

Metro Atlanta



Connecting Talent with Opportunity
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How to Upload Documents into the WorkSource Georgia Portal

Step 4. Upload Completed documents to the Work Source Georgia Portal

Step 1. Completed Applications Only

Upload documents to: worksourcegaportal.com

Completed Documents
<p>Completed Eligibility Checklist Signed WIOA Eligibility Application Signed Grievance and Complaint Policy Georgia WorkSource Portal Registration</p>

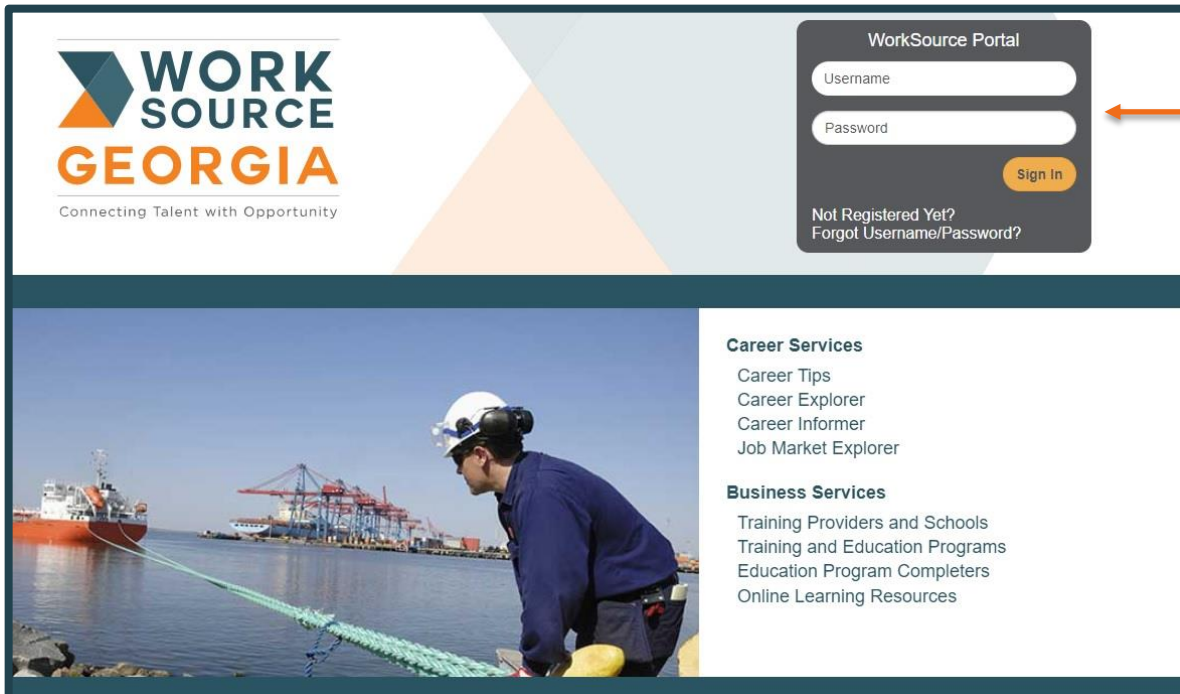
Gathered Documents
<p>Citizenship and Employment Eligibility AGE Social Security Number Residency Selective Service (Males Only) Dislocated Worker Status or Proof of Low-Income Status</p>

Reach out to your local career resource center to let us know your application is complete!

How to Upload Documents: Computer/Device

➤ **Step 2: Log into the WorkSource Georgia Portal using your unique Username and Password.**

<https://www.worksourcegaportal.com/>



**WORK
SOURCE
GEORGIA**
Connecting Talent with Opportunity

WorkSource Portal

Username

Password

Sign In

Not Registered Yet?
Forgot Username/Password?

Career Services

- Career Tips
- Career Explorer
- Career Informer
- Job Market Explorer

Business Services

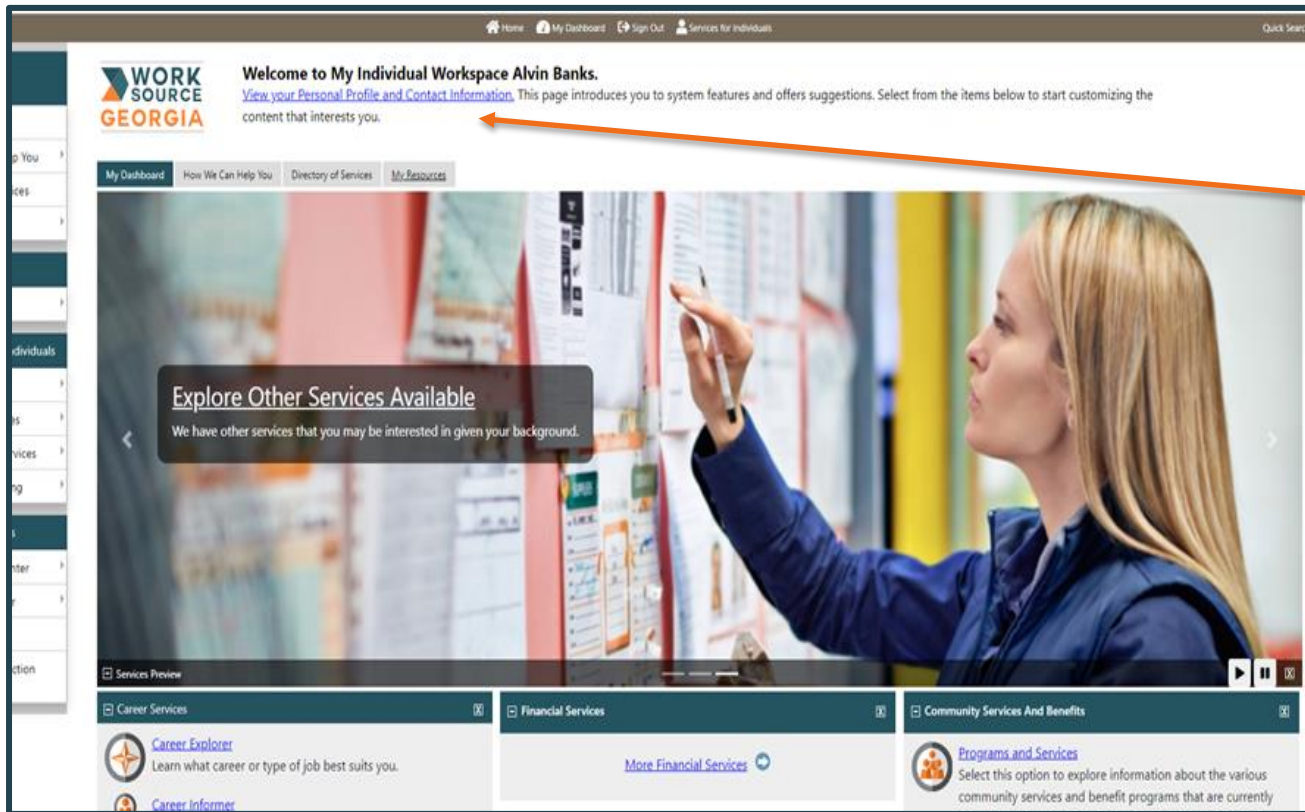
- Training Providers and Schools
- Training and Education Programs
- Education Program Completers
- Online Learning Resources

Input Username
and Password
and click
“Sign In”



How to Upload Documents: Computer/Device

Step 3. Access your Personal Profile and Contact Information



Home My Dashboard Sign Out Services for Individuals Quick Search

WORK SOURCE GEORGIA

Welcome to My Individual Workspace Alvin Banks.
[View your Personal Profile and Contact Information](#). This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.

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

Explore Other Services Available
We have other services that you may be interested in given your background.

Services Preview

Career Services **Financial Services** Community Services And Benefits

Career Explorer
Learn what career or type of job best suits you.

More Financial Services

Programs and Services
Select this option to explore information about the various community services and benefit programs that are currently

Step 3. Click the link that states "View Your Personal Profile and Contact Information".



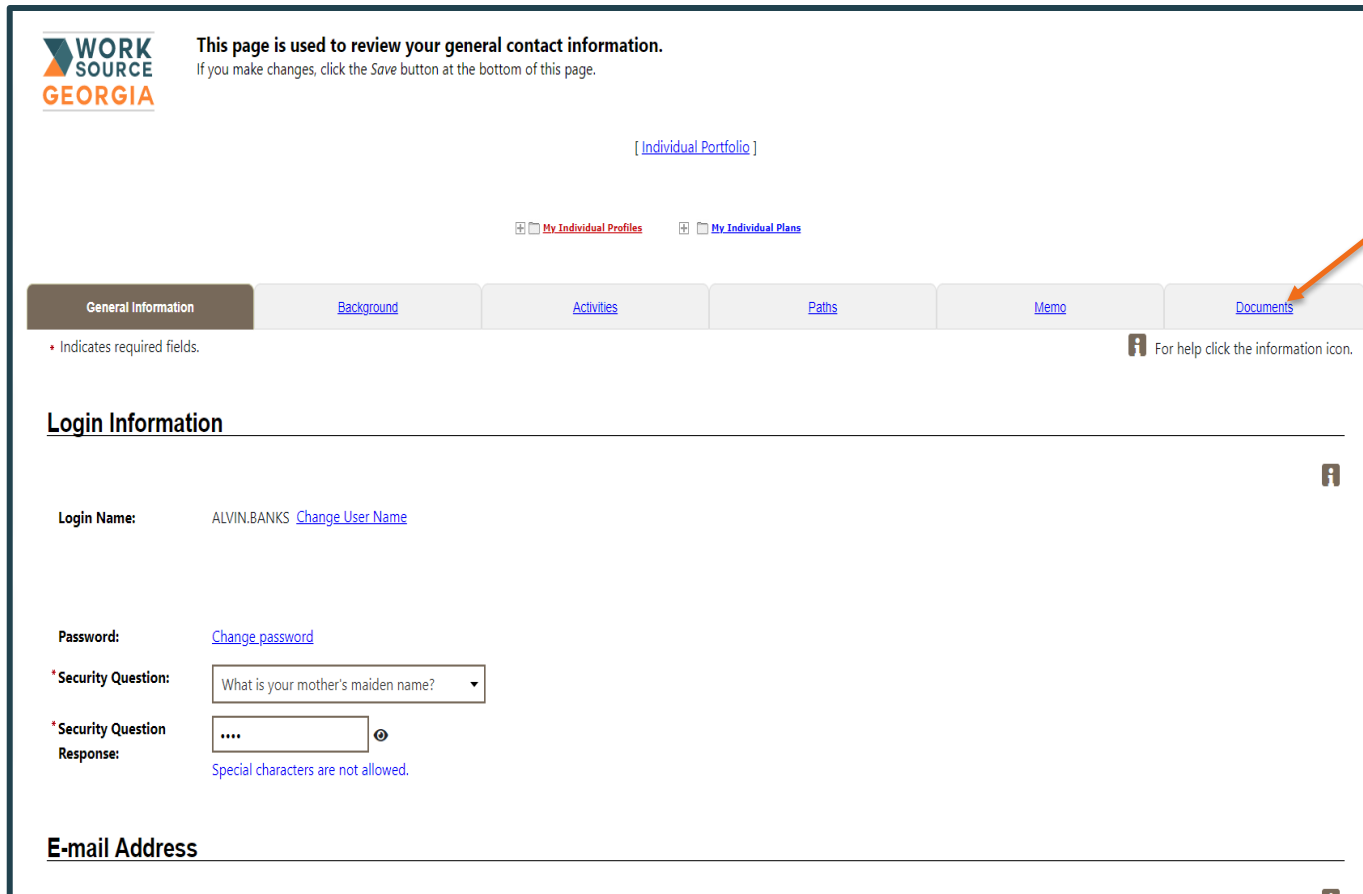
How to Upload Documents: Computer/Device

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Step 4: Select the Documents Tab




WORK SOURCE GEORGIA

This page is used to review your general contact information.
If you make changes, click the Save button at the bottom of this page.

[[Individual Portfolio](#)]

[My Individual Profiles](#) [My Individual Plans](#)

General Information | [Background](#) | [Activities](#) | [Paths](#) | [Memo](#) | [Documents](#)


• Indicates required fields.  For help click the information icon.

Login Information

Login Name: ALVIN.BANKS [Change User Name](#)

Password: [Change password](#)

***Security Question:**

***Security Question Response:** 
Special characters are not allowed.

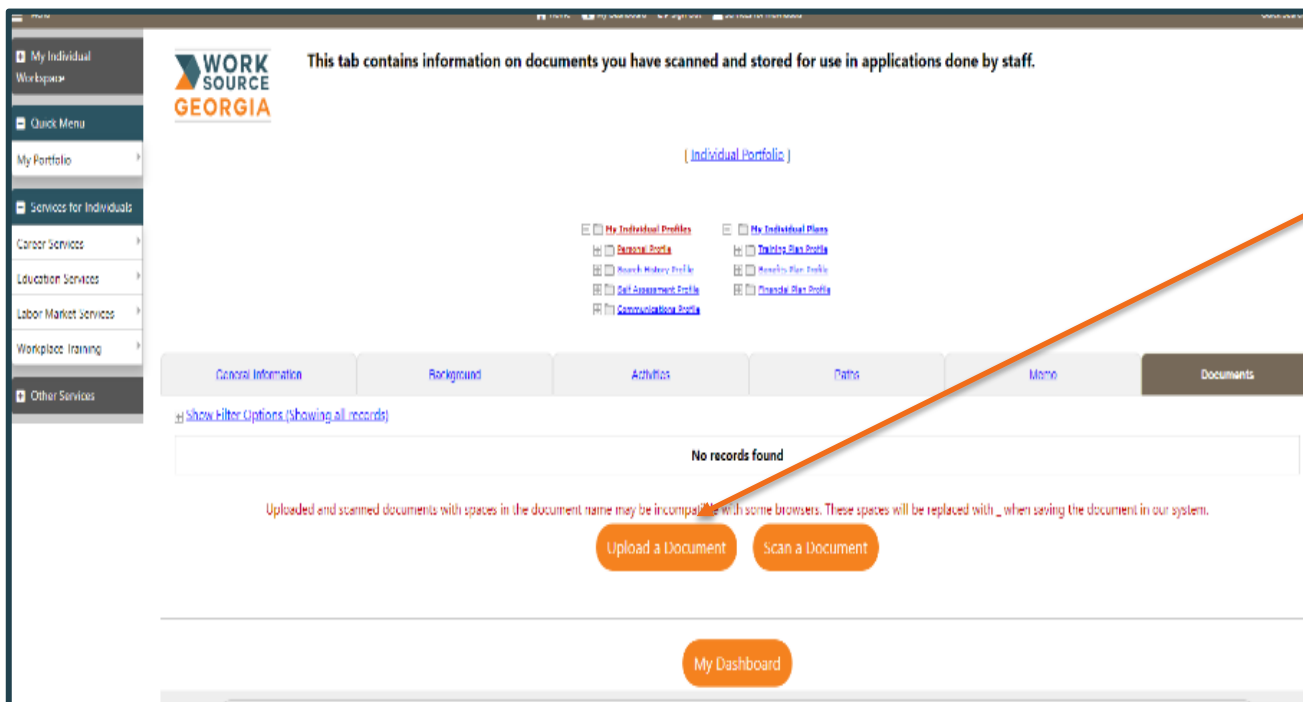
E-mail Address

Step 4.
Click the link
that states
"Documents".

How to Upload Documents: Computer/Device

Step 5: Decide to Upload a Document from Device or to Scan a Document

Step 5. If you want to upload a document, click "Upload a document"



The screenshot shows the 'Documents' tab of a user's individual portfolio on the Work Source Georgia website. The page title is 'This tab contains information on documents you have scanned and stored for use in applications done by staff.' Below the title, there is a section for '(Individual Portfolio)' with a list of links for various profiles: My Individual Profiles, My Individual Plans, Personal Profile, Training Plan Profile, Research History Profile, Research Plan Profile, Self Assessment Profile, and Career Plan Profile. A navigation bar at the bottom of the main content area includes tabs for General Information, Background, Activities, Data, Memo, and Documents (which is currently selected). Below the navigation bar, there is a message: 'No records found' and a note: 'Uploaded and scanned documents with spaces in the document name may be incompatible with some browsers. These spaces will be replaced with _ when saving the document in our system.' At the bottom of the page, there are two buttons: 'Upload a Document' and 'Scan a Document', and a 'My Dashboard' button.



How to Upload Documents: Computer/Device

Step 6: Document Description

Step 6: Use the document description box to label the document.

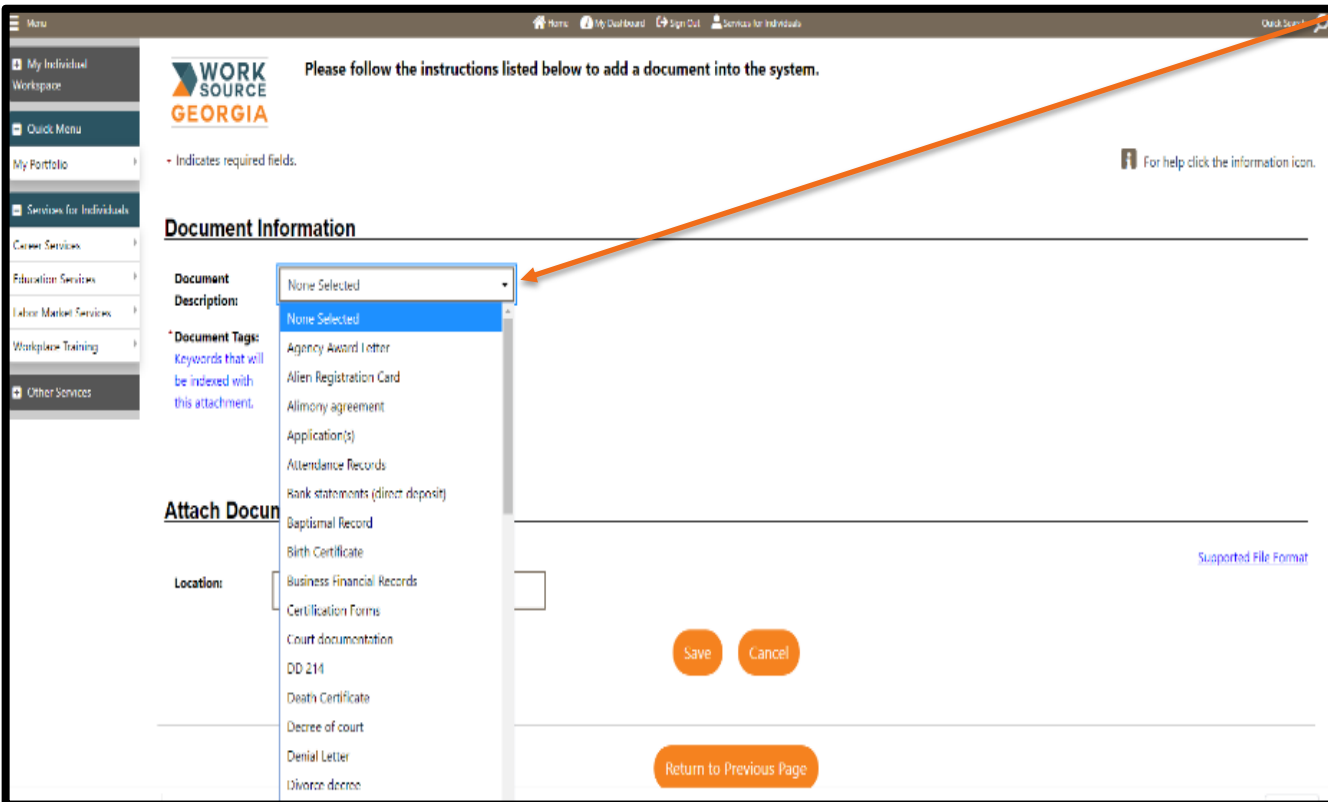
For example, if you are submitting your drivers license to show proof of age and residency you would select the drivers license to this list.

For the following documents:


- Eligibility Checklist
- Grievance Policy

For the Document Description Select:

Requested Information



Please follow the instructions listed below to add a document into the system.

- Indicates required fields.  For help click the information icon.

Document Information

Document Description: None Selected

*** Document Tags:** Keywords that will be indexed with this attachment.

Attach Document

Location:

[Supported File Format](#)

- None Selected
- Agency Award Letter
- Alien Registration Card
- Alimony agreement
- Application(s)
- Attendance Records
- Bank statements (direct deposit)
- Baptismal Record
- Birth Certificate
- Business Financial Records
- Certification Forms
- Court documentation
- DD 214
- Death Certificate
- Decree of court
- Denial Letter
- Divorce decree



How to Upload Documents: Computer/Device


Step 7. Document Tag

Document Information

Document Description:

*** Document Tags:**
Keywords that will be indexed with this attachment.

User Accessible: Yes No

Date Received: 

If left blank, today's date will be used.

Step 7:

In the "Document Tag" box you need to type in the:

Name of the document
_first initial last initial.

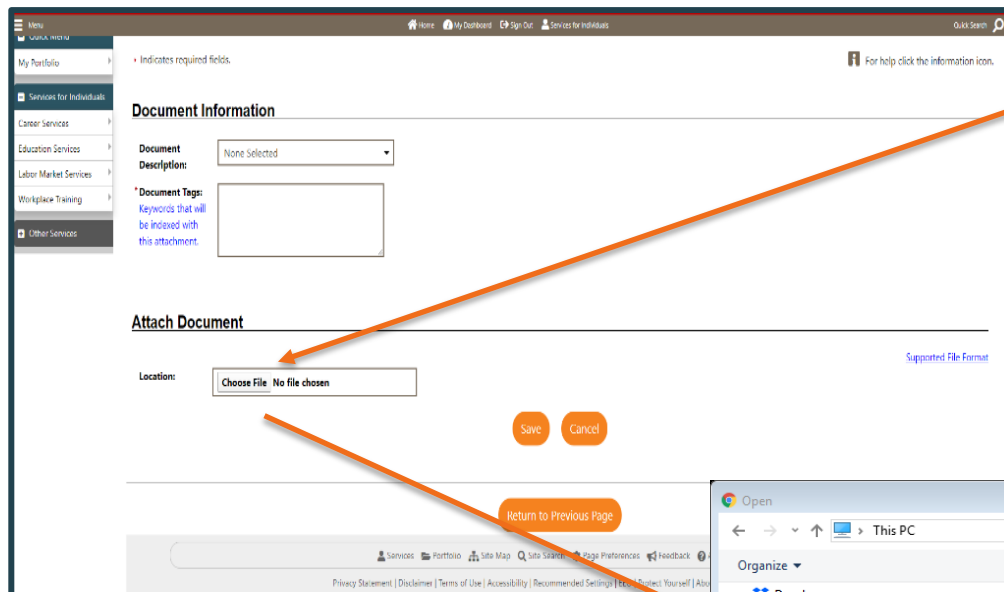
For example, if John Doe was submitting a social security card, you would tag it:

SocialSecurityCard_JD



How to Upload Documents: Computer/Device

Step 8: Attach Your Document



Document Information

Document Description: None Selected

Document Tags: Keywords that will be indexed with this attachment.

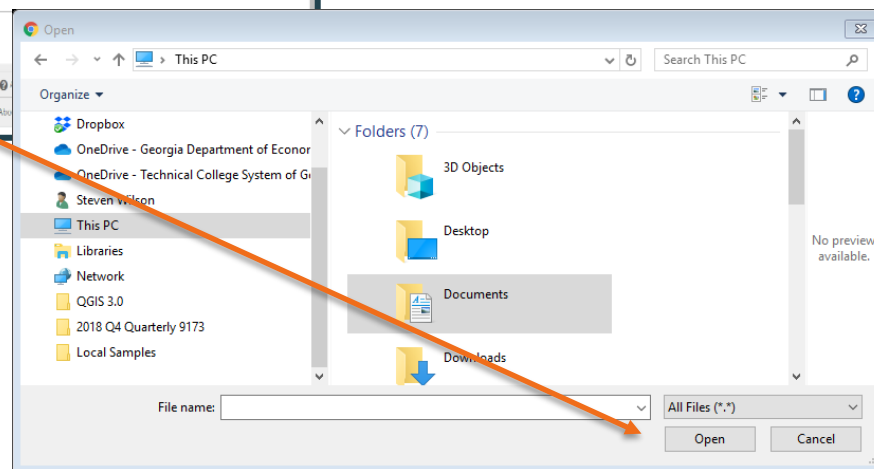
Attach Document

Location: Choose File No file chosen

Save Cancel

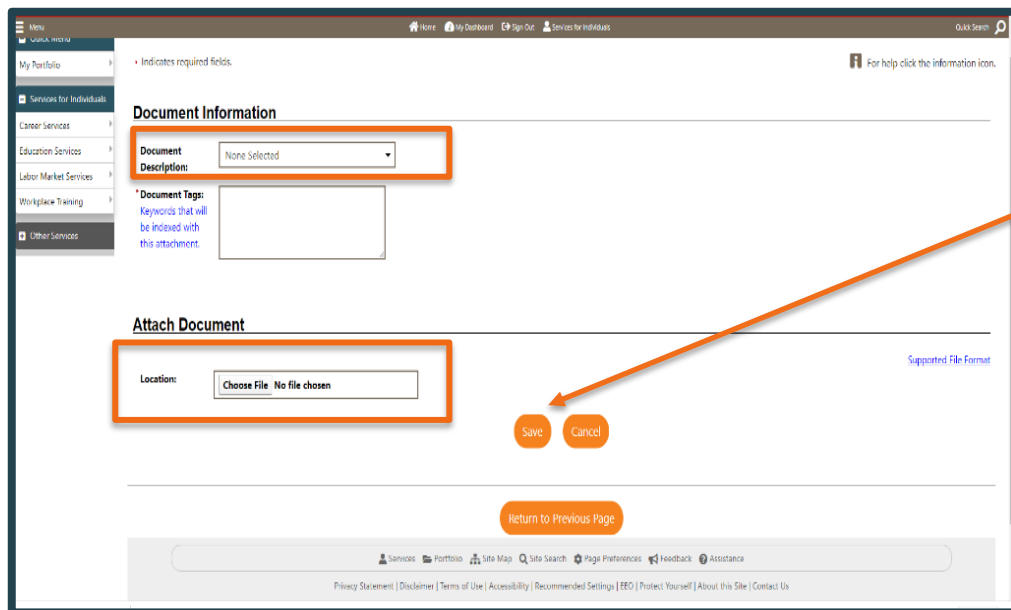
Return to Previous Page

Step 8: Click the “Choose File” and locate that document on your computer or device. Once you have found the document select “Open” to upload the file.



How to Upload Documents: Computer/Device

Step 8: Save & Repeat



Document Information

Document Description: None Selected

Document Tags: Keywords that will be indexed with this attachment.

Attach Document

Location: Choose File No file chosen

Supported File Format

Save Cancel

Return to Previous Page

Step 9. Once you have added the document description and located that document on your computer you will click save.

You will need to repeat these steps until all documents needed for eligibility are submitted.

Once you have uploaded all documents, please reach out to your local career resource center to let us know you have completed your application.

