

Messages

Correspondence

Alerts

Virtual Recruiter

Email Log

**Templates**

Job Order Skill Sets

Job Order Templates

Communication Templates

Case Note Templates

**Schedules**

Appointment Calendar

Events Calendar

**Other Staff Services**

Assistance Center

**1.** [Staff Online Resources](#)

Staff Online Courseware

Geographic Solutions Community

Home Sign Out Services for Individuals Services for Employers Labor Market Analysis

## NCWorks Online

**My Staff Workspace**

My Staff Dashboard

My Staff Resources

My Staff Account

Directory of Services

**Services for Workforce Staff**

Manage Individuals

Manage Employers

Manage Resumés

Manage Job Orders

Manage Labor Exchange

Manage Activities

### Staff Online Resources

#### Workforce Solutions Important Documents

#### FORMS

Access to forms commonly used by staff, including:

- Request for Access - To gain access to NCWorks Online, staff must complete this form.
- Fax-It-Form
- JIS Slip
- DEA Tool Kit
- 2.** [Community Resource Assistance Guide \(CRAG\)](#)

#### NCWorks Online Documentation

#### HOW-TO GUIDES

The complete documentation on how to perform specific functions within system, including:

- User Guide for Individuals
- User Guide for Employers
- User Guide for Staff

#### Quick Guides

- Wagner-Peyser & WIA Core Enrollment Quick Guide
- Enrolling individuals in WIA Adult Core

[Other Documentation and Videos](#)

Home Sign Out Services for Individuals Services for Employers Labor Market Analysis

## NCWorks Online

**3.** [Community Resource Assistance Guide](#)

[ Print View ]

<a href="#">Alamance County</a>	<a href="#">Gaston County</a>	<a href="#">Pamlico County</a>
<a href="#">Alexander County</a>	<a href="#">Gates County</a>	<a href="#">Pasquotank County</a>
<a href="#">Alleghany County</a>	<a href="#">Graham County</a>	<a href="#">Pender County</a>
<a href="#">Anson County</a>	<a href="#">Granville County</a>	<a href="#">Perquimans County</a>
<a href="#">Ashe County</a>	<a href="#">Greene County</a>	<a href="#">Person County</a>
<a href="#">Avery County</a>	<a href="#">Guilford County (Greensboro)</a>	<a href="#">Pitt County</a>
<a href="#">Beaufort County</a>	<a href="#">Guilford County (High Point)</a>	<a href="#">Polk County</a>
<a href="#">Bertie County</a>	<a href="#">Halifax County</a>	<a href="#">Randolph County</a>
<a href="#">Bladen County</a>	<a href="#">Harnett County</a>	<a href="#">Richmond County</a>
<a href="#">Brunswick County</a>	<a href="#">Haywood County</a>	<a href="#">Robeson County</a>
<a href="#">Buncombe County</a>	<a href="#">Henderson County</a>	<a href="#">Rockingham County</a>
<a href="#">Burke County</a>	<a href="#">Hertford County</a>	<a href="#">Rowan County</a>
<a href="#">Camden County</a>	<a href="#">Iredell County (Mooresville)</a>	<a href="#">Scotland County</a>

# Community Resource Assistance Guide (CRAG)

- ⇒ 1. Staff Online Resources
- ⇒ 2. Community Resource Assistance Guide
- ⇒ 3. Select County

Home Sign Out Services for Individuals Services for Employers Labor Market Analysis

# NCWorks Online

My Workspace

- My Dashboard
- How We Can Help You
- Directory of Services
- My Resources

Quick Menu

- Job Search
- Resumé Builder
- My Portfolio

Services for Individual

- Career Services
- Job Seeker Services
- Education Services
- Labor Market Services

Other Services

- Communication Center
- Appointment Center
- Assistance Center
- Customer Satisfaction Survey

Reference Cards

### Individual User

- HTML
- PDF

You must have Adobe Acrobat Reader installed on your computer to view PDF files. If you do not have Acrobat Reader on your computer, it is available as a [free download](#) from Adobe.



Return to the Assistance Center

Services Portfolio Site Map Site Search Preferences Feedback Assistance

Home Sign Out

2. Assistance Center

3. Quick Reference Cards

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## Quick Reference Card (QRC)

- ⇒ 1. Sign in to NCWorks Online
- ⇒ 2. Select **Assistance Center** under **Other Services**
- ⇒ 3. Click on **Quick Reference Cards**