

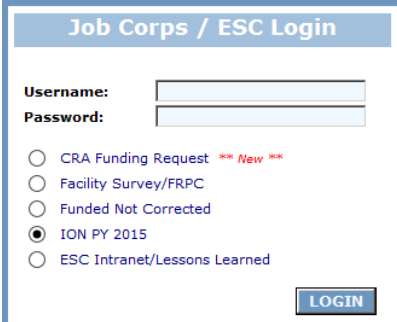
Attachment A

Instructions for PY 2015 Inventory of Needs Web site

Access to the Inventory of Needs Web site

1. Login to your Job Corps Citrix account (centers must be inside Citrix)
2. Go to the Application Tab
3. Click the FNC/ION Application
4. Enter your username and password*
5. Select "ION PY 2015"
6. Click Login

Note: The Inventory of Needs Web site is only available on the JCDC network or for regions the DOL network at <http://eta-arl-apps/login/login.asp>.



Instructions

Once you have logged into the Inventory of Needs Web site, 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

Web Site Opens:
Centers: Thursday, **February 12, 2015**
Regions: Friday, **March 6, 2015**

Deadlines:
Centers: Thursday, **March 5, 2015**
Regions: Friday, **March 27, 2015**

*Usernames and Passwords

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

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

If you have ION Web site questions, please contact Vineet Sharma at (703) 516-2296 or Mark Campbell at (703) 516-2261.