Chapter 8. HiRE System Users Guide

8.01: Navigating the LWC Website

For Eligible Training Providers, the most relevant Sections/links of LWC's homepage are:

**Section 1:** The, "HiRE" link to access the HiRE system; and

**Section 2:** The, "Workforce Development" link to access the, "Eligible Training Provider Information"
8.02: Accessing Eligible Training Provider Information

Training Provider Information including the Eligible Training Provider Manual is accessible in two ways.

A. The first way to access the “Training Provider Information” is by simply selecting Workforce Development link on the LWC homepage and then selecting the Eligible Training Provider Information link.

*Note: This is halfway down the webpage*

Once the “Training Provider Information” page has opened the following Eligible Training Provider information links and forms can be accessed.
8.03: HiRE User Registration Process

To register as a new user, the provider should visit [http://www.laworks.net/](http://www.laworks.net/) and select "My HiRE Account" and complete the following steps:

**Step 1:**
Visit [http://www.laworks.net/](http://www.laworks.net/)

**Step 2:**
Sign in with your username and password.

**Step 3:**
Select "My HiRE Account" and choose the appropriate account type:
- Individual
- Employer
- Analyst
- Provider

**Step 4:**
Enter the name of your organization. If it appears in the list of suggestions, click "Found in List." If not found, click "Not Found."
Users whose organization that are “Found in List” will then create a Provider User ID to be linked to an existing HiRE Provider and will complete the following steps:

**Step 1**  **Enter Your Information**

- **Title:**
- **First Name:**
- **Middle Initial:**
- **Last Name:**
- **Address 1:**
- **Address 2:**
- **Zip Code:**
- **City:**
- **State:**
- **Email Address:**
- **Primary Phone Number:**
- **Fax Number:**
- **Cell Phone Number:**

**Step 2**  **Login Information**

- **User Name:** Enter User Name (3 - 256 characters, and must include characters, letters or numbers. Allowable characters are + @ . _)
- **Password:** Enter Password (8 - 16 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ $ % ^ . ! * _).
- **Confirm Password:** Please re-enter your password.
- **Security Question:**
  - **Security Question:**
  - **Response:** Enter your answer to the security question you chose above.
  - **Preferred Notification:**

**Step 3**  **Save**  **Cancel**
Users whose Organizations who are "Not Found" will then need to create a new Provider Profile in HiRE will need to complete the following steps:

**New Organization Information**

It appears that your Organization doesn’t currently exist in our system. Please enter the following information for your Organization and click Save (or Cancel to exit Registration):

* Name: ___________________________ Up to 60 characters
  EIN: ___________________________ (12-3456789 or 123456789)

**Enter Your Information**

* Title: ___________________________
* First Name: _______________________
  Middle Initial: ______
* Last Name: _______________________
* Address 1: ________________________
  Address 2: ________________________
* Zip Code: ________________________
* City: ____________________________
  State: __________________________
  None Selected
  * Email Address: ___________________________ Email Security Policy
  * Primary Phone Number: ______-____-____ Ext. ______
  Fax Number: ______-____-____
  Cell Phone Number: ______-____-____

**Login Information**

* User Name: ___________________________
  Enter User Name (3 - 256 characters, and must include characters, letters or numbers. Allowable characters are + @ : . )
* Password: ___________________________
  Enter Password (8 - 16 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are * @ % ^ : + _ - ).
* Confirm Password: ___________________________
  Please re-enter your password.
* Security Question: None Selected
  This will be used if you need to recover your username and/or password.
* Security Question Response: ___________________________
  Enter your answer to the security question you chose above.
* Preferred Notification: None Selected
  Select the best way for us to contact you.

Save  Cancel
8.04: Managing Institution Information

When a provider logs on to their account, they have multiple web link options. The following print screens show the two different options to get to the same information.

The below print screen can be accessed by clicking on Services for Providers on the left navigation column.

<table>
<thead>
<tr>
<th>Services for Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Provider Profile</td>
</tr>
<tr>
<td>Select this option to manage the provider profile and contact information.</td>
</tr>
<tr>
<td>Manage Institution Programs</td>
</tr>
<tr>
<td>Select this option to manage your Institution’s programs.</td>
</tr>
<tr>
<td>View Reports</td>
</tr>
<tr>
<td>Select this option to generate provider and program information reports.</td>
</tr>
</tbody>
</table>

The below print screen can be accessed via the left navigation panel.
8.05: Adding a Program (Part 1) - Adding an Education or Training Program

The provider may add a program by selecting the Manage Institution Programs link and then selecting the Add Education or Training Program link.

Once you select Add Education or Training Program, the system will require 13 tabs of information regarding the Education/Training Program.

- General Information
- Registered Apprenticeship
- Additional Details
- Occupations
- Occupational Skills
- Scheduling
- Duration
- Locations
- External Approvals
- Cost Details
- Performance
- Confirmation
- Review

Upon completion of each tab, the system will insert a green check notifying you that Section is complete.
8.06: Adding a Program (Part 2) - General Information

**General Information**

**Step 1**
* Status:  
- Active  
- Inactive

**Step 2**
Purpose for adding program:  
- Submit for ETPL Approval and accept participants  
- Accept participants without submitting for ETPL Approval  
- To be determined or display to the public only

**Step 3**
Education Program Type:  
- PS - Approved Provider Training - ITA

**Step 4**
* This program is an Apprenticeship:  
- Yes  
- No

**Step 5**
* This Education Program is a Registered Apprenticeship:  
- Yes  
- No

**Step 6**
CIP Code:  
520305 - Accounting and Business/Management (NEW)  
[ Search for CIP Code ]

You can search for the CIP Code using any of the tabs above.

**Search for a program by keyword(s)**

Type your keywords in the box and click the Search button.
[ Keyword Search Options ]

**ADDITIONAL INFORMATION:**

- **Step 1:** Select the Active radio button by Status. (The system defaults to active)
- **Step 2:** Select the radio button by Submit for ETPL Approval and accept participants
- **Step 3:** Select Yes if the program is an Apprenticeship. Otherwise; select no.
- **Step 4:** Select Yes if the Education Program is a Registered Apprenticeship. Otherwise; select no.
- **Step 5:** Select the Search for CIP Code link. This will open the CIP Code Search screen
- **Step 6:** Find the CIP Code for the associated program using any of the search tabs  
  (by Keyword; by Program Area; by Listing; by Occupation; by Career Cluster; by Program Code)
**ADDITIONAL INFORMATION:**

**Step 7:** Input the Education Program Name (e.g. “Practical Nursing.”) DO NOT enter the Provider Name.

**Step 8:** Select All that apply to the education program

**Step 9:** Select Yes if the Education Program leads to a credential or degree. Otherwise; select no.

**Step 10:** Input the name of the credential associated to the education program, if applicable.

**Step 11:** Select the Completion Level of the Education Program

**Step 12:** Select the Credential, if applicable, the student will receive upon completion of the program

**Step 13:** Input the Certification or License Title, if applicable.

**Step 14:** Select the appropriate certification or license type, if applicable.

**Step 15:** Select Yes if this program is a green job. Visit What is a Green Job for more information.

**Step 16:** Indicate whether the program is offered in partnership with a business and describe the relationship if applicable. An example of this would be an employer that takes part in establishing the curriculum for the training program. *Note: If the program is in partnership with a business and “Yes” is selected, the description is required.

*This Section will auto populate with information when the CIP Code is selected in Step 4*

To find out more about green jobs click the “What is a Green Job” link.
8.07: Adding a Program (Part 3) – Registered Apprenticeship

**Note:** Only Providers that have Programs registered on the Louisiana State Apprenticeship List and selected “Yes” to both Apprenticeship questions on the previous page will have to complete the following steps:

**Apprenticeship**

**Step 1:** Input the date the apprenticeship was registered

**Step 2:** Input a brief description of the apprenticeship

**Step 3:** Select the Delivery Method of Instruction (In person, Online, Hybrid)

**Step 4:** Input the length of the apprenticeship in weeks

**Step 5:** Select Yes if the Instruction is provided by another provider. If Yes is selected, the Instruction Provider will be required.

**Step 6:** Input the Instruction Provider if Yes is Selected in Step 5

**Addition Information:**

- Step 1: Input the date the apprenticeship was registered
- Step 2: Input a brief description of the apprenticeship
- Step 3: Select the Delivery Method of Instruction (In person, Online, Hybrid)
- Step 4: Input the length of the apprenticeship in weeks
- Step 5: Select Yes if the Instruction is provided by another Provider.
- Step 6: Input the Instruction Provider if Yes is Selected in Step 5
### Additional Details

**Financial Aid Available:**
- [ ] Federal Grant
- [ ] Federal Loan
- [ ] Institutional Scholarship
- [ ] Other

**URL of Training Program**
(Examples: http://site.com):

**Program Prerequisites**
*Date Edu. Program First Offered:*

**Step 3**
*Please provide a reasonable explanation regarding why this is a new program:*

**Step 4**
*Minimum Class Size:*

*Maximum Class Size:*

*Number Of Instructors:*

*Describe the qualifications of all instructors in 800 characters or less:*

**Step 5**
*Describe the minimum entry level requirements or prerequisites in 800 characters or less:*

**Drug/Alcohol Screening Required:**
- [ ] Yes
- [ ] No

**Grievance Procedure**
(1000 characters max.):

**Grievance Procedure URL**
(Examples: http://site.com):

**Refund Policy**
(800 characters max.):

**Refund Policy URL**
(Examples: http://site.com):

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**ADDITIONAL INFORMATION:**

- **Step 1:** Select the prerequisites required for this program
- **Step 2:** Input the date this program was first offered
- **Step 3:** Input a brief explanation regarding why this is a new program, if applicable. Please review Chapter 4 to understand the definition of a New Program and how it relates to the provider.
- **Step 4:** Input the Minimum and Maximum Class Size. (Minimum size must be at least 5)
- **Step 5:** Input the number of Instructors for the program
- **Step 6:** Input the minimum entry level requirements or prerequisites for prospective students.
- **Step 7:** Input the description of the equipment and its adequacy and availability to the prospective students.
8.09: Adding a Program (Part 5) – Occupations

**Note:** Visit the following link to see if the Occupation is in demand (three stars or higher):
http://www.laworks.net/Stars/default.aspx

### Step 1
**Related and Selected Occupations**

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation Title</th>
<th>Provider’s Alternate Occupation Title</th>
<th>CIP Code Related</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>19101100</td>
<td>Animal Scientists</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19101200</td>
<td>Food Scientists and Technologists</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19101300</td>
<td>Soil and Plant Scientists</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25104100</td>
<td>Agricultural Sciences Teachers, Postsecondary</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 1:** Select the applicable Occupations for this program.

**Step 2:** If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

n/a

### ADDITIONAL INFORMATION:

**Step 1:** Select the applicable Occupations for this program.
**Step 2:** If an occupation is selected that is not listed as Bright Outlook locally, provide evidence this occupation is in demand.
### ADDITIONAL INFORMATION:

**Step 1:** Select Add New Occupational Skills Link and a new page will open.

**Step 2:** Select a Skills Category

**Step 3:** Select applicable skills that appear once a Category is selected.

*Note: Every Program must have skills attached.*
8.11: Adding a Program (Part 7) – Scheduling

**ADDITIONAL INFORMATION:**

**Step 1:** Input Course Times. (Class Time, Lab Time, and Other Time)

**Step 2:** Input the program’s class frequency (Daily, Bi-weekly, Weekly, Monthly, Quarterly, Semester, Tri-Semester, Annual, Bi-Annual, Bi-Monthly)

**Step 3:** Input the program length in hours.

**Step 4:** Input the program length in full time weeks.

**Step 5:** Input the Reporting Program Format (In person, Online, Hybrid)

**Step 6:** Select all modes of delivery that apply to the program.
8.12: Adding a Program (Part 8) – Duration

ADDITIONAL INFORMATION:
Step 1: Select Add Duration. A Duration pop up will open.
Step 2: Input a Duration Title
Step 3: Input a numerical value for Duration (In Semesters/Terms, Weeks, Hours, Months)
Step 4: Select a Duration Type based on Step 3 (In Semesters/Terms, Weeks, Hours, Months)
Step 5: Select the applicable schedule intensity for the program
Step 6: Input the Program’s Weekly Schedule
Step 7: Select all appropriate classes offered.
Step 8: Be sure to Click Save
8.13: Adding a Program (Part 9) – Locations

ADDITIONAL INFORMATION:

Step 1: Select the checkbox for the applicable location. (At least one location is required)
- Note: If the necessary location does not populate then a location will need to be added within the Provider Profile. See Chapter 8, Section 8.24
8.14: Adding a Program (Part 10) – External Approvals

External Approvals

Step 1: Is this program listed on another state’s ETPL?  
☐ Yes  ☐ No

ADDITIONAL INFORMATION:
Step 1: Select Yes if this Program is listed on another state’s ETPL
**8.15: Adding a Program (Part 11) – Cost Details**

**ADDITIONAL INFORMATION:**

**Step 1:** Select Add Cost Structure, then select Total CRS Training Costs in the Dropdown.

**Step 2:** Input Tuition/Fee Costs

**Step 3:** Input Books Costs, if applicable.

**Step 4:** Input Tools Costs, if applicable.

**Step 5:** Input Other Costs, if applicable.

Total CRS Training Costs will be the only available option to select.

This field will total the costs entered below.
8.16: Adding a Program (Part 12) – Performance

Note: At this time, we are not requiring Providers to complete this section. Please refer to Chapter 7 of this manual in reference of how to submit Student Data.

ADDITIONAL INFORMATION:

Step 1: Select Add Performance Year
Step 2: Input Overall Performance Measures for the Program.
Step 3: Input WIOA Performance Measure for the Program.
8.17: Adding a Program (Part 13) – Confirmation

**Note:** Providers can only select “Option 1” if they are submitting an Initial or Continued Application. Providers can only select “Option 2” if it is outside of 30 days prior to the Subsequent Review Due date and changes have been made.

**Edu. Program Application Confirmation**

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

**Option 1**

- Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.
- No, do not submit this educational program for WIOA Approval at this time.

**Submit changes for Review and Approval.**

**Edu. Program Application Confirmation**

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

- Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.
- No, do not submit this educational program for WIOA Approval at this time.

**Option 2**

- Submit changes for Review and Approval.

**ADDITIONAL INFORMATION:**

**Option 1:** Read the above statement, and Yes should already be defaulted to selected
- **Note:** If you select No, the Program will not be reviewed for WIOA Approval

**Option 2:** Select the checkbox to submit changes for Review and Approval
- **Note:** This does not submit your program for reapplication
8.18: Adding a Program (Part 14) – Review

Review

<table>
<thead>
<tr>
<th>Review Type</th>
<th>Status</th>
<th>Subsequent Review Due Date</th>
<th>Date Reviewed</th>
<th>Last Edit Date</th>
<th>Review Location</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITA</td>
<td>Pending (system-set only)</td>
<td>10/2/2021</td>
<td>N/A</td>
<td>10/2/2019 8:50 AM</td>
<td>N/A</td>
<td>View</td>
</tr>
</tbody>
</table>

ADDITIONAL INFORMATION:
Here you can review the Status of the Program

- **Note:** To review the Eligibility Type you must select “View”

**Review Status Definitions:**

- **Approved/Eligible:**
  - Was WIOA Approved in the previous Program Year, has not reapplied for the current Program Year.

- **Approved/Eligible with the Purple WIOA:**
  - Approved for the current Program year, can be found on the current Eligible Training Provider List

- **Rejected:**
  - Failed to meet the application or reapplication requirements

- **Pending System Set, Approve/Eligible:**
  - Has reapplied for the current program year and is pending to be reviewed by staff, was WIOA approved in the previous year

- **Pending System Set:**
  - Applied for the current program year and is pending to be reviewed by staff

- **In Progress:**
  - Application still needs to be completed by Provider and submitted for WIOA Approval

- **Blank:**
  - In Education Program Type within program’s General Information has not been selected, therefor provider cannot submit the application for WIOA Approval
8.19: Editing Provider Program Information

**ADDITIONAL INFORMATION:**

**Step 1:** Select Manage Institution Programs

**Step 2:** Select the Edit Link Under the Action Column and the Program Information will open.

**Step 3:** Select the Tab in which Edits need to be made.
Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the website at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

☑ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.

☐ No, do not submit this educational program for WIOA Approval at this time.

**Step 4**
Submit changes for Review and Approval.

---

**Review**

<table>
<thead>
<tr>
<th>Review Type</th>
<th>Status</th>
<th>Subsequent Review Due Date</th>
<th>Date Reviewed</th>
<th>Last Edit Date</th>
<th>Review Location</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change</td>
<td>Pending (system-set only)</td>
<td>10/8/2021</td>
<td>N/A</td>
<td>10/8/2019 2:48 PM</td>
<td>N/A</td>
<td>View</td>
</tr>
</tbody>
</table>

**Education and Training Programs**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Description</th>
<th>Changes Submitted</th>
<th>Active</th>
<th>Review Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS - Approved Provider Training - ITA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**ADDITIONAL INFORMATION:**

**Step 4**: Select Submit Changes for Review and Approval on the Confirmation Tab.
- **Note**: Select this if you are managing a program that has already been WIOA approved and you are only submitting changes for approval.
- **Note**: This does not submit your program for reapplication

**Step 5**: After submission, the change will populate within the Review Tab and under Education and Training Program Information
- **Note**: A Pending Change will prevent submitting the Program for Continued Approval (Reapplication)
8.20 Deactivating a Program in HiRE

**ADDITIONAL INFORMATION:**

**Step 1:** Select Manage Institution Programs on the Left Navigation Panel

**Step 2:** Select the Deactivate Link Under the Action Column and the Program Information will open.
8.21 Submitting a Program for Continued Approval (Reapplication)

Select the Manage Institution Programs link to access the Education and Training Programs.

To submit a Program for Reapplication, review the program and make any necessary updates to tabs, as outlined in Chapter 8.06 – 8.16. Lastly, submit the educational program for WIOA Approval on the Confirmation Tab.

**Edu. Program Application Confirmation**

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

- [ ] Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.
- [ ] No, do not submit this educational program for WIOA Approval at this time.

- [ ] Submit changes for Review and Approval.

**ADDITIONAL INFORMATION:**

*Step 1:* Read the above statement, and Yes should already be defaulted to selected

- **Note:** If you select No, the Program will not be reviewed for WIOA Approval
8.22 Checking the Status of a Program

There are 3 options to Check the Status of a Program.

Option 1: Select “Education and Training Eligible Training Provider List” on the HiRE homepage

Step 1: Select Education and Training- Eligible Training Provider List

ADDITIONAL INFORMATION:
Step 1: Select Education and Training- Eligible Training Provider List
Step 2: Select Training Provider and Schools
Step 3: Search for Provider
Step 4: Programs with a Green ✓ in the Eligible for financial Assistance Under WIOA are approved Programs.
Option 2: Access Reports to determine the Status of a Program.

**View Provider Reports:**
- Step 2: **Institution Detail**
- Step 2: **Program**

**Step 1:**
- Select View Reports from the Left Navigation Panel.

**Step 2:**
- Select by Program to view the status of a Program.

**Step 3:**
- Filter Search Criteria
- Review the Program Status'

**Step 4:**
- This is an example of an Approved Program
- This is an example of a Rejected Program

**ADDITIONAL INFORMATION:**
- Step 1: Select View Reports from the Left Navigation Panel.
- Step 2: Select by Program to view the status of a Program.
- Step 3: Filter Search Criteria
- Step 4: Review the Program Status'
Option 3: Access Review Status of Individual Programs.

**Step 1:**
Select Manage Institution Programs from the Left Navigation Panel.

**Step 2:**
Select the Edit Link Under the Action Column and the Program Information will open.

**Step 3:**
Select Review Tab

**Step 4:**
Here you can review the Status of the Program
- **Note:** To review the Eligibility Type you must select “View”
- **Note:** Review Status Definitions can be found in Section 8.18

### ADDITIONAL INFORMATION:

**Step 1:** Select Manage Institution Programs from the Left Navigation Panel.

**Step 2:** Select the Edit Link Under the Action Column and the Program Information will open.

**Step 3:** Select Review Tab

**Step 4:** Here you can review the Status of the Program
- **Note:** To review the Eligibility Type you must select “View”
- **Note:** Review Status Definitions can be found in Section 8.18

### Education and Training Programs

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Description</th>
<th>Changes Submitted</th>
<th>Active</th>
<th>Review Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>An instructional program that prepares individuals to practice the profession of accounting and to perform related business functions, including instruction in accounting principles and theory</td>
<td>Approved/Eligible</td>
<td>Edit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Counseling</td>
<td>Supports students in the development of academic, personal, and professional skills necessary for success in post-secondary education and the workforce</td>
<td>Approved/Eligible</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>Accounting, an instructional program that prepares individuals to practice the profession of accounting and to perform related business functions, including instruction in accounting principles and theory.</td>
<td>Approved/Eligible</td>
<td>View</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Review

<table>
<thead>
<tr>
<th>Review Type</th>
<th>Status</th>
<th>Subsequent Review Due Date</th>
<th>Data Reviewed</th>
<th>Last Edit Date</th>
<th>Review Location</th>
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<td>ITA</td>
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<td>10/2/2019 8:50 AM</td>
<td>N/A</td>
<td>View</td>
</tr>
</tbody>
</table>
8.23 Recovering or Resetting a User’s Username or Password

Option 1 - Forgot Password

If you have forgotten your password, please click retrieve password. You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account.

Option 2 - Forgot User Name

If you have forgotten your User Name, please click retrieve User Name. You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account.

Option 3 - Forgot User Name and Password

If you have forgotten your User Name and password, please click retrieve both. You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account.

For immediate assistance contact LWC CRS@lwc.la.gov

ADDITIONAL INFORMATION:

Step 1: Select Forgot Username/Password from the HiRE Homepage.
Step 2: Select the Option that is applicable and follow the instructions and input required information.
(Forgot Password, Forgot Username, Forgot Username & Password)
8.24 Updating Provider Profile Information (General, Locations, Contacts, Documents)

A Provider User Can access this information by Selecting Manage Provider Profile on the Left Navigation Panel.

A. General

a. Provider Details
b. Provider Type Details (Cannot be edited by Provider User)
c. CRS Provider Details

### Provider Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>LVNE Region</td>
<td>State</td>
</tr>
<tr>
<td>Linked Employer</td>
<td>N/A</td>
</tr>
<tr>
<td>Vendor ID</td>
<td>0123456789</td>
</tr>
<tr>
<td>Provider Name 1</td>
<td>MIS ETPL TEST Location 1</td>
</tr>
<tr>
<td>Provider Name 2</td>
<td></td>
</tr>
<tr>
<td>Address 1</td>
<td>1001 n 23rd Street</td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Baton Rouge</td>
</tr>
<tr>
<td>State</td>
<td>LA</td>
</tr>
<tr>
<td>Zip</td>
<td>70800</td>
</tr>
<tr>
<td>URL</td>
<td></td>
</tr>
<tr>
<td>Type of Business</td>
<td></td>
</tr>
<tr>
<td>This provider is an accredited postsecondary education institution:</td>
<td>Yes</td>
</tr>
<tr>
<td>Bill Address 1</td>
<td>1001 n 23rd Street</td>
</tr>
<tr>
<td>Bill Address 2</td>
<td></td>
</tr>
<tr>
<td>Bill City</td>
<td>Baton Rouge</td>
</tr>
<tr>
<td>Bill State</td>
<td>LA</td>
</tr>
<tr>
<td>Bill Zip</td>
<td>70800</td>
</tr>
<tr>
<td>Attention</td>
<td>Morgan Allen</td>
</tr>
<tr>
<td>Registered Apprenticeship Provider:</td>
<td></td>
</tr>
<tr>
<td>Approved Apprenticeship:</td>
<td></td>
</tr>
<tr>
<td>State Use 1</td>
<td></td>
</tr>
<tr>
<td>State Use 2</td>
<td></td>
</tr>
<tr>
<td>State Use 3</td>
<td></td>
</tr>
<tr>
<td>State Use 4</td>
<td></td>
</tr>
<tr>
<td>State Use 5</td>
<td></td>
</tr>
<tr>
<td>Mailing Address 1</td>
<td>1001 n 23rd Street</td>
</tr>
<tr>
<td>Mailing Address 2</td>
<td></td>
</tr>
<tr>
<td>Mailing City</td>
<td>Baton Rouge</td>
</tr>
<tr>
<td>Mailing State</td>
<td>LA</td>
</tr>
<tr>
<td>Mailing Zip Code</td>
<td>70800</td>
</tr>
<tr>
<td>Mailing Attention</td>
<td>Morgan Allen</td>
</tr>
</tbody>
</table>

**ADDITIONAL INFORMATION:**

- Note: The highlighted fields cannot be edited by a Provider User. Please contact LWC [CRS@lwc.la.gov](mailto:CRS@lwc.la.gov) for additional assistance.
CRS Provider Information

Institution Name: MIS ETPL TEST Location 1

* Institution Type: Other

* Institution Ownership: Public institution

* Type of Entity: Public

Years in Business: 

Disabled Access: 

Yes No

ADA Compliant: 

Yes No

Source of Funding:

* Institution Description: MIS ETPL TEST

(2000 characters max.)

TTD/TTY Telephone Number: 

* Main Email Address: mailin2@lwc.la.gov

Is this a Community College? 

Yes No

Eligible Provider of Youth Workforce Investment Activities: 

Yes No

Pell Grant Eligible: 

Yes, Pell Grant Eligible.

No, not Pell Grant Eligible.

Pell Grant Not Applicable

ADDITIONAL INFORMATION:

Note: The highlighted fields cannot be edited by a Provider User. Please contact LWC CRS@lwc.la.gov for additional assistance.
### B. Locations

#### Step 1

Click on the **Locations** tab.

**Provider:** MIS ETPL TEST Location 1

**Status:**

**Option 1:** Add Location

**Option 2:** Edit Location

#### Provider's Location Details

<table>
<thead>
<tr>
<th>Location ID</th>
<th>Location Name</th>
<th>Primary Address</th>
<th>Contacts</th>
<th>Active</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2696</td>
<td>MIS ETPL TEST Location 1</td>
<td>1001 N 23rd Street, Baton Rouge LA 70806</td>
<td>Morgan Allain</td>
<td>Active</td>
<td>Edit Contacts</td>
</tr>
<tr>
<td>2897</td>
<td>Secondary Location 2</td>
<td>123 ABC St, Pascagoula LA 70764</td>
<td>None Listed</td>
<td>Active</td>
<td>Edit Contacts</td>
</tr>
</tbody>
</table>

#### ADDITIONAL INFORMATION:

- **Step 1:** Select Location Tab
- **Option 1:** Add Location
- **Option 2:** Edit Location
C. Contacts

Step 1

Provider: MIS ETPL TEST Location 1

Location Status:

Display contacts associated with the selected location of:

MIS ETPL TEST LOCATION 1 - 1001 n 23rd Street Baton Rouge LA 70809

Make sure the Location Is Selected prior to Selecting Add Contact

Provider's Contact Details

<table>
<thead>
<tr>
<th>Contact ID</th>
<th>Contact Name</th>
<th>Contact Type</th>
<th>Telephone</th>
<th>Location Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4206</td>
<td>morgan allen</td>
<td>Primary</td>
<td>225-342-7693</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL INFORMATION:

Step 1: Select Contact Tab

Option 1: Add Contact

Option 2: Edit Contact

Note: These contacts will display to the general public
D. Documents

All required Documents and Forms (Found with Appendix 1) should be uploaded within this tab

**Step 1**

**Option 1**: View or Edit Document

**Option 2**: Upload or Scan a Document

- **Note**: Only the Student Data Excel Spreadsheet will be submitted via email to LWC [CRS@lwc.la.gov](mailto:CRS@lwc.la.gov)
  - Refer to Chapter 7 of this Manual