Attachment B: Instructions for Completing the 2023 Center Academic Programs Review and Planning Report (Form ETA-9192) Data Collection Online

Before you start:

- Before you start completing the online data collection form (Form ETA-9192), please review the PDF version of the form so you are familiar with the questions (see Attachment C to the Program Instruction Notice).
- The online form is constructed so it will automatically direct you to the next logical question based on your previous answer and skip other non-relevant questions.

Access to the Online Data Collection Form:

- Using your internet browser, go to https://citrix.jobcorps.org (inside network) or https://access.jobcorps.org (outside network) to access the Job Corps Citrix Portal homepage.
- Log into Citrix by entering the username and password you normally use to enter Citrix and click the "Log In" button. If you experience Citrix login or technical difficulties, you may contact the JCDC Technical Assistance Center (TAC) for help *(see TAC contact information on the Citrix Portal homepage)*.
- Once you have successfully logged into Citrix, click on the icon for the 2023 Center Academic Programs Review in the Citrix Applications window. This will take you to the "Welcome Message" from the Office of Job Corps National Director.
- To start the data form, click on the "Begin 2023 Center Academic Programs Review" button.
- Log in by entering: 1) your center's login ID (username), which can be found in Attachment A to the Program Instruction Notice and is the same as your 6-digit Job Corps center ID, and 2) your password, which is **jcis55**. After you enter your login information, click the button labeled "Next".
- Enter your center's data form responses once you have successfully accessed the data form **and confirmed that your center's name appears on the screen on which respondents are asked to provide contact information.**

Navigation:

- To navigate from question to question, please use the "Previous" and "Next" buttons that will appear on each screen. **Please do not use the Back or Forward buttons in your browser software**. Use the "Next" button after you have entered your response to continue to the next question; use the "Previous" button to review or change your previous responses.
- The "Quit for Now" button is provided if you want to exit the data form before you complete it. To return to the data form, follow the instructions in the "Access to the Online Data Collection Form" section above as you did when you began the form for the first time. When you log back in, the application will start where you left off. All of your answers will be available for review.
- Please note if you select "Quit for Now" there may be a brief delay before the application will allow you to log back in, so if you exit and try to get right back in you may encounter an error.
- The "View Responses" button is provided if you would like to save or print the responses at any time while completing the data form that have already been entered. To print or save responses, click on Print icon at the top of the screen after you have clicked on the View Responses button, and then select your desired printer or method to save the responses (e.g., as a PDF) using the

options listed in the dropdown box at the top of the print screen. To download the responses as a webpage, click on the download button at the top of the screen.

- Please click on the Help link in the online data form to send us any questions you may have while completing the form.

After you finish:

- Please feel free to provide additional details about any of your responses and/or add comments or suggestions about the questions in the "Final Comments" box at the end of the data collection form.
- Once you have completed the form and are ready to submit **click on the "Submit" button. Please note** responses are not officially recorded in our database until you click the submit button.
- If you would like to save, print, or download your responses, click the "View Responses" button and follow the instructions in the section above.

Thank you for your time and participation!