



# Registration/Sign-In Kiosk User Manual

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## System Overview

The PA CareerLink Registration/Sign-In Kiosk System is a comprehensive website that will assist visitors and staff at all locations under the Southwest Corner Workforce Development Board. Users will be able to register personal information on their first visit as well as sign in during returning visits. Upon signing in, PA CareerLink partners will receive an email that includes the visitor's registration information as well as their reason for the visit. Below is a list of all features the Kiosk System offers:

- Staff can sign-in and select the proper PA CareerLink location.
- Staff can search for a visitor's scan card code if they forget to bring their visitor card.
- Visitors can use their visitor card to sign in.
- Visitors can register personal information which is then stored into a database.
- Visitors can update their registration information upon returning to a PA CareerLink Center.
- Visitors can sign-in and select multiple visit reasons (stored into a database).
- Email notifications for partners when a visitor has signed in. (based on visitors visit reason as well as partner classification).

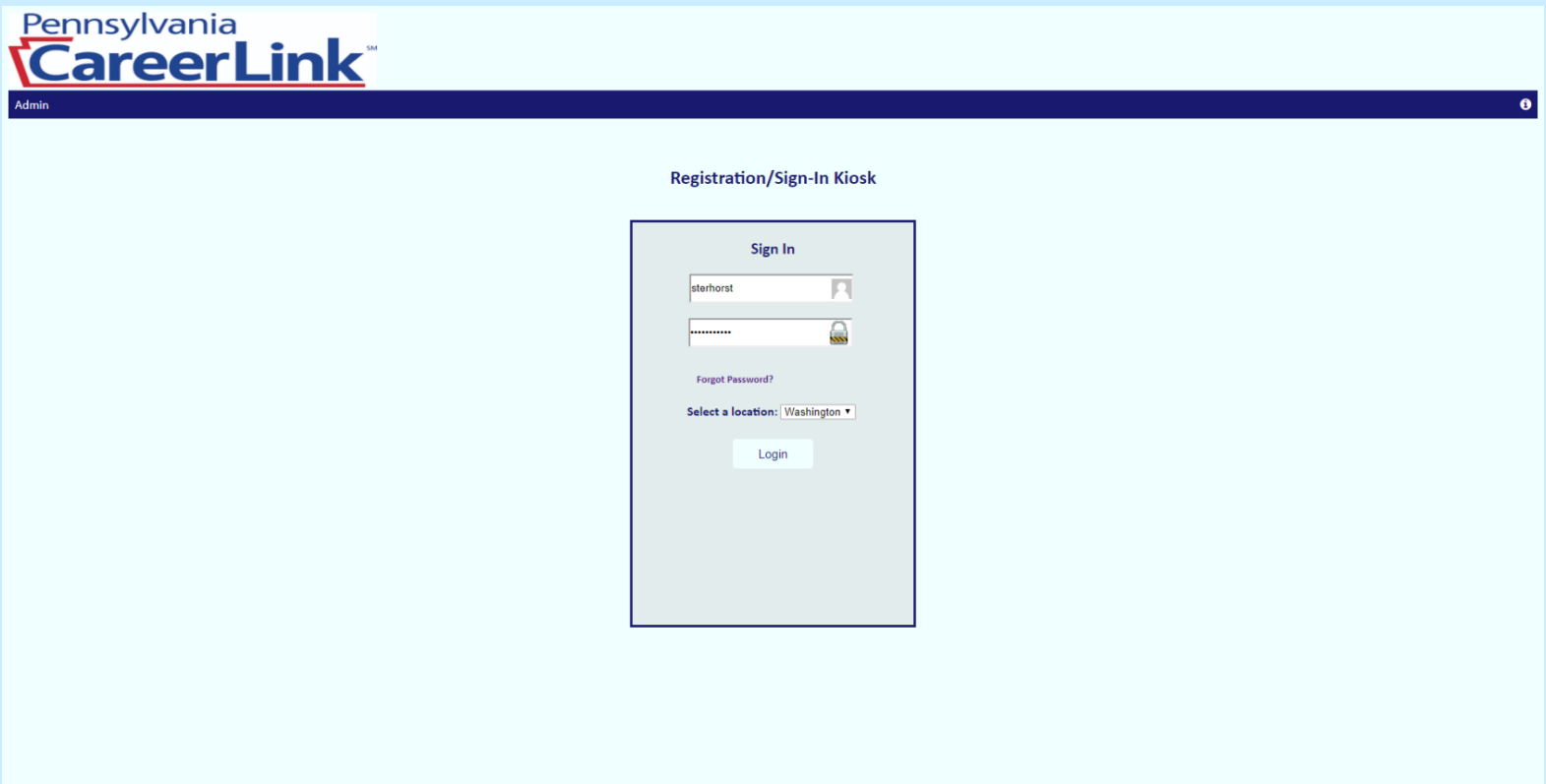
This user manual explains all the features stated above. It is intended to help users get the most out of the system. For all further questions about the PA CareerLink Registration/Sign-In Kiosk System, please contact Jeffrey Nobili. Contact Information: [jnobili@washingtongreene.org](mailto:jnobili@washingtongreene.org)

## PA CareerLink Staff Sign-In

At each CareerLink Center, there will be a designated staff member responsible for signing in to the system and getting it started each day. This staff member will receive the proper credentials to access the system. Every morning upon arrival, the staff member will complete the following steps to log into the system.

1. Open web browser.
2. Type [www.scwdbpacl.com](http://www.scwdbpacl.com) into the address bar.
3. Type in their username and password.
4. Select the PA CareerLink Center they work at.
5. Click **Log In**.

The figure below shows an example of what the staff member will see right before they click the Log In button.



The screenshot displays the Pennsylvania CareerLink Admin interface. At the top left is the logo for Pennsylvania CareerLink. Below the logo, the word "Admin" is visible in the top left corner, and a help icon is in the top right corner. The main content area is titled "Registration/Sign-In Kiosk". In the center of this area is a "Sign In" form. The form contains a username field with the text "sterhorst", a password field with masked characters "\*\*\*\*\*", a "Forgot Password?" link, a "Select a location:" dropdown menu currently set to "Washington", and a "Login" button.

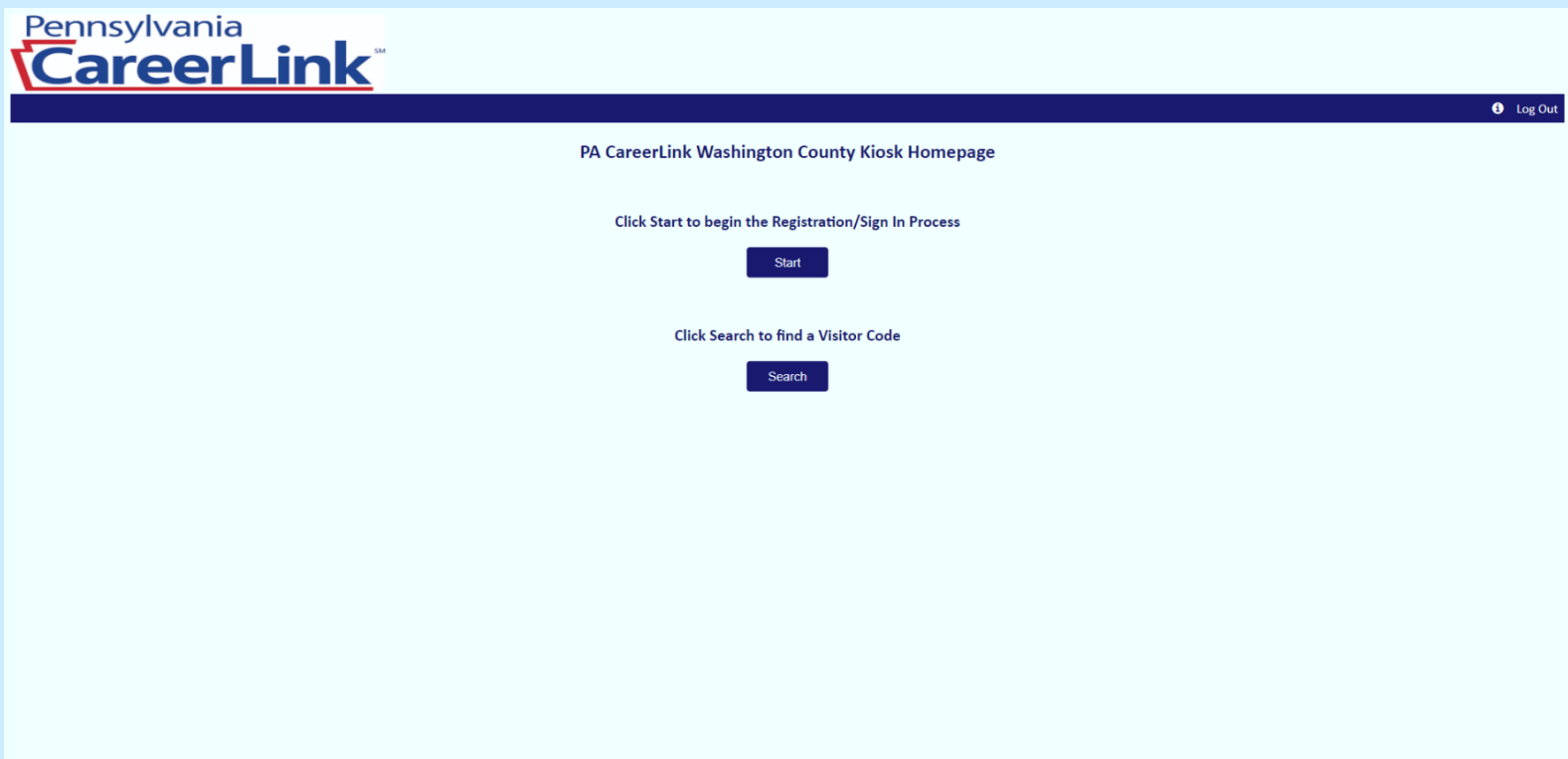
(Figure 1)

# Kiosk Homepage

Once the staff member has logged in, the PA CL Kiosk System homepage will appear. From this page, a staff member can do the following tasks.

1. Click **Start** to begin the Registration/Sign-In Process
2. Click **Search** to retrieve a visitor's card number if they forget to bring their card.

The figure below shows an example of what the staff members will see on the homepage. (CareerLink Center varies depending on where the staff member works).



(Figure 2)

## Search to Find a Visitor Code

If a visitor comes into the center and has forgotten their visitor card, the staff member will click the **Search** button on the homepage. Once they click search, they will be redirected to the Find Visitor Code page. They will do the following tasks:

1. Enter the visitor's first name.
2. Enter the visitor's last name.
3. Enter the visitor's email address (if they have one)
4. Enter the last four digits of the visitor's Social Security Number (if the visitor doesn't have an email).

Once all the information above is entered, the staff member will click the **Search** button. The visitor's code will appear below the button. The visitor can then manually enter the visitor code with the keyboard when signing in.

Below is an example of what will be displayed once the staff member clicks the find button.

**Pennsylvania CareerLink**

### Find Visitor Code

If a visitor has forgotten their scan card, complete the form below to retrieve their visitor code.  
Ask the visitor for their name and email address.  
If the visitor doesn't have an email address, use the last 4 digits of their Social Security Number.

First Name:

Last Name:

Email Address:

Last 4 SSN:   Show SSN

**Search**

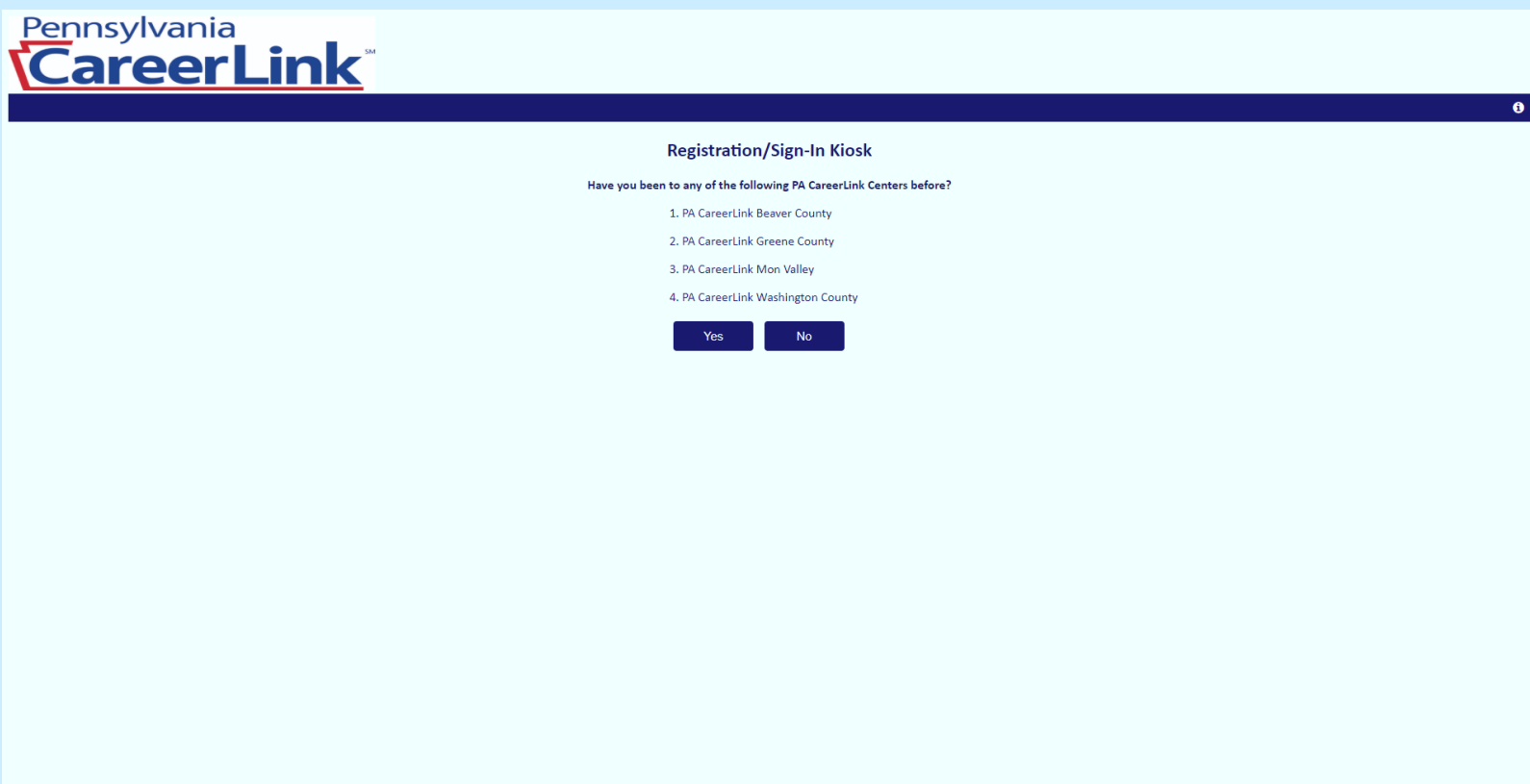
Visitor Code: 55555555

(figure 3)

## Begin Registration/Sign-In Process

To start the registration/sign-in process, the staff member will click the **Start** button on the system homepage (figure 2). There is no other action that needs to be done by the staff member. The system is now ready to be used by the visitor.

The figure below shows what the screen will look like after the staff member clicks start on the homepage. This is where the system will sit.



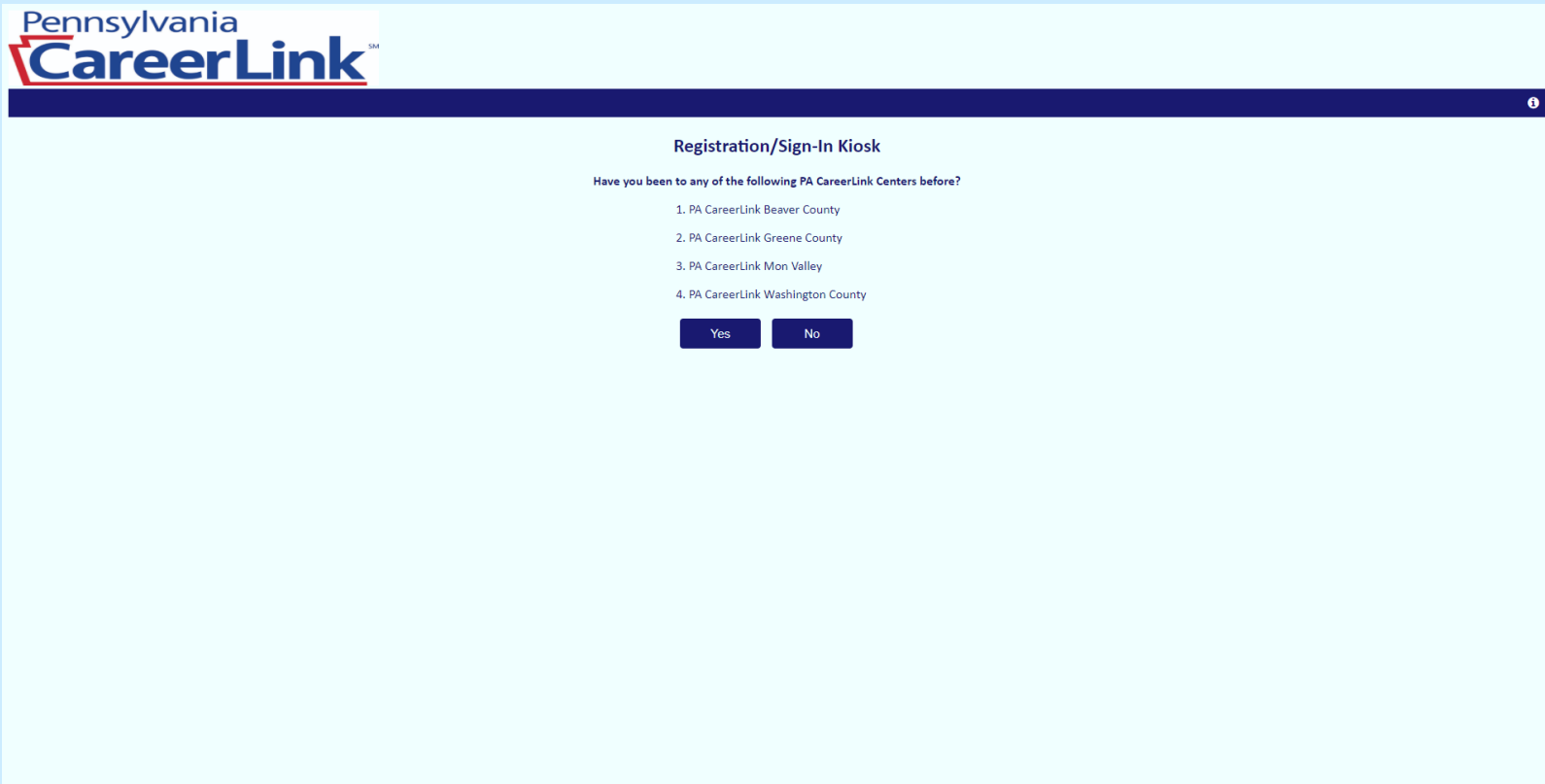
(figure 4)

## Registration/Sign-In Process

Although staff members won't be filling out registration forms and signing in, it is important for them to know the steps to do so to help assist visitors when issues arise. The Registration/Sign-In process of the user manual will be broken down into two sections:

1. A visitor who has never been to a CareerLink Center. (New Visitor)
2. A visitor who has been to a CareerLink Center and is returning. (Returning Visitor)

If the visitor is a new visitor, they will click the **No** button shown in the figure below. If the visitor is returning to a CareerLink Center and has already registered before, they will click the **Yes** button that is also shown in the figure below.



(figure 5)



# New Visitor

After the new visitor clicks **No** on the Registration/Sign-In Kiosk page (figure 5), a registration form will appear. On the registration form page, there are two tasks a visitor must complete.

1. Scan visitor card.
2. Enter Registration Information.

The system prompts the visitor to ask for assistance if they have yet to receive a visitor card. There will be a staff member at each CareerLink Center responsible for giving out the cards. Once the visitor receives their card, they will click inside of the **VISITOR CODE** box and scan their card. If done correctly, the visitor's code will appear inside of the box. Then the visitor will begin to fill out the form. The form asks the visitor to enter personal information including name, phone, email, last 4 of SSN, education, employment, residing county, veteran status, youth status, disability status, if they receive food stamps and if they receive cash assistance. (phone and email are not required). Once the visitor has filled out the form, they will click **Register**. The visitor is now registered into the system. The figure below shows an example of what the registration form may look like upon completion.

**Pennsylvania CareerLink™**

### PA CareerLink Registration

**1. Scan Visitor Card**

If you haven't received a Visitor Card, please ask for assistance.

Click inside the "VISITOR CODE" box and scan your card. Your Visitor Code will appear inside the box if scanned correctly.

VISITOR CODE: 132486486

**2. Personal Information**

Please fill out the form below. Click "Register" when complete.

First Name: New  
Last Name: Visitor  
Phone Number: (555) 555-5555  
Email Address: newvisitor@gmail.com  
Last 4 of Social Security #: \*\*\*\*  Show SSN

Employment Status: Collecting UC  
Education: High School Diploma  
County of Residence: Washington  
Are you a veteran?: No  
Are you over 55 years old?: No  
Are you between the ages of 14 and 24?: Yes  
Do you have any type of disability?: Yes  
Do you receive food stamps?: No  
Do you receive Cash Assistance?: Yes

**Register**

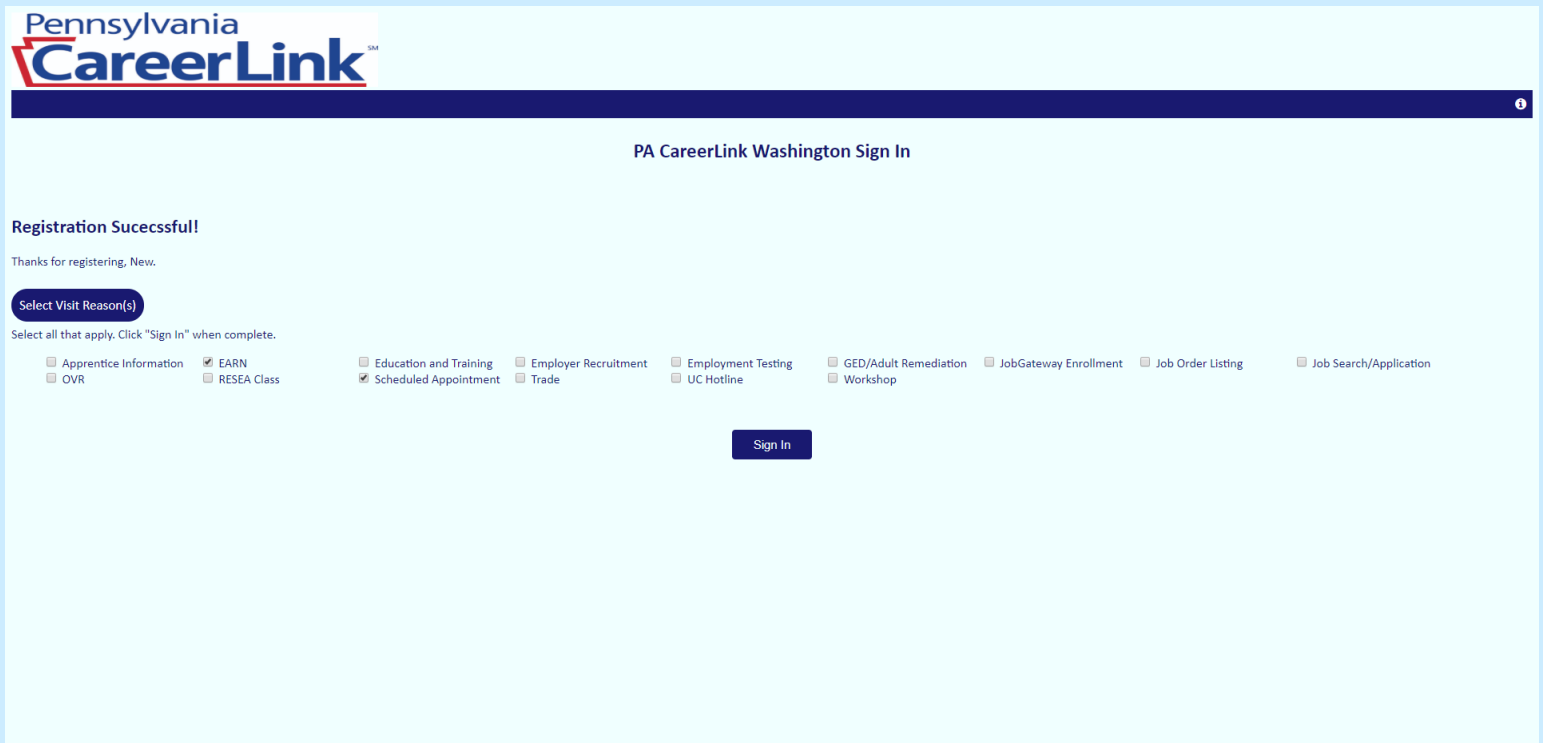
(figure 6)

Once the visitor clicks **Register**, they will be redirected to the **initial sign-in page**. The following actions will occur on this page:

1. System thanks new visitor for registering.
2. Visitor selects their reason for visiting the CareerLink Center.

A message will appear confirming that the visitor’s registration was successful. The visitor will then be asked to select their reasoning for visiting the CareerLink Center. A visitor can select all the visit reasons that apply to them. There is no limit on the amount of visit reasons a visitor can choose. Once the visitor has selected their visit reasons, they will click the **Sign In** button.

The figure below shows an example of a new visitor signing in. In this example, the visitor (New) selected the visit reasons EARN & Scheduled Appointment.



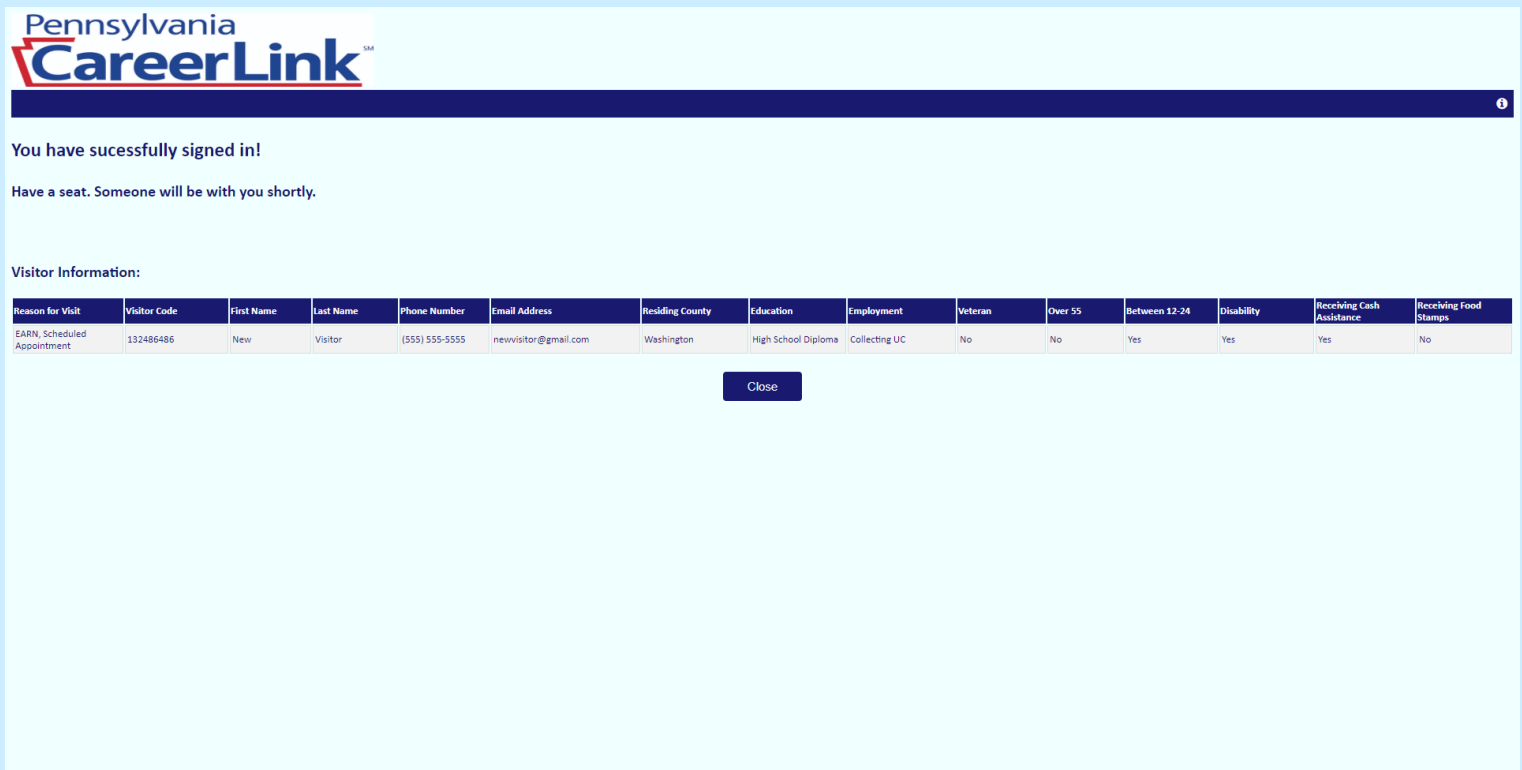
(figure 7)

Once the visitor clicks the **Sign In** button, they will be redirected to the successful sign in page. On this page, the following actions occur:

1. The visitor is notified that their sign in was successful.
2. The visitor's sign in & registration information is displayed.

At this point the registration process for a new visitor is complete. The visitor will click the **Close** button and the system will redirect to the Registration/Sign-In Kiosk page (figure 5).

The figure below shows an example of what the webpage will look like after the visitor clicks the **Sign In** button.



(figure 8)

## Returning Visitor

If a visitor has already registered before and is returning to a CareerLink Center, they will click the **Yes** button on the Registration/Sign-In Kiosk page (figure 5). Once they click Yes, they will be redirected to the Sign In page for returning visitors. The following actions will occur on this page:

1. The visitor will click inside the VISITOR CODE box and scan their visitor card.
2. The visitor will select all visit reasons that apply.
3. The visitor will click **Sign In**.

Refer to the “Search to Find A Visitor Code” section if a visitor has forgotten their visitor card.

The figure below shows an example of what the sign in page for returning visitors may look like before the visitor clicks **Sign In**.

**Pennsylvania CareerLink**

PA CareerLink Washington Sign In

**1. Scan Visitor Card**

Click inside the "VISITOR CODE" box and scan your card. Your Visitor Code will appear inside the box if scanned correctly.

VISITOR CODE: 132486486

**2. Select Visit Reason(s)**

Select all visit reason(s) that apply. Click "Sign In" when complete.

Apprenticeship Information     EARN     Education and Training     Employer Recruitment     Employment Testing     GED/Adult Remediation     JobGateway Enrollment     Job Order Listing     Job Search/Application

OVR     RESEA Class     Trade     Scheduled Appointment     UC Hotline     Workshop

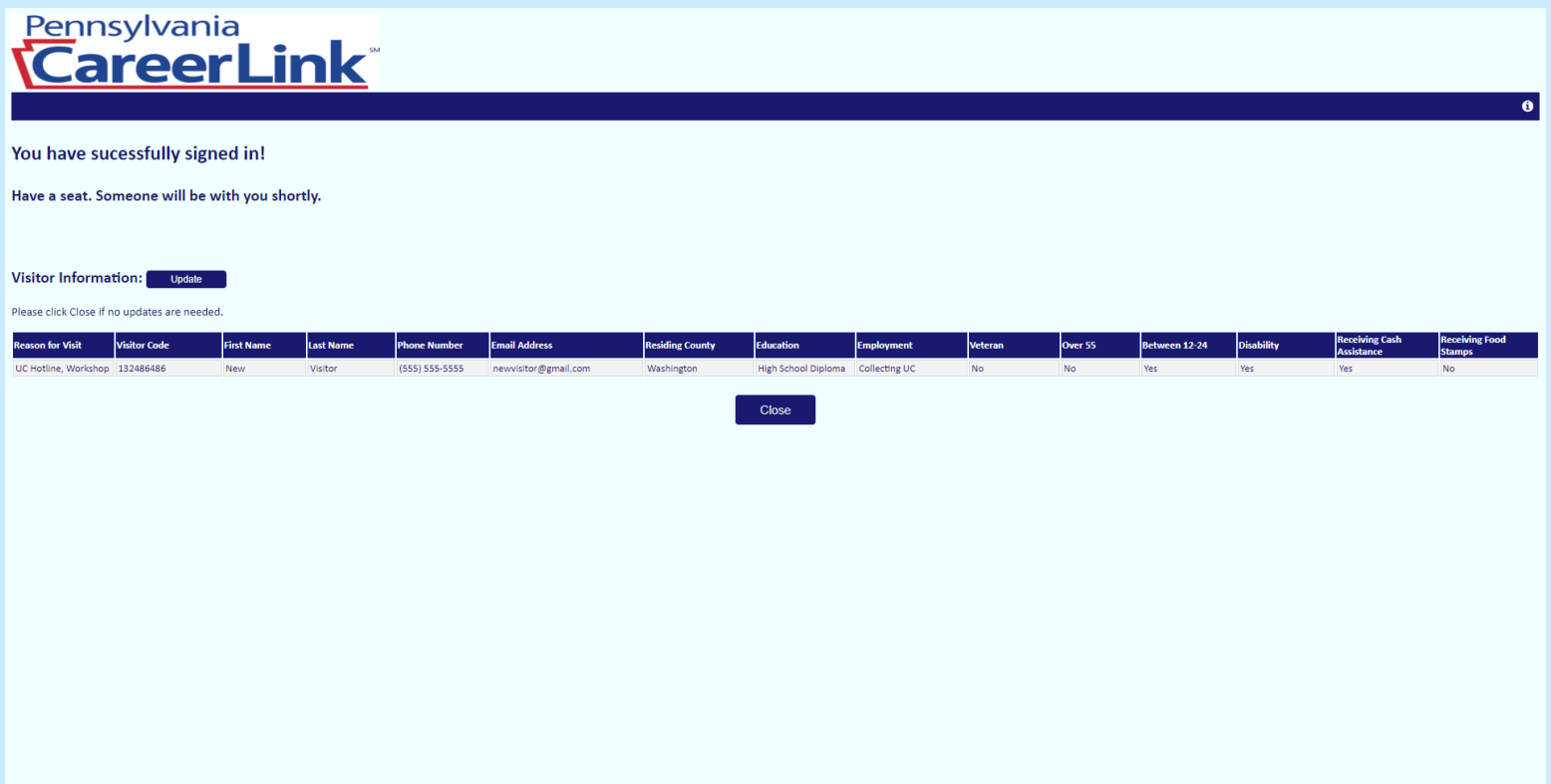
**Sign In**

(figure 9)

Once the visitor click's the **Sign In** button, they will be redirected to the successful sign in page for returning visitors. The following actions will occur on this page.

1. The visitor is notified that their sign in was successful.
2. The visitors visit reason and registration information will be displayed.
3. An email blast will be sent to appropriate partners.
4. The visitor can update any their registration information if needed by clicking the **Update** button. (updating visitor info explained on next page).
5. The visitor will click **Close** if no updates are needed (redirects after 60 seconds of inactivity on the page).

The figure below shows an example of what the successful sign in page will look like.



(figure 10)

If the visitor returns and they need to update their registration information (Ex. Moved to a different County), they will click the **Update** button shown in figure 10. The following actions can occur on the Update page.

1. The visitor can view all their registration information.
2. The visitor can update any information they previously entered in the original registration form (Prompted to leave any field blank that they don't want to update).
3. The visitor will click update & the updated information will be displayed.

The figure below shows an example of what the page may look like right before a visitor clicks the **Update** button.

**Update Information**

Complete the form to update your information.  
 Leave any field you don't want to update blank.  
 Updated information will appear below upon submission.

First Name:   
 Last Name:   
 Phone Number:   
 Email Address:

Employment Status:   
 Education:   
 County of Residence:   
 Are you a veteran?:   
 Are you over 55 years old?:   
 Are you between the ages of 14 and 24?:   
 Do you have any type of disability?:   
 Do you receive food stamps?:   
 Are you receiving Cash Assistance?:

**Registration Information:**  
 Click Close when complete.

Visitor Code	First Name	Last Name	Phone Number	Email Address	Residing County	Education	Employment	Veteran	Over 55	Between 12-24	Disability	Receiving Cash Assistance	Receiving Food Stamps
132486486	New	Visitor	(555) 555-5555	newvisitor@gmail.com	Washington	High School Diploma	Collecting UC	No	No	Yes	Yes	Yes	No

(figure 11)

Once the visitor clicks **Update**, the updated registration information appears. The visitor can then check their updated information for correctness. If the visitor has found they need to update more information, they can simply fill out the field that needs updated and click **Update** again. When the visitor determines their updated information is correct, they will click **Close**. The system will then redirect to the Registration/Sign In page.

The figure below shows an example of what the page would look like after the visitor has clicked Update.

**Pennsylvania CareerLink**

**Update Information**

Complete the form to update your information.  
 Leave any field you don't want to update blank.  
 Updated information will appear below upon submission.

First Name:   
 Last Name:   
 Phone Number:   
 Email Address:

Employment Status:   
 Education:   
 County of Residence:   
 Are you a veteran?:   
 Are you over 55 years old?:   
 Are you between the ages of 14 and 24?:   
 Do you have any type of disability?:   
 Do you receive food stamps?:   
 Are you receiving Cash Assistance?:

**Registration Information:**  
 Click Close when complete.

Visitor Code	First Name	Last Name	Phone Number	Email Address	Residing County	Education	Employment	Veteran	Over 55	Between 12-24	Disability	Receiving Cash Assistance	Receiving Food Stamps
132486486	New	Visitor	(555) 555-5555	newvisitor@gmail.com	Allegheny	High School Diploma	Collecting UC	No	No	Yes	Yes	Yes	No

(figure 12)