



Instructions for Requesting Access to AlaskaJobs

Alaska Adult Education is now integrated into a joint system and both staff and supervisors are required to sign the Staff Account Request Form prior to account activation.

Please follow the steps below to initiate staff account creation:

Step 1: Please make sure staff member have created a myAlaska account that can be used for their grantee work.

Step 2: To request access the Program Coordinator will need to send an email to the AAE State Office indicating staff training has been complete. The email must contain:

- Date training completed;
- Staff name; and
- Staff email address.

Step 3: An email will be sent to the staff member through DocuSign. They will need to fill out the information on the form and sign it.

Step 4: Once staff have completed and signed the form, an email from DocuSign will be sent to the Program Coordinator requesting a signature.

By signing the form, the Program Coordinator is certifying the staff member has completed all required trainings and the information provided is true and accurate.

Remember the information on this form is reported federally.

Step 5: Docusign will return the signed form to the State AAE Office. The AAE Office will work with the technical unit to add or update the individual's information in the system.

Step 6: Once staff are entered, they will receive an email from the State AAE Office with instructions on how to link their myAlaska account using a unique "account" number.

Instructions should be followed carefully without skipping steps.

Do not send completed form to the State AAE Office. Forms must be completed in DocuSign.