

US DEPARTMENT OF LABOR



Office of Job Corps

Annual OASIS Account Recertification Instructions

OASIS Account Recertification

To certify that staff have the necessary OASIS access, perform the following procedure.

A POC with Contract Manager access must perform this task.

1. Expand the **Contract Manager** menu and click the **Reassign Counselors** option. This displays a list of all counselors assigned to this contract. One entry shows per staff member, per OA office, so review the list closely.

OASIS Reassign Counselor List			
Counselors assigned to OA/CTS SERVICES OHIO			
<u>Name</u>	<u>Primary Staff</u>	<u>Screeners</u>	<u>City, State</u>
Aqu...		OH	Austin, Texas
Aqu...		CLE	Austin, Texas
Aqu...		CLE	Austin, Texas
Aqu...		CLE	Austin, Texas
Aqu...		DA	Austin, Texas
Aqu...		CIN	Austin, Texas
Aqu...		TOL	Austin, Texas
Aqu...		AKI	Austin, Texas
Aqu...		FAI	Austin, Texas
Aqu...		YO	Austin, Texas
Aqu...		CAI	Austin, Texas
Aqu...		COI	Austin, Texas
Che...		OH	Columbus, Ohio
Che...		CLE	Columbus, Ohio
Che...		CLE	Columbus, Ohio
Che...		CLE	Columbus, Ohio

2. Note any staff listed here who should not have OASIS access at all or should not have access at a particular OA office.
3. From the expanded Contract Manager menu, click the **Maintain Staff** option.

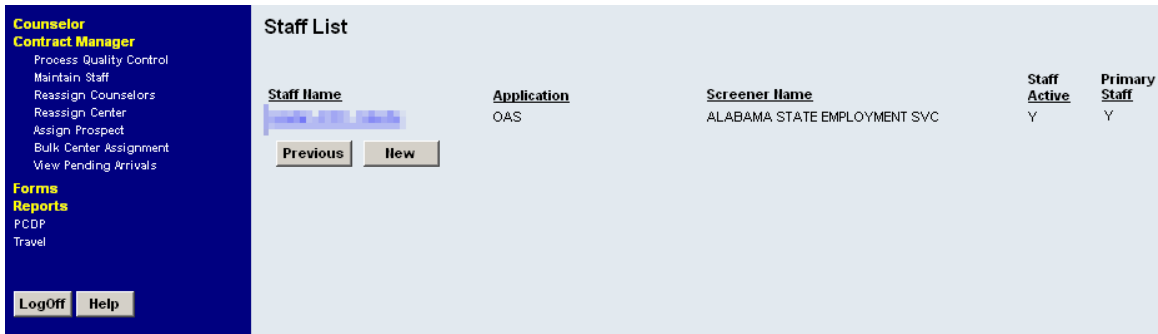
Staff Search

Last Name:

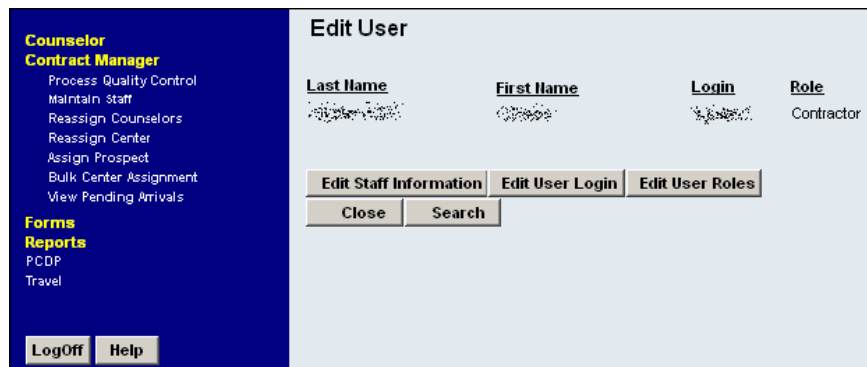
First Name:

Application:

4. Enter the last and first name of the staff member with unnecessary access and click **Search**. Staff matching your entries display in the Staff List.



5. Click the staff member’s name, which is a link. The Edit User window opens for that staff member.

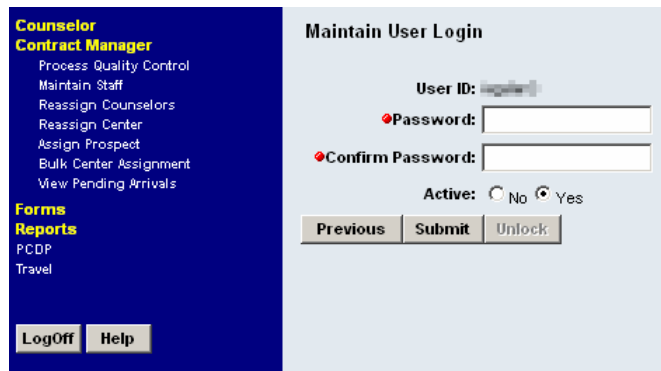


6. Choose among these options: make the user inactive in all CDSS applications or edit the user’s access privileges.

Remove Access to All CDSS Applications

To block this user name from all CDSS Applications, perform this procedure.

1. From the Edit User window, click the **Edit User Login** button. The Maintain User Login window opens.



2. Choose the **Active No** radio button and click **Submit**. This user may no longer work in any CDSS application.

NOTE: If the user you wish to deactivate has an active caseload, you will need to reassign the applicants to another counselor before you can deactivate the user.

*To verify whether a user has a caseload, click the staff name in **Reassign Counselor (under Contract Manager option)**. If a list of applicants appears, those applicants need to be transferred to another AC before the user can be deactivated. If no applicants appear, the user has no caseload and can be deactivated.*

Reduce the User's Privileges

To change or reduce the user's privileges, perform this procedure.

This procedure begins in the Edit User window.

1. If the user should not be a counselor, click the **Edit User Roles** button. The Maintain User Roles window opens.

The screenshot shows a web application interface. On the left is a dark blue sidebar with a menu. The menu items are: Counselor (highlighted), Contract Manager (highlighted), Process Quality Control, Maintain Staff, Reassign Counselors, Reassign Center, Assign Prospect, Bulk Center Assignment, View Pending Arrivals, Forms, Reports, PCDP, and Travel. At the bottom of the sidebar are 'LogOff' and 'Help' buttons. The main content area is titled 'Maintain User Roles'. It contains a 'Staff Name:' field with a redacted value. Below that is a section titled 'User Role' with four checked checkboxes: Contractor, Counselor, Reports, and Forms. At the bottom of the main area are 'Previous' and 'Submit' buttons.

2. Uncheck any unnecessary roles and click the **Submit** button.

When Staff have been Certified

When you have completed these steps for all staff who have access to OASIS, sign the form and send to the attention of the JCDC Security team via fax at 512-804-2002 by COB October 15, 2007. The form must be signed and dated by the application POC and the Center Director or Contracting official.