

June 9, 2011

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 10-90
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Job Corps Student Portal

1. Purpose. To inform the Job Corps community about the development and deployment of the new Job Corps Student Portal.
2. Background. The National Office has tasked the Job Corps Data Center (JCDC) with developing the Student Portal. The major development tasks have been completed, and JCDC is conducting pilot testing.

Student Portal

The Student Portal provides a gateway for Job Corps students and graduates to access student e-mail, and Web Office applications. Further developments will provide students with a comprehensive suite of student-focused applications.

The first version of the Student Portal will provide all Job Corps students and graduates with:

- Job Corps branded Web-based Outlook e-mail system with 10 GB of e-mail storage space;
- integrated calendar;
- access to SkyDrive with 25 GB of persistent secure online storage; and
- Microsoft online Web applications (Word, Excel, PowerPoint, OneNote).

JCDC will maintain a student Active Directory infrastructure for account creation and management. Student accounts will be created automatically when students are enrolled in the Center Information System (CIS). Students will be provided a password, but will create their

own password when they log on. Authorized staff will have the ability to reset student passwords using CIS if needed.

Future development of the Student Portal will include Student Class Schedule online, career planning tools, and many other features.

Graduates and former enrollees may continue to have access to the Student Portal and to their Job Corps student e-mail accounts for up to two years after separation. This will be a valuable tool for centers and Career Transition Service (CTS) providers to stay connected with students after separation.

Training and Deployment

During the next few months, JCDC will provide a series of webinars on the Student Portal to demonstrate the capabilities and features, and to discuss deployment strategies and timelines. Some of the webinars will be provided to Job Corps Student Government Association (SGA) officers and other student leaders. JCDC will issue notices about the schedule and other details of these webinars.

2. Action. Addressees are to ensure this notice is distributed to all appropriate staff.
3. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Adam Li at li.adam@jobcorps.org or Linda Estep at estep.linda@dol.gov. Either can be reached by phone at (888) 886-1303, extension 7212.