

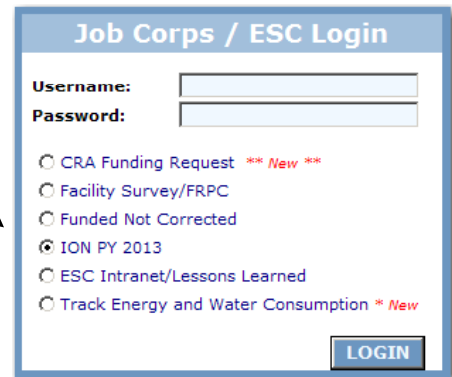
# Attachment A

## Instructions for PY 2013 Inventory of Needs Website

### Access to the Inventory of Needs Website

1. Login to your Job Corps Citrix account
2. Click the FNC/ION Desktop Application
3. Enter your username and password\*
4. Select "Inventory of Needs PY 2013"
5. Click Login

Note: The Inventory of Needs website is only available from the JCDC network or the DOL network at <http://eta-arl-apps/login/login.asp>.



### Instructions

Once you have logged into the Inventory of Needs website, selecting and submitting proposed regional projects is a six-step process:

1. Selecting and ranking deficiencies (limit five for centers, \$\$\$ limit for regions)
2. Selecting and ranking building demolitions (no limit)
3. (Region only) selecting and ranking Office of Job Corps projects (limit three)
4. Providing justification comments
5. Reviewing
6. Submitting

**Deadlines:**  
**Centers: Wednesday, February 27, 2013**  
**Regions: Wednesday, March 20, 2013**

### \*Usernames and Passwords

Assigned usernames and passwords are unique for each center and region. These will provide access to the Inventory of Needs website for a specific center or region.

Note: They are the same as the FNC usernames and passwords.

If you have ION website questions, please contact Justin Meeks at (202) 693-3826.