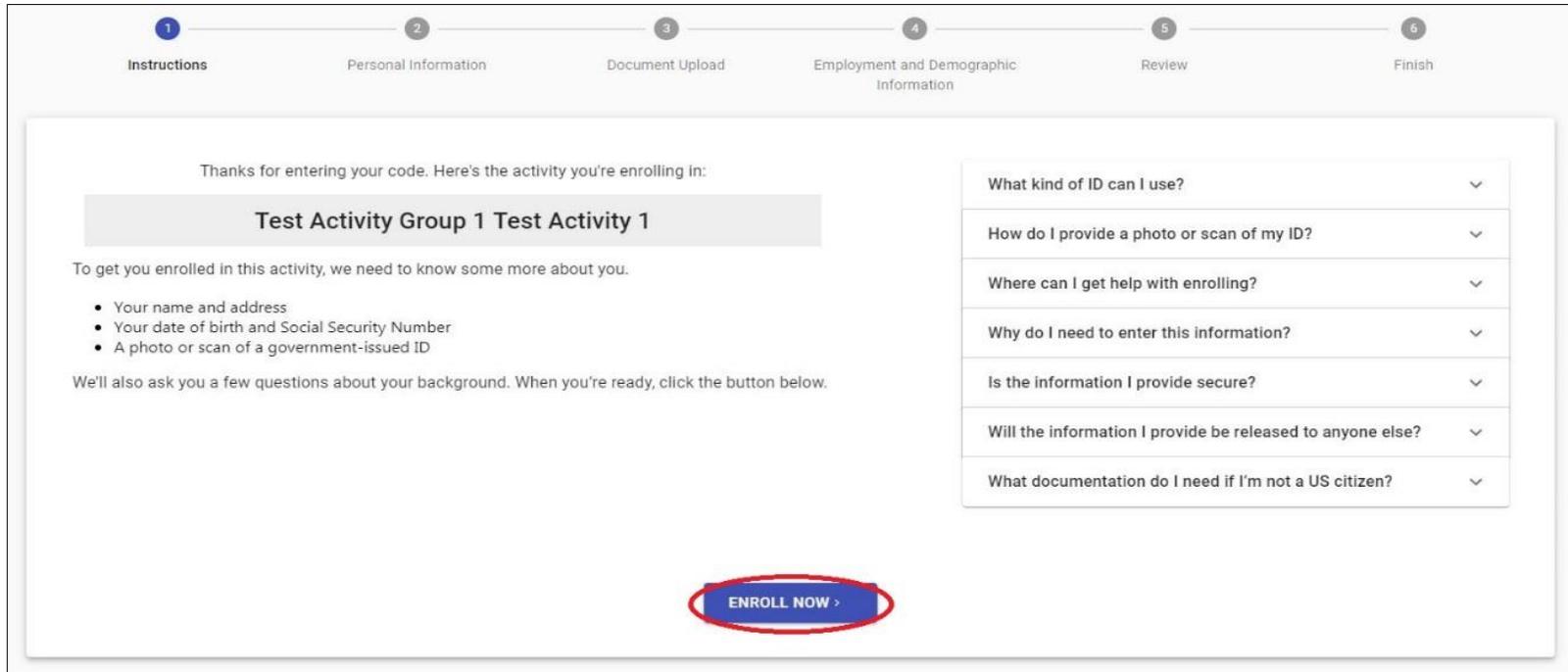
1. To access the self-service enrollment site, visit <https://www.participant.gwbri.org>.
2. Enter the Activity Code in the Participant Signup box.

A screenshot of a web form titled "Participant Signup". The form has a blue header bar with the text "Participant Signup" in white. Below the header is a white input field with the placeholder text "Please enter your Activity Code:". Below the input field is a blue button with the text "SUBMIT" in white.

 NOTE: To access the enrollment site, participants will be required to enter a unique 6-character Activity Code. If you do not have the Activity Code, contact your training provider.

# Review Instructions and FAQs

Be sure to review the required information and FAQs before beginning enrollment to ensure you have all the necessary documents to successfully submit the form. Once you have gathered the required documents and information, click on [ENROLL NOW >](#) at the bottom of the page to start entering your information.



The screenshot displays a multi-step enrollment process. At the top, a progress bar shows six steps: 1. Instructions (highlighted), 2. Personal Information, 3. Document Upload, 4. Employment and Demographic Information, 5. Review, and 6. Finish. Below the progress bar, a message reads: "Thanks for entering your code. Here's the activity you're enrolling in:". This is followed by a grey box containing the text "Test Activity Group 1 Test Activity 1". Below this, a message states: "To get you enrolled in this activity, we need to know some more about you." and lists three requirements: "Your name and address", "Your date of birth and Social Security Number", and "A photo or scan of a government-issued ID". A final message says: "We'll also ask you a few questions about your background. When you're ready, click the button below." At the bottom center, there is a blue button with the text "ENROLL NOW >" circled in red. To the right of the main content area, there is a list of seven frequently asked questions, each with a dropdown arrow:

- What kind of ID can I use?
- How do I provide a photo or scan of my ID?
- Where can I get help with enrolling?
- Why do I need to enter this information?
- Is the information I provide secure?
- Will the information I provide be released to anyone else?
- What documentation do I need if I'm not a US citizen?

# Complete Personal Information Section

Once all fields have been completed, click on **NEXT >** to move to the next page or **< GO BACK** to view the instructions and FAQs.

The screenshot shows a multi-step web form. At the top, a progress bar indicates the current step is 'Personal Information' (step 2 of 6). The form is titled 'Personal Information' and contains the following sections:

- Personal Information:** Fields for First Name\*, Middle Initial, Last Name\*, Birth Date\* (mm/dd/yyyy), and Social Security Number.
- Demographics:** Radio buttons for Gender (Male, Female, I do not wish to disclose) and Ethnicity (Hispanic / Latino, Not Hispanic or Latino, I do not wish to disclose). Checkboxes for Race (White, Black, Asian, Hawaiian or Pacific Islander, Native American or Alaska Native).
- Home Address:** Includes a checkbox 'I am homeless', a 'Check if same as Home Address' checkbox, and fields for Address Line 1\*, Address Line 2, City\*, and Zip Code\* (with a State dropdown menu set to 'Ri').
- Mailing Address:** Fields for Mailing Address Line 1, Mailing Address Line 2, Mailing City, Mailing Zip Code, and Mailing State (dropdown menu set to 'Ri').
- Contact Details:** Fields for Email Address and Phone Number.

At the bottom right, the 'GO BACK' and 'NEXT >' buttons are circled in red.

# Upload Your Personal Information Document

To upload a photo of your ID document, take a picture and save it to an accessible location on your computer or mobile device. Click on  to open the file directory window.

Upload Valid Government Issue ID:



Please upload a valid document.

What kind of ID can I use? 

How do I provide a photo or scan of my ID? 

 NOTE: You can only upload one file to your enrollment form. If you wish to include more than one image of your identification document, it must be contained in a single image file.

# Upload Your Personal Information Document

The name of the file will appear when the document has been uploaded. Use the dropdown menu to select what type of identification document you have uploaded.

Upload Valid Government Issue ID:

[REMOVE](#) Person, Test- ID.JPG

Document Type \*

- Alien Registration Card
- Driver's License
- U.S. Passport
- School Identification Card
- Other

What kind of ID can I use?

How do I provide a photo or scan of my ID?

[GO BACK](#) [NEXT](#)

Once all fields have been completed, click on [NEXT](#) to move to the next page or [GO BACK](#) to view the previous page.



NOTE: For a list of acceptable forms of identification, click on the FAQs beneath

[UPLOAD FILE](#)

# Complete Employment and Demographic Information

Once all fields have been completed, click on **NEXT >** to move to the next page or **< GO BACK** to view the previous page.

The screenshot shows a multi-step form interface. At the top, a progress bar indicates the current step: 1. Instructions (checked), 2. Personal Information (checked), 3. Document Upload (checked), 4. Employment and Demographic Information (active), 5. Review, and 6. Finish. The main content area is divided into two sections: 'Employment Information' and 'Demographic Information'. The 'Employment Information' section contains six questions with radio button options for 'Yes' and 'No'. The 'Demographic Information' section includes a 'Citizenship' dropdown menu, two more 'Yes/No' questions, a list of education levels with radio buttons, and a final 'Yes/No' question. At the bottom right, there are two buttons: '< GO BACK' and 'NEXT >', with the 'NEXT >' button highlighted in red.

Instructions Personal Information Document Upload **Employment and Demographic Information** Review Finish

**Employment Information:**

Are you currently employed?  
 Yes  No

Have you been laid off, or received notice that you will be laid off?  
 Yes  No

Have you ever earned higher wages than you earn now?  
 Yes  No

Are you looking to make better use of your skills and/or education?  
 Yes  No

Have you experienced a loss of income from a family member that is still impacting your financial situation?  
 Yes  No

**Demographic Information:**

Citizenship:  
Citizenship Type

Are you a Veteran?  
 Yes  No

Are you an English Language Learner (ELL)?  
 Yes  No

Highest level of education  
 Did not complete High School  High School Diploma  General Equivalency Degree (GED)  Attended some College or Vocational School (non-degree holder)  Vocational School Certificate  Associate Degree  Bachelor's Degree

Master's Degree  PhD

Are you currently attending school or training?  
 Yes  No

< GO BACK | NEXT >

# Review and Attest to Information Provided

Read through the information listed and identify any missing or incorrect information. If corrections need to be made, click [GO BACK](#) to navigate to the appropriate page and update the information. Click the check box labeled “Attestation” to indicate that the information is accurate and complete.

The screenshot shows a 'Review Form' with the following fields:

- First Name :
- Last Name :
- Ethnicity :
- Date Of Birth :
- Email Address :
- Home Address :
- City :
- State : RI
- Mailing Address :
- Mailing City :
- Mailing State : RI
- Middle Initial :
- Gender :
- Race :
- Phone number :
- Are you currently homeless? :
- Home Address Line 2 :
- Zip Code :
- Mailing Address same as Home Address? :
- Mailing Address Line 2 :
- Mailing Zip Code :
- Social Security Number :
- Identification File :
- Are you a US Citizen? :
- Alien/Permanent Resident Number :
- Alien Expiration Date :
- Are you a Veteran? :
- Are you an English Language Learner (ELL)? :
- Highest level of education :
- Last grade completed :
- Are you currently attending school or training? :
- Current school name :
- Are you currently employed? :
- Employment type :
- Employer :
- Have you been laid off, or received notice that you will be laid off? :
- Layoff Date :
- Layoff Employer name :

At the bottom of the form, there is an 'Attestation' section with a checkbox and the text: "By submitting, or authorizing the submission of, this form, the individual named above attests and affirms that the information provided herein is true, accurate, and complete and that the individual is authorized to work in the United States." The 'Attestation' label is circled in red. At the bottom right, there are 'GO BACK' and 'SUBMIT' buttons.

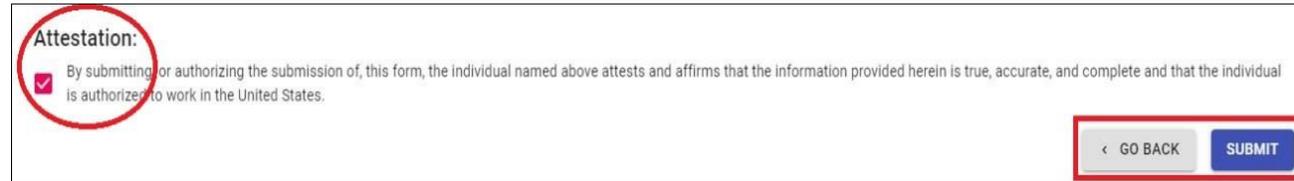


NOTE: For a list of acceptable forms of identification, click on the FAQs beneath

[UPLOAD FILE](#)

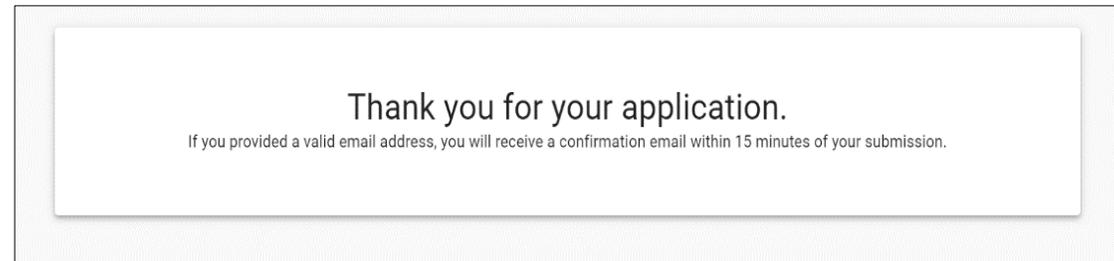
# Submit Enrollment Form

Once the “Attestation” box has been checked, the  button will activate.



The screenshot shows a form with an "Attestation:" section. A red circle highlights the "Attestation:" label and a checked checkbox. Below the checkbox is the text: "By submitting or authorizing the submission of, this form, the individual named above attests and affirms that the information provided herein is true, accurate, and complete and that the individual is authorized to work in the United States." To the right of the text are two buttons: a grey "GO BACK" button and a blue "SUBMIT" button. A red rectangle highlights both buttons.

The following screen will appear when your enrollment form has been successfully submitted. If a valid email address was provided, you will receive a confirmation email within 15 minutes of submission.



The screenshot shows a confirmation message in a light grey box. The text reads: "Thank you for your application." followed by "If you provided a valid email address, you will receive a confirmation email within 15 minutes of your submission."

# Frequently Asked Questions

- Is this interface optimized for mobile use? Yes.
- Do I have to fill out an enrollment form every time I participate in a training activity? Yes.
- Can I save and continue working on the enrollment form at another time if something prevents me from completing it in one sitting? No. If you do not fully complete the enrollment process before closing the interface, your enrollment will not be saved and you will need to start the process again.
- What measures are in place to secure my identification documents, social security number, and/or identification number? This interface does not permanently store sensitive personal information about participants, but rather sends it to the DLT's encrypted, internal federal workforce system in real time. As such, all information will be protected on a system that meets the highest federal standards for security. Neither training providers nor grant advisors will be able to view your personal identification information.