

**Work-Based Learning On-Line Management System
(WBLOMS)**

Going PRO Talent Fund (Talent Fund)

Draft Application Guide for Employers

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Workforce Development

Work-Based Learning On-Line Management System (WBLOMS)

Overview

This site is used to apply for a Going PRO Talent Fund (Talent Fund) Independent Employer or Industry-led Collaborative (ILC) award. The Talent Fund provides funding to employers in order to assist in training, developing and retaining current and newly hired employees.

In order to submit an application through this website, you must be pre-approved by an authorized representative of a local Michigan Works! Agency (MWA), with a documented need for recruitment and/or development of talent in the next year. To receive the permission to submit a GPTF application through this website you will need to contact your local MWA. After contacting your local MWA you will submit an authorization request through Work Based Learning On-line Management System (WBLOMS). Once your request is approved, you will be able to create and submit an application upon the first day of the application period.

If you have submitted an authorization request or application in the past for a previous award cycle, you will need to do so again for any new award cycles. Applications from previous award cycles will not be copied or transferred to a new application period.

Getting Started

To get started, contact your local MWA to inquire about the authorization request and application. For additional information, including MWA Talent Fund Key Contacts, please go to www.michigan.gov/talentfund.

It is recommended that you contact your local MWA before proceeding. You may log in to WBLOMS before contacting your local MWA, however, you will have limited access within the online system until you are approved by your MWA to submit an application.

You may sign in to WBLOMS one of three ways.

- First, you may use an existing PMTC employer account. If needed, you may reset your password for an existing PMTC account through WBLOMS by following the instructions in this guide.
- Second, you may create a new account (User ID and Password) for WBLOMS by registering as a new user. A new account created through this method will only be used to log in to WBLOMS, not PMTC or any other State of Michigan website. Additionally, this new account will not be connected to any previous GPTF applications.
- Third, you may log in using an existing WBLOMS account that was created for a previous GPTF application period. If needed, you may reset the password for a previously created account by following the instructions in this guide.

Please identify which method you will use to sign into WBLOMS and follow the appropriate steps detailed in this guide.

The screenshot shows the homepage of the Going PRO Talent Fund website. On the left, there is a blue box with white text providing instructions for users. On the right, there is a white sign-in form with fields for User ID and Password, and a black Sign In button. Below the form, there are links for 'Trouble logging in?' and 'Sign In'.

Going PRO Talent Fund (Talent Fund)

This site is used to apply for a Going PRO Talent Fund (Talent Fund) Independent Employer or Industry-led Collaborative (I/C) award. The talent Fund provides funding to employers in order to assist in training, developing and retaining current and newly hired employees.

In order to submit an application through this website, you must be pre-approved by an authorized representative of a local Michigan Workforce Agency (MWA), with a documented need for recruitment and/or development of talent in the next year.

For additional information, including MWA Talent Fund Key Contacts, please go to www.michigan.gov/talentfund.

If this is your first visit, click [Sign Up Today](#) to request system access and credentials.

Sign In

User ID

Password

Trouble logging in? [Sign In](#)

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Register as a New User

Follow the steps in this section if you do not have an existing PMTC account, a previously used WBLOMS account, or you intend to create a new account to be used exclusively for WBLOMS.

If you have an existing PMTC account or a previously created WBLOMS account, you may skip ahead to the Signing In section if you do not wish to create a new WBLOMS account.

Please note if you or someone at your place of business has previously applied to GPTF through WBLOMS, by default, any previously submitted applications and authorization requests will not be immediately visible from a newly created account. You will only be able to view previously submitted applications if you log in with the account that was used to submit said applications, or if you connect your new account to a previously submitted application. Follow the instructions in this guide in the Authorization Request for Independent Applications section to connect a newly created account to a previously submitted application.

Step 1

Launch the WBLOMS Going PRO Talent Fund website: <https://app.wda.state.mi.us/WBL>. **You must use the Chrome or Edge browser.**

Step 2

Click "Sign up Today" to create log in credentials. "Sign up Today" is located on the left side of the screen.

Step 3

Enter Required Fields which include; First Name, Last Name, Email Address, Confirm Email, Phone Number, Password, Confirm Password, Select Question 1, Answer 1, Select Question 2, Answer 2, Select Question 3, Answer 3.

Register New User **Step 1**

First Name	Middle Initial
<input type="text"/>	<input type="text"/>
Last Name	Suffix
<input type="text"/>	<input type="text"/>
Email Address (Login ID)	
<input type="text"/>	
Confirm Email	
<input type="text"/>	
Phone Number	
<input type="text"/>	
Password ⓘ	
<input type="text"/>	
Confirm Password	
<input type="text"/>	
Select Question 1	
<input type="text"/>	

Step 4

Press "Submit." You will see a message that account creation has been successful. You will be redirected to the WBLOMS Sign In page.

Select Question 3
<input type="text"/>
Answer 3
<input type="text"/>

Step 4

<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>
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Signing In

You may sign in to WBLOMS one of three ways.

- First, you may use an existing PMTC employer account. If needed, you may reset your password for an existing PMTC account through WBLOMS by following the instructions in this guide.
- Second, you may create a new account (User ID and Password) for WBLOMS by registering as a new user. A new account created through this method will only be used to log in to WBLOMS, not PMTC or any other State of Michigan website. Additionally, this new account will not be connected to any previous GPTF applications.
- Third, you may log in using an existing WBLOMS account that was created for a previous GPTF application period. If needed, you may reset the password for a previously created account by following the instructions in this guide.

Step 1

Launch WBLOMS URL: <https://app.wda.state.mi.us/WBL> **You must use the Chrome or Edge browser.**

Step 2

Sign In with your User ID and Password. If you have not previously created a WBLOMS account, you must Register as a New User to create a new User ID and Password. Alternatively, you may sign in using an existing PMTC account. To do so, enter your existing Pure Michigan Talent Connect (PMTTC) account associated email address as "User ID" and use the same Password used for PMTC.

Reset Password

You may reset your password by following the instructions in this section. Please note if you reset a password for a PMTC account in WBLOMS, you will need to use the new password when logging in to PMTC.

Step 1

Click the "Trouble Logging In?" button.

Step 2

Enter your Email Address that is associated with the account you are using.

Step 3

Click "Reset Password". An email will be sent to the email address entered. The email will contain a Secure Token (a series of random numbers) to use on the next screen.

Step 4

Enter a new Password.

Step 5

Confirm new Password.

Step 6

Enter Secure Token that was sent via email.

You will now be able to log in with your new password.

Employer Dashboard

From the Employer Dashboard, employers may submit an authorization request to complete a Going PRO Talent Fund application, view or edit a submitted application, and see the status of an application.

Going PRO Talent Fund (Talent Fund)
Going PRO Talent Fund (Talent Fund)

Dashboard Testing, Test

From the Employer Dashboard, employers may submit an authorization request to complete a Going PRO Talent Fund application, view or edit a submitted application, and see the status of an application.

To get started, contact your local Michigan Works! Agency (MWA) to inquire about the authorization and application process if you have not already done so. For a list of MWA Talent Fund Key Contacts, please go to www.michigan.gov/talentfund.

The application period closes on October 2, 2019. After 5:00 p.m. Eastern Time, employers will not be able to submit their application.

Authorization Requests

Once an Authorization request is approved by an MWA it will appear here. To begin an application, click "Start Application".

FEIN	Site Name	Request Type	Status	MWAName	Status Date	
383192749	Lansing AEC	Independent	Submitted	Capital Area Michigan Works	9/10/19	View

[New Authorization Request](#) [View All](#)

Applications

Reference#	FEIN	Application Type	Status	MWAName	Modified	
20-00179	383155546	Independent	Submitted to WDA	Oakland County	9/10/19	View

Authorization Request for Independent Application

An MWA will need to grant you permission to complete a GPTF application in WBLOMS. To request permission to submit an application, you must sign in to WBLOMS and submit an authorization request. Complete all required fields to request authorization from an MWA to apply for a Talent Fund award. Entering text may prompt a drop-down list to select from and/or the automated population of data (i.e., FEIN number). Please review all fields prior to clicking Submit.

You will need to submit an authorization request regardless of any approved authorization requests from previous application periods.

If you would like to connect a new WBLOMS account to an existing application follow the steps in this section paying close attention to Step 7.

Step 1

Click on "New Authorization Request."

Step 2

In the field labeled Employer enter text to search for Federal Employer Identification Number (FEIN) or Employer. As you slowly type, you will see a drop down menu appear.

Step 3

Select the employer from the list.

Step 4

Enter the name your business is commonly referred to under Doing Business As (DBA) name. This should be the public facing name of your company that you would like to appear on the awards list should your application be awarded.

Step 5

Enter the name of the specific site applying for an award. This name will be used to identify your company in WBLOMS. Please enter a name that clearly identifies your company and the site you are applying for. If possible, contact your MWA as they may have a desired naming convention. An example would be "Company X - Grand River Location".

Step 6

Enter the address of the site that is applying. If you have previously requested authorization for this site, you must select the correct address from the available drop down list rather than manually typing in this information.

Authorization Request

Please complete all required fields below to request authorization from an MWA to apply for a Going PRO Talent Fund award. Entering text may prompt a drop-down list to select from and/or the automated population of data (i.e., FEIN number). Please review all fields prior to clicking Submit.

Employer	Step 2	FEIN ⓘ
<input type="text" value="Type FEIN, Name or DBA Name for search"/>		<input type="text"/>
Doing Business As ⓘ	Step 4	
<input type="text"/>		
Site/Plant/Facility Name ⓘ	Step 5	
<input type="text" value="Type Site Name or City for search"/>		
Street Address Line 1	Step 6	
<input type="text"/>		
Street Address Line 2		
<input type="text"/>		
ZIP Code	County	
<input type="text"/>	<input type="text"/>	
City	State	
<input type="text"/>	<input type="text"/>	

Step 7

If you are the first person from your company to request authorization to submit an application for this application period, select "New". If someone from your company has already submitted a request for authorization and there is an existing application for this application period that you wish to edit, select "Existing". Additionally, if you are using a new WBLOMS account and would like to connect to an application from a previous application period select "Existing". To connect to a current application or an application from a previous application period, you will need to verify that the site details (Employer Name, FEIN, Site Name, Address) have been selected from the drop down menus rather than keyed in manually. These site details will need to be identical to the site details previously used.

Step 8

The "Select MWA you are working with" will auto populate based on your zip code. If you are working with a different MWA other than the one in your service area, you can change your selection.

Step 9

If you are working with a representative from your MWA to submit a Talent Fund application, enter their contact info here. If you are unsure of their contact info, enter any relevant information in the notes section.

Step 10

Click "Submit".

Submitted requests will appear on your dashboard. You will receive an email when the request has been approved or denied by the MWA.

Requesting authorization to submit: ⓘ

New Existing **Step 7**

Select MWA you are working with **Step 8**

Add MWA Representative ⓘ

First Name **Step 9** Last Name

Email Phone

Notes ⓘ

0 of 500 characters

Step 10

Once a new authorization request has been approved by an MWA, a new application can be started once the application period begins. Once an existing authorization request has been approved, you will be able to view any previous or current applications for the site that was indicated in the request. You will only ever be able to view applications from previous award periods. Applications from previous award periods can not be copied or transferred to the current application period

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