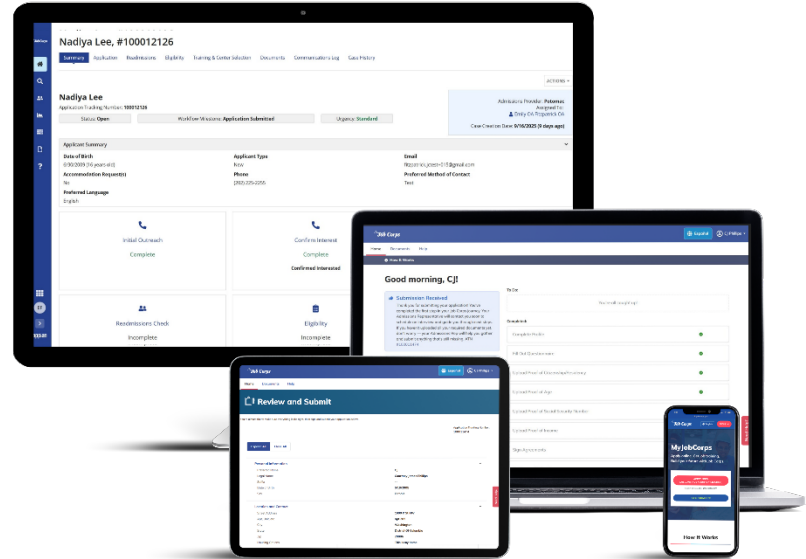


MyJobCorps 3.8.1 Release Overview

- **New Features and Enhancements**
 - Streamlined Background Check Corrections
 - Improved Integration with JACS
- **Support & Resources**
- **System Demo**
- **Q&A**



Streamlined Background Check Corrections

When incorrect applicant information is detected during the background check process, a task is automatically created to alert admissions staff to act. You'll receive an email notification with a 48-hour resolution target, ensuring quick and timely corrections.

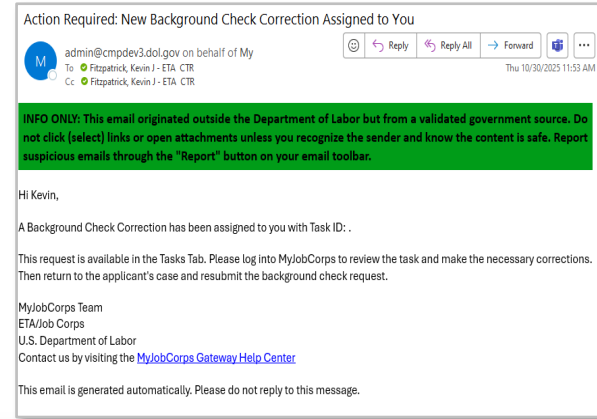
How it works

When JACS detects a background check containing incorrect information (e.g., name, SSN, date or place of birth):

- Gateway will create an **automated task**, under the new task type **'Background Check Corrections'**, and the assigned AR and OA Manager will receive an email notification.

Benefits

- Quick and timely notifications and action to reduce delays in eligibility processing.
- Admissions Staff will no longer need to send corrections and PII via email to JACS.



The screenshot shows the 'TASKS (26)' dashboard. It includes a summary bar with 'Total Tasks: 26', 'No Activity: 1', 'Overdue: 26', and 'Due Today: 0'. Below this is a search and filter section with dropdowns for 'TASK TYPE', 'TASK STATUS', 'DUE DATE', 'CREATED', 'OWNER', and 'ADMISSIONS PROVIDER'. The main part of the dashboard is a table of tasks with columns for Task ID, Task Type, Task Status, Name, ATN, Admissions Provider, Due Date, Owner, Created Date, and Last Updated. Three rows are highlighted with red boxes: 2000101, 2000102, and 2000104.

Task ID	Task Type	Task Status	Name	ATN	Admissions Provider	Due Date	Owner	Created Date	Last Updated
2000080	Constituent Issue	Not Started	Hubert Walton	100003846	Los Angeles	7/25/2025		7/24/2025	
2000101	Background Check Correction	Not Started	N3653 B3653	100004126	Los Angeles	9/29/2025	Neil Bateman	10/27/2025	10/27/2025
2000102	Background Check Correction	Not Started	Bradley Beal	100004127	Woodland	10/30/2025	Kevin Fitzpatrick	10/28/2025	10/28/2025
2000103	Constituent Issue	Not Started	Bradley Beal	100004127	Woodland	10/29/2025		10/28/2025	
2000104	Background Check Correction	Not Started	Hubert Ref3	100004208	Los Angeles	10/31/2025	hubert walton	10/29/2025	10/29/2025
2000106	Background Check Correction	Not Started	Bradley Beal	100004127	Woodland	11/1/2025	Kevin Fitzpatrick	10/30/2025	10/30/2025

Tasks in Gateway: Quick Refresher

Tasks are trackable work items in MyJobCorps Gateway that help Admissions Providers stay organized and track work requiring action. OA Managers assign tasks, ARs resolve and mark them complete, and federal staff can view, monitor, and comment on progress from the Tasks Dashboard on the Tasks tab.

Updating Task Status

Only assigned Admissions staff can edit task status and description.

- **Task Status** can be updated from the
 - **Task Dashboard** by selecting the box next to the Task ID then the **Change Task Status** button, OR
 - **Task Details view** by selecting the **Edit** button then **Status** dropdown.
- When a task is marked **Completed**, it is removed from the Task dashboard.

Adding Comments to a Task

All users aligned to an Admissions Provider (including federal staff) can view and comment on tasks.

- Select the **Task ID** to open Task details
- Select **Add Comment**, enter notes or updates, and select **Submit**
- Comments are saved with your **name, role, and date**.

The image shows two screenshots from the MyJobCorps Gateway interface. The top screenshot is the 'Tasks' dashboard, which displays a summary of task counts (Total: 3, No Activity: 0, Overdue: 2, Due Today: 1) and a table of tasks. A red box highlights the 'Change Task Status' button in the top right. The bottom screenshot is the 'Task Details' view for task ID 2000343, showing fields for Task ID, Task Type, Owner, Name, Email Address, and Description. A red box highlights the 'Status' dropdown menu, which is currently set to 'Not Started'. Another red box highlights the 'ADD COMMENT' button at the bottom right of the details view.

Task ID	Task Type	Task Status	Name	ATN	Admissions Provider	Due Date	Owner	Created Date	Last Updated
2000046	Constituent Issue	Not Started	Courtney Johnson	100011474	Potomac	6/21/2025		6/20/2025	
2000047	Constituent Issue	In Progress	Anthony DeLuca	100011292	Potomac	6/21/2025	James OA Le OA	6/20/2025	11/25/2025
2000343	Background Check Correction	In Progress	Nicolas Klaus	100012513	Potomac	1/7/2026	Emily OA Fitzpatrick OA	1/5/2026	1/5/2026

Task ID	Task Type	Owner
2000343	Background Check Correction	Fitzpatrick OA, Emily OA

Field	Value
Status *	Not Started
Name	Nicolas Klaus
Email Address *	fitzpatrick_jctest+019@gmail.com
Phone Number *	2025555000
Verified	<input type="checkbox"/>

Author	Role	Comment	Date Entered
Emily OA Fitzpatrick OA	OA Manager	Confirming with applicant - awaiting additional official documentation before editing application	1/5/2026 4:06 PM EST

Streamlined Background Check Corrections by Role

OAM & AR

- Receive automated 'Background Check Correction Task' email.
- Review the required corrections provided by JACS from either the Tasks tab (Task Dashboard) OR Eligibility Criterion 4 (EC4) screen.

AR

- Complete the required corrections by editing the application.
- Navigate to assigned task on Tasks tab and add comment detailing correction. Notify OAM to verify.

OAM

- Navigate to Tasks tab to review comment on task detailing correction.
- QA correction- Confirm the updates have been completed and are accurate.
- Navigate to Tasks tab to mark the assigned task as 'Verified' and update task status to 'Complete'. Notify AR to proceed with Background Check Request.

AR

- Navigate to EC4, input what corrections were made, then select 'Update Background Check' to send corrected background check request to JACS.

OAM & AR

- Monitor background check status using either the EC4 screen or Background Check Requests Report.

Tasks (0)

Task ID	Task Type	Owner
2000343	Background Check Correction	Fitzpatrick OA, Emily OA

Status	Name
In Progress	Nicolas Klaus

ATN	Email Address	Phone Number
100012513	fitzpatrick_jctest+019@gmail.com	202555000

Due Date: 01/07/2026

Verified:

Description: Corrections needed to applicant file

Comments

Author	Role	Comment	Date Entered
Emily OA Fitzpatrick OA	OA Manager	Confirming with applicant - awaiting additional official documentation before editing application	1/5/2026 4:06 PM EST

Criterion 4

Criminal Background Check

Preliminary Eligibility

The applicant has signed the Release of Criminal History Record Information ✓

Social Security Number has been Verified ✓

Background Check in Progress.
The assigned Admissions Representative will be notified when the results are received.

Completed required fields and signatures for Background Check.

Please provide a description of the corrections you made and then select the Update Background Check button below.

I updated the SSN

17/500

Background Check Determination

Applicant Number	20100872
JACS Tracking #	1008947
Request Date	10/30/2025 2:54 PM EDT
Status	Corrections Needed (11/4/2025 9:58 AM EST)
Reason	Verify applicant SSN - SSN verification

JACS Result -

Result Date -

Details -

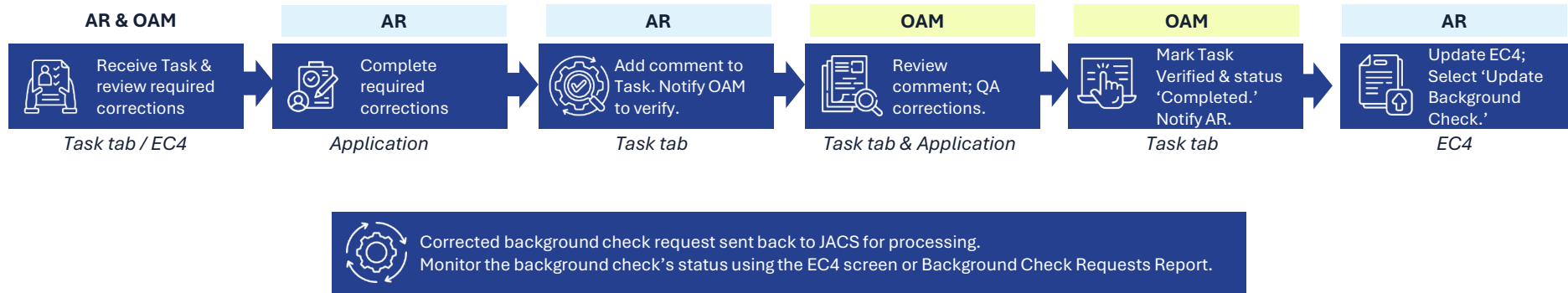
Criterion Result -

Confirm Criterion Result
--- Select an Option ---

EXIT SAVE AND CLOSE

UPDATE BACKGROUND CHECK

Background Check Corrections Workflow



Improved Integration with JACS

The integration connection between MyJobCorps and JACS has been improved allow for faster background check requests. Requests are now sent to JACS in real time, instead of nightly, so applicants' background checks begin immediately.

How it works

- Background check statuses will update in Gateway within 15 minutes, instead of waiting until the next business day.

Benefits

- Faster initiation of background checks.
- Improved support and security.

Sydney Johnson, #100012256

Criterion 4

Criminal Background Check

Preliminary Eligibility

The applicant has signed the Release of Criminal History Record Information ✓

Social Security Number has been Verified ✓

REQUEST BACKGROUND CHECK

Peyton Lausch requested a background check on 10/28/2025 11:05 AM EDT

Application Information

First Name	Sydney
Middle Name	Elizabeth
Last Name	Johnson
Suffix	-

Background Check Determination

Applicant Number	201002312
JACS Tracking #	1011591
Request Date	10/28/2025 11:05 AM EDT
Status	Completed (10/28/2025 11:26 AM EDT)
JACS Result	No Criminal Convictions Present
Result Date	10/28/2025 11:26 AM EDT
Details	-
Criterion Result	Eligible

Confirm Criterion Result

Eligible

EXIT SAVE AND CLOSE

Screenshot of Criterion 4 in Gateway

Support and Resources

When the latest MyJobCorps release is available in Gateway,

Resources

Check out the [3.8.1 Release article](#) to easily access: an overview of the release, the recorded training, the training slides, the 3.8.1 Release Notes, and links to related user guides; Refer to the updated [Known Issues](#) article.

Office Hours

Register to join [Office Hours](#) via the link provided your email or on the Help Center.