

# OhioMeansJobs.com

## How to Approve User Quick Reference Guide

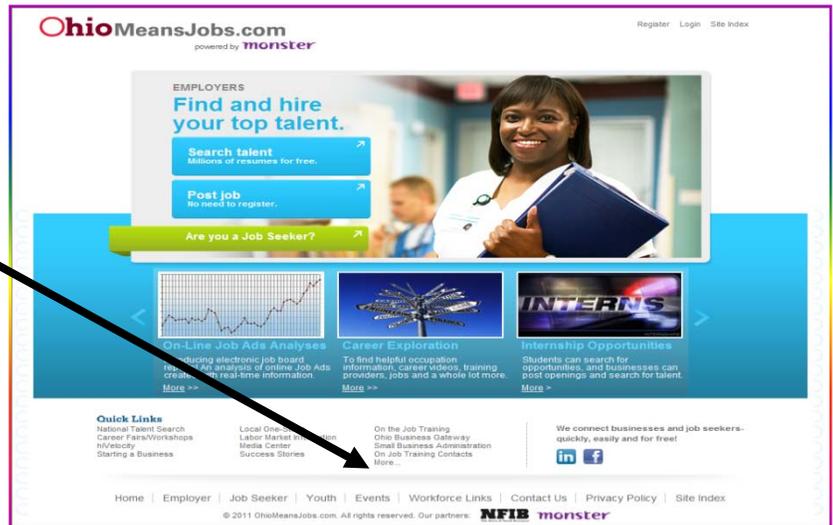


From the OhioMeansJobs.com home page,

- Click "Go to Employers Site"

- Click "More"

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



- Click "Login/Update/Evaluate"

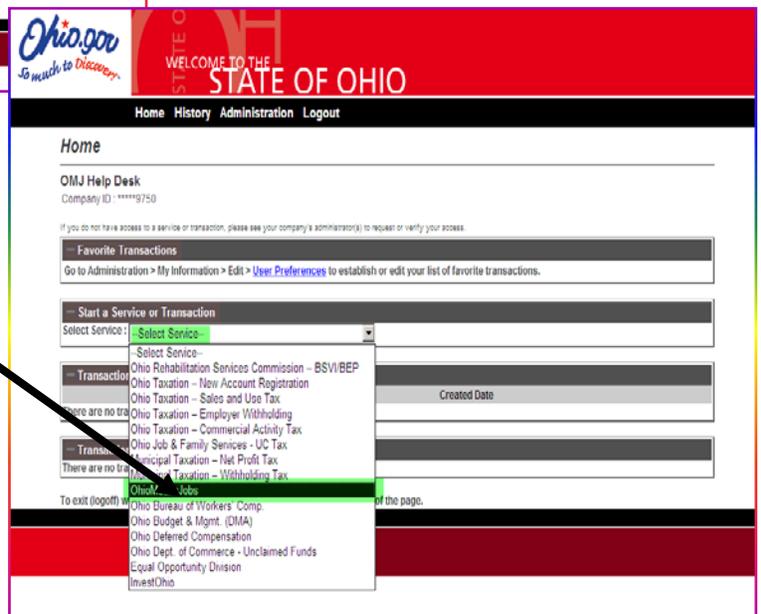


# OhioMeansJobs.com

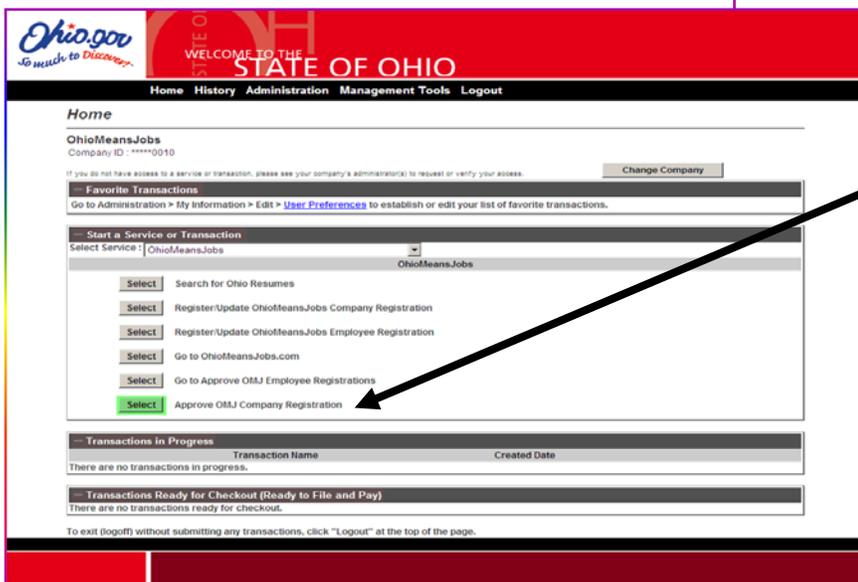
## How to Approve User Quick Reference Guide



- 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?"



- The administrator should now select OhioMeansJobs from the "Select Service" drop-down menu



- Select "Approve OMJ Company Registration"

OhioMeansJobs Company Request

Company Name: FEDEX GROUND PACKAGE SYSTEM, INC.  
Company ID: \*\*\*\*\*1019

The company shown below is submitted for evaluation through OhioMeansJobs.com. Use the appropriate buttons to either approve or reject this request. If there are user requests associated with this company request:

- Those requests cannot be acted upon until the company shown below is approved. Functions and resume search, as well as ability to manage your company's users within OhioMeansJobs.
- If the company shown below is rejected, all associated users will automatically be rejected.

NOTE: The Ohio Department of Taxation Withholding Account Number associated with the FEIN must be entered in order to access OhioMeansJobs resumes.

OhioMeansJobs Company Request

Company	Approve	Reject	Pending	Details
FedEx Ground	<input type="button" value="Approve"/>	<input type="button" value="Reject"/>	<input type="button" value="Pending"/>	<input type="button" value="Details"/>

If you need assistance with this page, please view our [help](#).

- This screen will give you three options for the OMJ Company Registration Request: “Approve,” “Reject” or “Pending” (which means the registration will be put on hold until approved or rejected by an administrator)
- Select the “Approve” button
- Click the “Save” button

Home History Administration Logout

OMJ Help Desk  
Company ID: \*\*\*\*\*9750

If you do not have access to a service or transaction, please see your company's administrator(s) to request or verify your access.

Favorite Transactions  
Go to Administration > My Information > Edit > [User Preferences](#) to establish or edit your list of favorite transactions.

Start a Service or Transaction  
Select Service: OhioMeansJobs

Select	OhioMeansJobs
<input type="button" value="Select"/>	Search for Ohio Resumes
<input type="button" value="Select"/>	Register/Update OhioMeansJobs Company Registration
<input type="button" value="Select"/>	Register/Update OhioMeansJobs Employee Registration
<input type="button" value="Select"/>	Go to OhioMeansJobs.com
<input type="button" value="Select"/>	Go to Approve OMJ Employee Registration
<input type="button" value="Select"/>	Approve OMJ Company Registration

Transactions in Progress  
Transaction Name Created Date  
There are no transactions in progress.

Transactions Ready for Checkout (Ready to File and Pay)  
There are no transactions ready for checkout.

To exit (logout) without submitting any transactions, click "Logout" at the top of the page.

- Select “Go to Approve OMJ Employee Registration”

- To approve a user:
  - **(1)** Change the “Role” to either “Administrator” or “All Access”
  - **(2)** Click on the radio button for “Approve”
  - **(3)** Click the “Save” button at the bottom of the page
  - The user will receive an email confirming that access has been approved
- Please note that the “Create & Edit” role will not allow the user access to resumes

### OhioMeansJobs User Requests

Users	Role	Approve	Reject	Pending	Details
Augis, Joe	All Access	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Show
OMJAdmin, OMJAdmin	Create & Edit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Show
Wiant, Shirley	All Access	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Show
Lloyd, Robert	Admin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Show
Lloyd, Robert	Create & Edit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Show
Lloyd, Robert	Create & Edit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Show
Train, OMJ	Create & Edit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Show
Maynard, David	Create & Edit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Show
Ewald, Keith	Create & Edit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Show
Boortz, Wendy	Create & Edit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Show
Hopkins, Patti	Create & Edit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Show
Purviance, Penny	Create & Edit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Show
Weber, Ron	Create & Edit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Show

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