



MyJobCorps 3.5 Release

Micro-Training for Admissions staff

April 21st, 2025

MyJobCorps 3.5 Release Overview

Gateway Updates

- **Home view**
 - Refreshed layout for the Home view
 - Updated navigation
- **Documents**
 - Faster document uploads and previews
 - Submit documents from Gateway to E-Folder after Center Assignment
- **Center Status**
 - View current application status in Gateway
- **Federal Gateway Users**
 - Improved access to views and cases for Regional Directors (RDs)
 - New Access to Gateway for Contracting Officer Representatives (CORs)

Support and Resources

Q&A

Tuesday, April 22nd
3.5 enhancements
will be available when
you login to Gateway.

Gateway Updates

Home View: Refreshed Layout

Refreshed Layout

The updated Home view organizes cases into clear, intuitive tabs (e.g., Unassigned, Prospects, Applicants, Returned by Center, Pending Arrivals) based on where they are in the admissions process.

Benefits of the updated Home view:

- **Better sorting and filtering** – quickly find what you need.
- **More relevant information upfront** - see key details without digging.
- **Contact details at-a-glance** – no more searching for phone numbers and emails!

Updated Navigation

The left navigation bar has been updated. You'll now see **Search** and the **Help** tab.

The screenshot shows the OA Manager Home view with two main sections: "QA Review Requests" and "Readmit Waiver Concurrence Requests". Both sections have a search bar and filters for urgency, admissions provider, and assigned staff. The "QA Review Requests" table shows one entry for George Hudson with a standard urgency and assigned to Emily Fitzpatrick. The "Readmit Waiver Concurrence Requests" section shows "No items available".

Screenshot of OA Manager Home view

The screenshot shows the Admissions Representative Home view with a "My Applicants" table. The table has columns for Applicant Name, Age, Urgency, Workflow Milestone, Created Account, Submitted Application, Application Verified, Preferred Contact Method, Phone Number, Email, and Days in Queue. A red box highlights the "Age" column, and another red box highlights the "Phone Number" and "Email" columns. The table lists 12 applicants, including Gregory Adams, Theo McGarry, Jon Bailey, and others.

Screenshot of Admissions Representative Home view

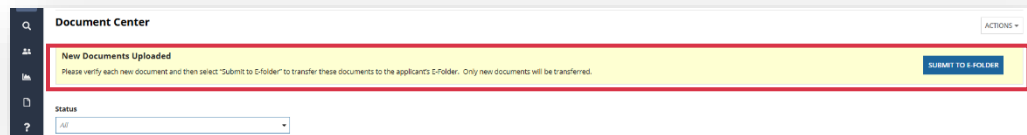
Gateway Updates Documents

Faster Document Uploads and Previews

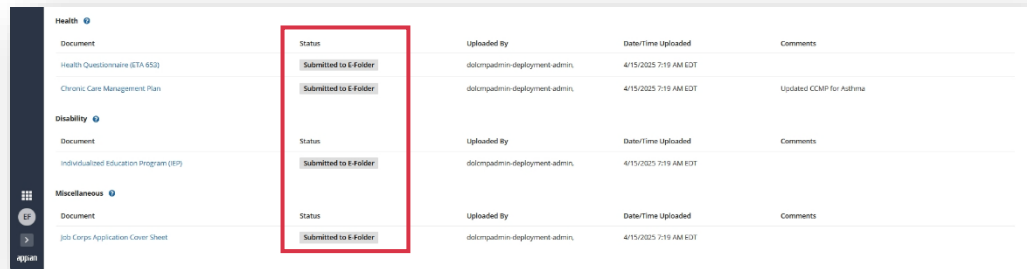
Document **uploads and previews** will be **faster**, which reduces the lag you may have experienced previously.

Submit Documents from Gateway to E-Folder after Center Assignment

Documents uploaded in MyJobCorps Gateway **after** a case has been assigned to center can now be **submitted to E-Folder**.



Screenshot of New Document Upload Banner

A screenshot of the 'Gateway Document Center' showing a table of documents. The table has columns for 'Status', 'Uploaded By', 'Date/Time Uploaded', and 'Comments'. A red box highlights the 'Status' column, showing that several documents have been updated to 'Submitted to E-Folder'.

Status	Uploaded By	Date/Time Uploaded	Comments
Submitted to E-Folder	dolumpadmin-deployment-admin	4/15/2025 7:19 AM EDT	
Submitted to E-Folder	dolumpadmin-deployment-admin	4/15/2025 7:19 AM EDT	Updated CCMP for Aalima
Status	Uploaded By	Date/Time Uploaded	Comments
Submitted to E-Folder	dolumpadmin-deployment-admin	4/15/2025 7:19 AM EDT	
Status	Uploaded By	Date/Time Uploaded	Comments
Submitted to E-Folder	dolumpadmin-deployment-admin	4/15/2025 7:19 AM EDT	

Screenshot of Gateway Document Center

If new documents are uploaded to a case after center assignment, you will see a banner prompting you to submit the documents to E-Folder. Only **new** documents will be submitted.

After submitting the new documents, the document status will update from **Accepted** to **Submitted to E-Folder**.

Gateway Updates

Center Status

After assigning a case to center, a banner will alert you when the case is transferring from Gateway. During center review, you will also be able to **quickly** and **easily check the latest center status** within Gateway.

Theo McGarry, #100011088

Summary Application Readmissions Eligibility Health Training & Center Selection Documents Communications Log Case History QA Review

Transfer to the Center Information System (CIS) is in-progress. Status will update when the transfer is complete.

Theo McGarry
Application Tracking Number: 100011088
Status: Open Workflow Milestone: Center Assigned Urgency: Standard
Admissions Provider: Potomac
Assigned To: Emily Fitzpatrick
Case Creation Date: 2/28/2025 (48 days ago)

Applicant Summary

Date of Birth	Phone
2/28/2004 (21 years old)	(770) 888-8880
Accommodation Request(s)	Email
No	fitzpatrick.jctest+006@gmail.com
Language Translation Needs	Preferred Method of Contact
No	Email

Theo McGarry, #100011088

Summary Application Readmissions Eligibility Health Training & Center Selection Documents Communications Log Case History QA Review

Pending Center Review

Theo McGarry
Application Tracking Number: 100011088
Status: Open Workflow Milestone: Center Assigned Urgency: Standard
Admissions Provider: Potomac
Assigned To: Emily Fitzpatrick
Case Creation Date: 2/28/2025

Initiate the Center Results Request?

NO YES

Manually refresh the center status in Gateway: **Select the Refresh Center Status** button, then **confirm** the action by selecting **Yes** in the popup.

Screenshots of Gateway Case Summary tab

Gateway Updates

Federal Gateway Users

Improved Access for Regional Directors (RDs)

RDs access has been updated so they can view and search all cases across all regions.

New Access for Contracting Officer Representatives (CORs)

CORs will be able to view applications, readmit waivers, and recommendations for denials for their admissions providers.

Benefits include:

- **Improved Efficiency:** CORs have real-time access to reports and key provider metrics.
- **Enhanced Transparency:** CORs have greater insight into applicant case details and waiver requests.

Screenshot of RD Search view

The screenshot displays a search interface for Regional Directors (RDs). It features a search bar with filters for 'ATN, AIN or Applicant Name', 'DATE RANGE' (04/08/2024 - 04/08/2025), 'WORKFLOW MILESTONE', 'CASE STATUS', and 'ASSIGNED TO'. Below the search bar is a table with columns: Application Tracking Number, Applicant Name, Age, Applicant Identification Number, Urgency, Case Status, Workflow Milestone, Case Creation Date, Created Account, Submitted Application, Application Verified, City/Town, State, Region, Admissions Provider, Assigned To, and Center Status. The table lists several applications, including those for Mike Vriabel, Justin Thomas, Leandro Trossard, Greg Texamam, and Clarissa Ineset.

Below the main search view, there is a section for 'Pending Arrivals' with a sub-section for 'READMIT WAIVERS' and 'RECOMMENDATIONS FOR DENIAL'. The 'Pending Arrivals' section includes a search bar and a table with columns: Application Tracking Number, Applicant Name, Urgency, Eligibility Determination, Admissions Provider, Center, Center Status, Anticipated Arrival Date, Date of Center Assignment, and Days Since Center Assignment. The table lists several pending arrivals, including those for Leandro Trossard, Kelly Wong, Emilia Fredericks, Jasmine Cha, Aina Hernandez, Bob Robertson, Tanner Luckye, George Mathews, Kippo Lewis, and Robin Durfy.

Screenshot of COR Gateway Home view

Support and Resources

Resources

Check out the [Gateway Help Center](#) to support your learning and use of MyJobCorps.

- Review the [3.5 Release article](#) to access: micro-training slides, release demo, and overview of what to expect and links to related user guides
- Review the 3.5 Release Notes
- Check the [Known Issues](#) article

Office Hours

Register to join an upcoming **Case Processing and Technical Support** [Office Hours](#) session:

- Tuesday, May 6th at 1:00PM EST
- Tuesday, May 20th at 1:00PM EST

Questions?
