



Orientation to Gateway

for Contracting Officer Representatives (CORs)

May 2nd, 2025

Agenda

- Overview of MyJobCorps
- Getting Started in Gateway
- Support and Resources
- Q&A



Timeline of Important Dates



✓ **April 7th**

Email announcement
with Gateway
Orientation details



✓ **April 18th**

COR Gateway
Orientation



✓ **April 22nd**

Receive access to
Gateway



May 2nd

Make-up COR
Orientation Session
Optional



May 7th

Additional Q&A
opportunity during
Monthly COR Meeting

MyJobCorps Overview

MyJobCorps Overview

Express Interest Tool



**Express Interest
in Job Corps**

Interested youth **provide their contact information** online.

The Express Interest Tool (EIT) is currently used by applicants and individuals referring them.

Visit: [Enroll.JobCorps.gov](https://enroll.jobcorps.gov)

MyJobCorps Portal



**Submit
Application**

Allows future students to **apply, upload documents, and sign agreements.**

Portal is currently used by applicants.

MyJobCorps Gateway



**Process
Enrollment**

Streamlines and automates case management and processing activities for Admissions Staff.

Gateway is currently used by Admissions staff, Regional Directors, Division Chiefs – and now CORs.

MyJobCorps Overview

COR Role in Gateway

What can you do in Gateway?

- **View Applicant Data:** Access key case details without relying on Admissions staff.
- **View Readmit Waivers & Denial Recommendations:** Independently assess cases requiring oversight.
- **Access Reports in MyJobCorps:** View real-time data without waiting for manual report requests.

What does this mean for you?

- **Reduced Manual Reporting:** Find the information you need, when you need it.
- **Improved Efficiency:** View cases and report as needed.
- **Enhanced Oversight:** Get real-time insights into applicant cases and key metrics.

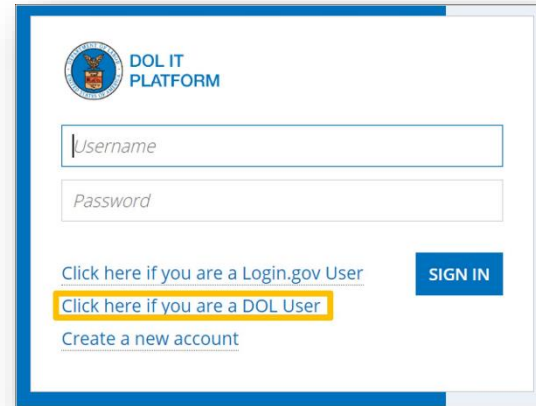



Getting Started in MyJobCorps

How to Access Gateway

1. Go to: <https://cmp.dol.gov/>
2. Select **Agree** to the authorization message.
3. Select **Click here if you are a DOL User**.
4. You'll be directed to your Home page in **Gateway**.

TIP: Bookmark Gateway's web address to your browser's toolbar.



 DOL IT
PLATFORM

Username

Password

[Click here if you are a Login.gov User](#)

[Click here if you are a DOL User](#)

[Create a new account](#)

SIGN IN

Getting Started in MyJobCorps

When you login to Gateway, you are greeted by the Home view. You will be able to search and view applicant cases, view pending waivers, and run reports.

The screenshot displays the 'Pending Arrivals' section of the MyJobCorps Gateway. The page features a dark navigation sidebar on the left with icons for home, search, and help. The main content area has a header with tabs for 'READMIT WAIVERS', 'RECOMMENDATIONS FOR DENIAL', and 'PENDING ARRIVALS'. Below the header is a search bar with filters for 'Application Tracking Number', 'Urgency', 'Center Status', and 'Admissions Provider'. The search results are presented in a table with the following 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. A yellow callout box contains a troubleshooting tip: 'TROUBLESHOOTING TIP: If you log in and don't see Gateway, select the square icon from the left navigation menu to change which application you're viewing.'

Application Tracking Number	Applicant Name	Urgency	Eligibility Determination	Admissions Provider	Center	Center Status	Anticipated Arrival Date	Date of Center Assignment	Days Since Center Assignment
100011270	Leandro Trossard	Standard	Eligible	Los Angeles	San Diego Job Corps Center	Pending Center Review		4/8/2025	Less than 1 day
100011246	Kelly Wong	Expedited	Conditionally Eligible	Los Angeles	Los Angeles Job Corps Center	Pending Center Review		4/4/2025	4 days
100011228	Emilia Fredericks	Expedited	Eligible	Los Angeles	Gary Job Corps Center	Pending Center Review		4/2/2025	6 days
100011227	Jasmine Chia	Expedited	Conditionally Eligible	Los Angeles	Collbran Job Corps Civilian Conservation Center	Pending Center Review		4/2/2025	6 days
100011226	Alina Hernandez	Expedited	Eligible	Los Angeles	Angell Job Corps Civilian Conservation Center	Pending Center Review		4/3/2025	5 days
100011219	Bob Robertson	Standard	Eligible	Los Angeles	San Diego Job Corps Center	Pending Center Review		4/1/2025	7 days
100011217	Tanner Luckye	Expedited	Eligible	Los Angeles	Los Angeles Job Corps Center	Pending Center Review		4/1/2025	7 days
100011214	George Mathews	Expedited	Conditionally Eligible	Los Angeles	San Diego Job Corps Center	Pending Center Review		4/1/2025	7 days
100011211	Kippi Lewis	Expedited	Conditionally Eligible	Los Angeles	Clearfield Job Corps Center	Pending Center Review		4/1/2025	7 days
100011209	Robin Duffy	Expedited	Eligible	Los Angeles	Los Angeles Job Corps Center	Pending Center Review		4/1/2025	7 days

Screenshot of Gateway Home view

Getting Started in MyJobCorps

View Applicant Data

You're now able to view individual cases aligned to all admissions providers within your region (e.g., application status, eligibility, and previous enrollment information), without needing Admissions staff to provide you the details.

Navigating a Case Quick Hits:

- **Summary:** View high-level information about the applicant, like their contact information.
- **Readmissions:** View any previous enrollment information.
- **Eligibility:** View the determinations for all 10 eligibility criteria.
- **Communications Log:** View the documented communication between the applicant and the Admissions Representative, along with any relevant case notes.
- **Documents:** see all required agreements and documents uploaded to the application.

Screenshot of Gateway Case view

Getting Started in MyJobCorps

View Readmit Waivers and Recommendations for Denial

From your **Home** view, quickly access **high-level** information for cases admissions staff have requested a **readmit waiver** or a center has **recommended for denial**.

Readmit Waivers:

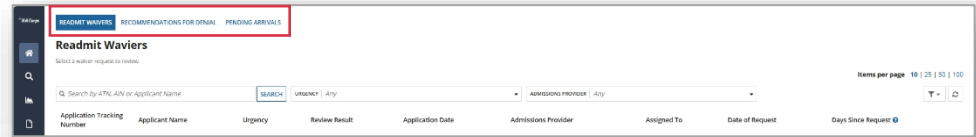
From the case's Readmissions tab, review waiver request details, Readmissions Check results, and requestor notes. (See example to the right)

Recommendations for Denial:

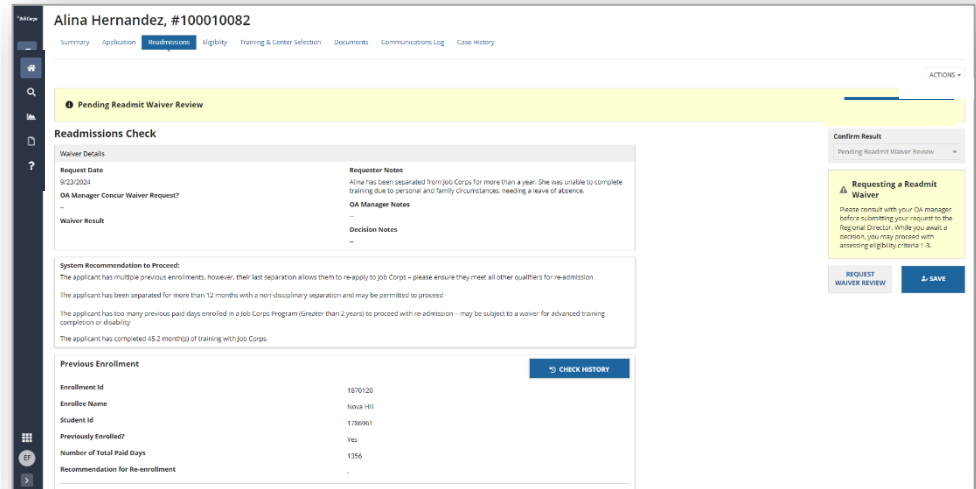
View case details and provided documents.

Note: Regional Review still happens offline with the Regional Health Specialist and Regional Director. The Regional Denial Letter process remains manual.

TIP: Support Admissions staff with a waiver request by reviewing case details or escalating a case to the Regional Director or Division Chief.



Screenshot of Gateway Home view



Screenshot of Gateway Readmissions tab

Getting Started in MyJobCorps

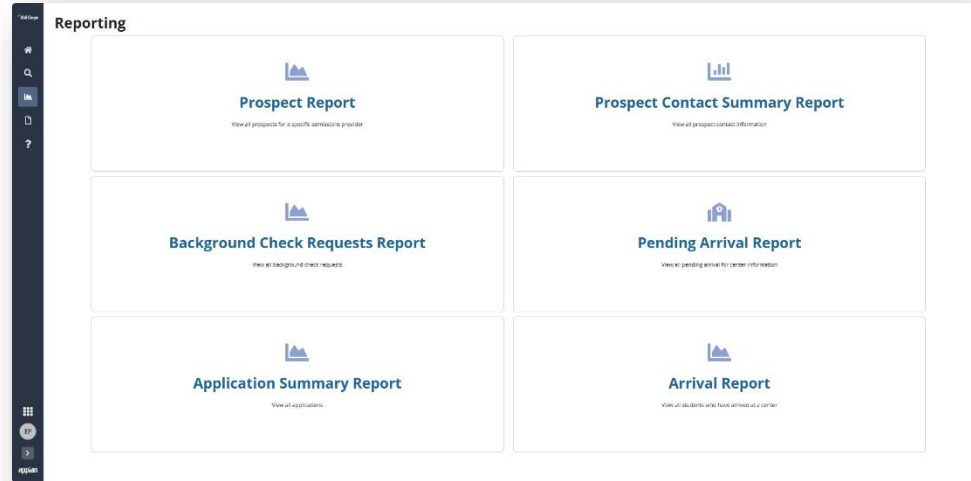
Access Reports

You will be able to retrieve admissions reports independently, reducing the need for Admissions staff to generate and send reports manually.

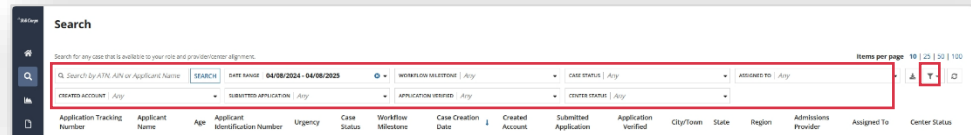
Utilize **MyJobCorps reports** in conjunction with your **Tableau reporting dashboard** for **greater admissions insights**.

Tips for using and creating reports:

- Use the **Reporting** tab to run reports on-demand and quickly gather information in real-time.
 - View admissions provider trends in Tableau, then -
 - Run the Pending Arrival and Arrival Reports to easily track students who are scheduled to arrive or who have already arrived on center.
- **Export filtered data** to excel to create pivot tables.
 - You can also leverage filters on the **Search** view to export applicant-level insights.



Screenshot of Gateway Reporting view



Screenshot of filters on the Gateway Search view

MyJobCorps Support and Resources

Resources

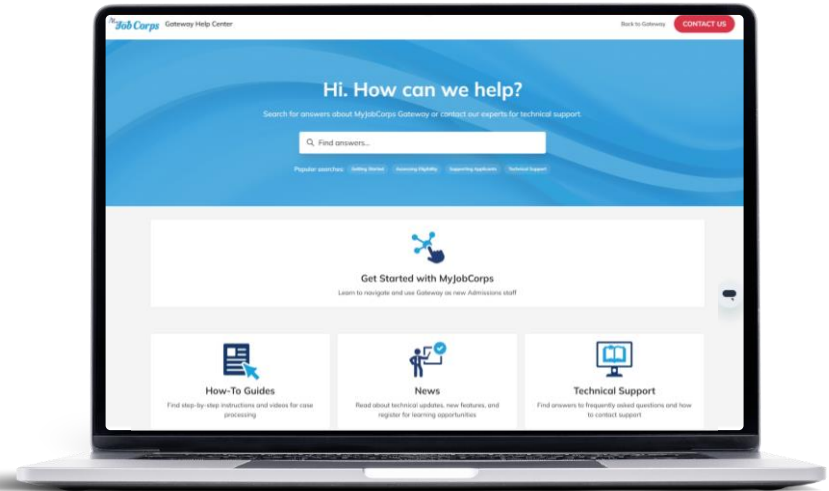
Check out the [Gateway Help Center](#) for resources to support your use of MyJobCorps.

- Learn more about how Gateway supports admissions by viewing the [Self-Paced Training Guide for Admissions staff](#).
- View the [News](#) section for information on system updates and enhancements.

Support

Receive support from the MyJobCorps team

- Request technical support from the Help Center by selecting the [Contact Us](#) button
- Check out the [Known Issues](#) article



Questions?

APPENDIX

Navigate Gateway as a COR

Navigate Gateway: Home View

Home
Toggle your Home view to see cases that are Pending Readmit Waiver Review, Pending Recommendation for Denial, and cases Pending Arrival to center.

Reporting
Run reports on-demand; Refine data through filters and export to excel.

Application Tracking Number
Select the Application Tracking Number to view case details.

Job Corps

READMIT WAIVERS RECOMMENDATIONS FOR DENIAL **PENDING ARRIVALS**

Pending Arrivals

Select an applicant to track their arrival at the assigned center.

Items per page 10 | 25 | 50 | 100

Search by ATN, AIN or Applicant Name SEARCH URGENCY | Any CENTER STATUS | Any ADMISSIONS PROVIDER | Any

Application Tracking Number	Applicant Name	Urgency	Eligibility Determination	Admissions Provider	Center	Center Status	Anticipated Arrival Date	Date of Center Assignment	Days Since Center Assignment
100011270	Leandro Trossard	Standard	Eligible	Los Angeles	San Diego Job Corps Center	Pending Center Review	4/8/2025		Less than 1 day
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Navigate Gateway: Search View

My Job Corps

Home

Search

Home

Help

Appian

Search

Search for any case that is available to your role and provider/center alignment.

Q Search by ATN, AIN or Applicant Name DATE RANGE **04/08/2024 - 04/08/2025** WORKFLOW MILESTONE *Any* CASE STATUS *Any* ASSIGNED TO *Any*

CREATED ACCOUNT *Any* SUBMITTED APPLICATION *Any* APPLICATION VERIFIED *Any* CENTER STATUS *Any*

Items per page 10 | 25 | 50 | 100

Download Filter Refresh

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	Center Status
100011273	Mike Vrabel	21	201001100	Standard	Open	Interest Expressed	4/8/2025 1:55 PM EDT	✗	✗	✗	Los Angeles	California	San Francisco	Los Angeles	Unassigned	
100011272 ▲	Justin Thomas	21	201001099	Standard	Open	Interest Expressed	4/8/2025 1:47 PM EDT	✗	✗	✗	Los Angeles	California	San Francisco	Los Angeles	Unassigned	
100011270	Leandro Trossard	20	201001097	Standard	Open	Center Assigned	4/8/2025 11:46 AM EDT	✓	✓	✓	Los Angeles	California	San Francisco	Los Angeles	AR Mitchell Mumma	Pending Review
100011268	Greg Texas	21	201001095	Priority	Open	QA Review Requested	4/8/2025 10:32 AM EDT	✓	✓	✓	Fort Worth	Texas	San Francisco	Los Angeles	Mitchell Mumma	
100011266	Clarissa Jones	23	201001092	Standard	Open	Interest Expressed	4/7/2025 4:26 PM EDT	✗	✗	✗	Los Angeles	California	San Francisco	Los Angeles	Mitchell Mumma	
100011264	Hubert Test	20	201001090	Standard	Open	Application Submitted	4/7/2025 2:23 PM EDT	✓	✓	✗	Los Angeles	California	San Francisco	Los Angeles	Hubert Walton	
100011263	Liliana Lewis-Pascal	1	201001089	Standard	Open	Application Started	4/7/2025 2:04 PM EDT	✓	✗	✗	Los Angeles	California	San Francisco	Los Angeles	Unassigned	
100011262	Christopher Robinson	24	201001088	Standard	Open	Interest Expressed	4/7/2025 1:39 PM EDT	✗	✗	✗	Los Angeles	California	San Francisco	Los Angeles	Mitchell Mumma	
100011261	Reginald Washington	23	201001087	Standard	Open	Interest Expressed	4/7/2025 1:26 PM EDT	✗	✗	✗	Los Angeles	California	San Francisco	Los Angeles	Mitchell Mumma	
100011246	Kelly Wong	18	201001072	Expedited	Open	Center Assigned	4/4/2025 9:54 AM EDT	✓	✓	✓	Los Angeles	California	San Francisco	Los Angeles	Pavani Vandhanapu	Pending Center Review

« < 1 - 10 of 1,863 > »

Search

View all cases aligned to your providers, regardless of case status. Filter, sort, and search to refine the visible cases.

Manage Filters

Create and save custom filters. Export the filtered data to excel.

Application Tracking Number

Select the Application Tracking Number to view case details.

Navigate Gateway: Applicant Case

Documents and Communication Log
View documentation and communications log entries for the case.

Readmissions and Eligibility
View the Readmissions results for the applicant and Eligibility determination.

Applicant Summary
See the applicant's contact information and high-level details.

Dynamic Clickable Tiles
Select the tiles to view more information about the case.

Navigate Gateway: Readmissions

Job Corps

Alina Hernandez, #100010082

Summary Application **Readmissions** Eligibility Training & Center Selection Documents Communications Log Case History

Pending Readmit Waiver Review

View Readmissions Check and Case Details
From the Readmissions tab, view waiver request details, Readmissions Check results, and requestor notes.

Readmissions Check

Waiver Details	
Request Date 9/23/2024	Requester Notes Alina has been separated from Job Corps for more than a year. She was unable to complete training due to personal and family circumstances, needing a leave of absence.
OA Manager Concur Waiver Request? --	OA Manager Notes --
Waiver Result	Decision Notes --

System Recommendation to Proceed:

The applicant has multiple previous enrollments, however, their last separation allows them to re-apply to Job Corps - please ensure they meet all other qualifiers for re-admission

The applicant has been separated for more than 12 months with a non-disciplinary separation and may be permitted to proceed

The applicant has too many previous paid days enrolled in a Job Corps Program (Greater than 2 years) to proceed with re-admission - may be subject to a waiver for advanced training completion or disability

The applicant has completed 45.2 month(s) of training with Job Corps.

Previous Enrollment

Enrollment Id	1870120
Enrollee Name	Nova Hill
Student Id	1786961
Previously Enrolled?	Yes
Number of Total Paid Days	1356
Recommendation for Re-enrollment	-

[CHECK HISTORY](#)

Confirm Result
Pending Readmit Waiver Review

Requesting a Readmit Waiver

Please consult with your OA manager before submitting your request to the Regional Director. While you await a decision, you may proceed with assessing eligibility criteria 1-3.

[REQUEST WAIVER REVIEW](#) [SAVE](#)

APPENDIX

Readmit Waiver Process and Recommendation Process in MyJobCorps

Processing Readmit Waivers in MyJobCorps

The following steps describe the key activities warranting Readmit Waivers in MyJobCorps.

- 1. Admissions Representatives (AR)** are required to run the Readmissions Check for all cases.
 - If the readmissions check returns a result **indicating a readmit waiver is required**, the AR is required to “Request Waiver Review” and provide notes (i.e., upload letter from applicant as Job Corps Internal Document). The case then routes to the OA Manager for review.
- 2. OA Managers (OAM)** receive a notification to [review](#) and accept/reject the need for the Readmit Waiver request in Gateway and to ensure the request includes any required documentation.
 - If the OAM concurs with the Readmit Waiver request, the case is routed to Regional Director.
- 3. The Regional Director** aligned to the admissions provider will receive a notification to [review](#) and approve/reject the Readmit Waiver in Gateway.
 - Division Chiefs aligned to the region also receive these notifications can review the waiver request in Gateway and make a recommendation to Regional Director.
- 4. Following an RD’s Readmit Waiver determination**, the case is routed back to the AR, who should confirm the result and select the appropriate result (Permitted to Proceed or Do Not Proceed) and continues with eligibility assessment.

Handling Denials in MyJobCorps and CIS

When an applicant's case is 'assigned to center', the case transitions to CIS and undergoes applicant file review. The following takes place:

- 1. Case Assigned to a Center in MyJobCorps**
 - Completed applicant file transfers from MyJobCorps to CIS, and documents move to E-Folder for review.
- 2. Health and Wellness staff review the applicant's health information (E-Folder, etc.)**
 - If concerns arise, the center may recommend denial based on the health review.
- 3. Center Record Manager/Reviewer flags the case for Regional Review in CIS**
 - Center flags the case in CIS and E-Folder.
 - Case then transfers to MyJobCorps, appearing in the Regional Director's queue accompanied by an email notice.
- 4. Regional Director Engages Regional Health Specialist (email)**
 - Review and assessment still occurs offline (via email consultation).
- 5. Regional Director Logs Decision in MyJobCorps**
 - After confirming with the Regional Health Specialist, the Regional Director (or designee) logs the decision in MyJobCorps Gateway:
 - **Accept denial** → Case closes in MyJobCorps.
 - **Reject denial** → Case returns to CIS as "Pending Center Review."
- 6. Notification & Next Steps**
 - **If Accept Denial**, Regional Denial Letter is still sent manually.
 - **If Reject Denial**, center proceeds with enrollment.

Key Takeaways

- ✓ **What's the Same?**
 - Regional Review still happens offline with the Regional Health Specialist.
 - Regional Denial Letter process remains manual.
- ⚡ **What's New?**
 - Case transfers to MyJobCorps after being flagged in CIS.
 - Regional Directors, or their designees, must log the final decision in MyJobCorps.
- ★ **Important Reminder:**
 - Confirm with the Regional Health Specialist before taking action in MyJobCorps.