

# OhioMeansJobs.com

## How to Add or Pre-Approve a User Quick Reference Guide

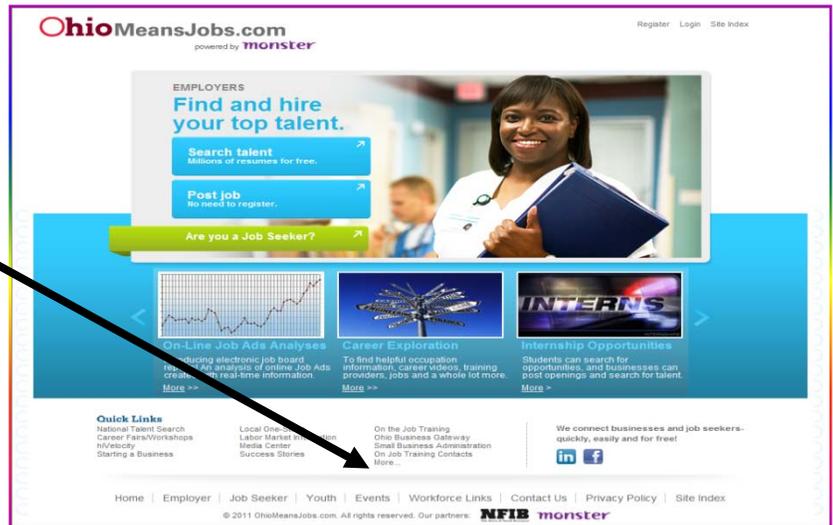


From the OhioMeansJobs.com home page,

- Click "Go to Employers Site"

- Click "More"

- You may also want to check out some of other "Quick Links" info and the items located in the scrolling marquee, such as the "On-Line Job Ads Analyses"



- Click "Login/Update/Evaluate"



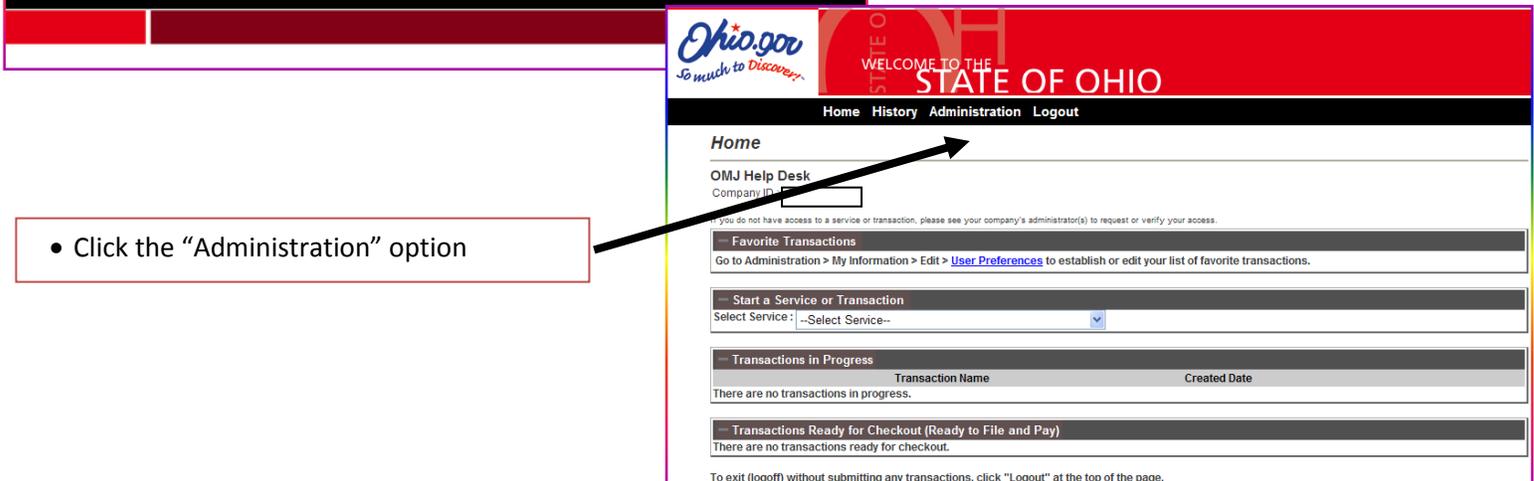
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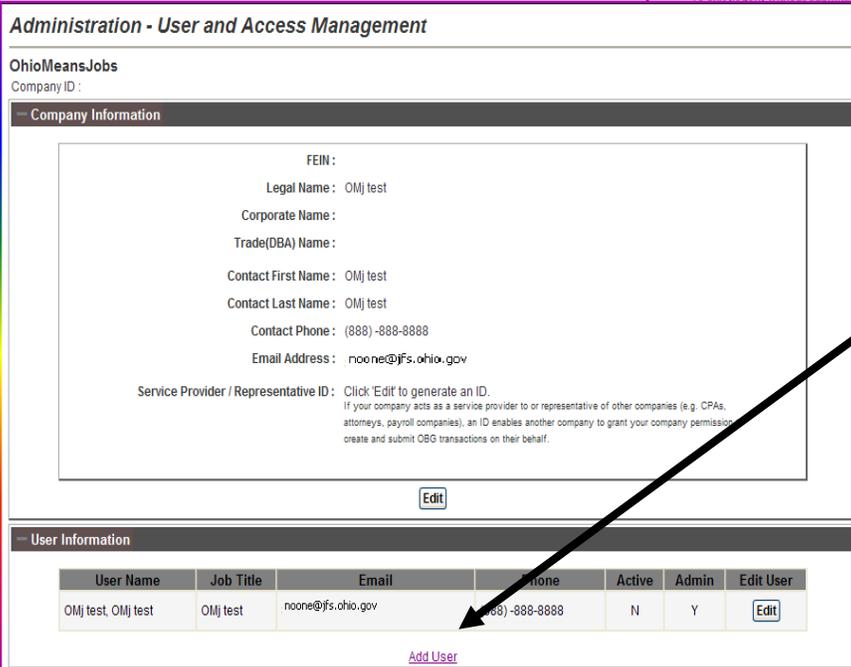


- Log into the Ohio Business Gateway (OBG) with your administrator OBG username and password

- If you have forgotten your username and/or password, click the option titled "Forgot your username or password?"



- Click the "Administration" option



- Click "Add User"

The screenshot shows the 'OBG User information' form. At the top, there are navigation links: Home, History, Administration, and Logout. Below the title, it says 'OMJ Help Desk' and 'Company ID:' followed by a text input field. The form contains several required fields, each with an asterisk: 'First Name', 'Last Name', 'Job Title', 'Email', 'OBG User Name', and 'Phone Number'. The 'Email' field has a note: 'System generates a new password and sends it to this email address.' The 'OBG User Name' field has a note: 'Username is case-sensitive, must be 8-10 characters with no special characters.' The 'Phone Number' field is formatted as ( ) . . Below the form are 'Back' and 'Next' buttons.

- Complete the OBG User Information for the person you want to grant access.
- Click "Next"

The screenshot shows the 'Select Access level' screen. It has the same navigation links as the previous screen. Below the title, it says 'OMJ Help Desk' and 'Company ID:' followed by a text input field. The main section is titled 'Select Access level:' and contains three radio button options: 'Administrator (formerly Primary User)', 'All Access (formerly Secondary User)', and 'Limited Access'. Each option has a description of the access level. The 'Administrator' option description is: 'User will have full access to all OBG services with the ability to submit any transaction on behalf of the company. User will also have the ability to create other users and manage their access level. (HIGHEST ACCESS LEVEL)'. The 'All Access' option description is: 'User will have full access to all OBG services with the ability to submit any transaction on behalf of the company.' The 'Limited Access' option description is: 'Users will have access to selected OBG Services on behalf of the company. You will specify the services and access levels on a subsequent screen.' Below the options are 'Back', 'Cancel', and 'Next' buttons.

- Select the OBG access level that is appropriate
- **NOTE:** To create an OMJ Administrator account, select the "All Access" level
  - This will give the new OMJ Administrator the ability to approve and deny future OMJ requests

- For most OhioMeansJobs users, who just need to access resumes, select the "Limited Access" option.

