Data Entry Staff Access Instructions

https://abe.dol.alaska.gov

1. <u>If the AK Adult Ed Program staff member already has an account with myAlaska, they will use their established (personal) User Name and Password. Do not create an additional account!</u>

2. **New user to the AK Adult Ed Database**
   a. Log on to https://my.alaska.gov/NewAccount.aspx to create a myAlaska account.
   b. New users will be prompted to answer a series of questions based on their AK driver's license or state ID information.
   c. Once complete, an information screen will prompt users they must acquire Database Administrator approval.
   d. The AK Adult Ed Regional Program Coordinator must notify the State Director of the pending staff member or access will be denied. Two kinds of access can be granted:
      i. Data Editor: able to add and correct data; or
      ii. Data Viewer: able to look up AK Adult Ed students but unable to type in the database.
   e. State Director will approve the new Database user and inform the program via email.

3. **AK Adult Ed Program staff members that have acquired a NEW myAlaska user name and password**:
   a. Log into https://my.alaska.gov/Portal/Profile.aspx and enter the new myAlaska username and password
   b. The staff member with a new Username and Password must enter at least their first and last name and save their profile.
   c. If the new user's name is already filled out, they must retype at least their first and last names and resave their profile.
   d. Once their profile is complete, return to the Adult Education website https://abe.dol.alaska.gov and follow the directions above for setting up a new user account.

GED Manager Access

Request access at:
https://ged.com/educators_admins/test_admin/ged_manager/ged_manager_request_form/. GED will contact the State AK Adult Ed Office for approval.