



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

**WORKFORCE
DEVELOPMENT**

FY22 WBLOMS Employer Training Guide

**Going PRO Talent Fund (Talent Fund)
Work-Based Learning On-Line Management System
(WBLOMS)**

9/1/2021



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

Going PRO Talent Fund (Talent Fund) FY22 WBLOMS Employer Training Guide

Contents

Overview	1
Getting Started	1
Register as a New User.....	2
Signing In	4
Forgot Password	4
Employer Dashboard.....	6
Authorization Request for Independent Application	6

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.

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 Talent Fund application through this website you will need to contact your local MWA. After contacting your local MWA you will submit an authorization request through the 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. You will be able to view applications from previous award cycles.

Getting Started

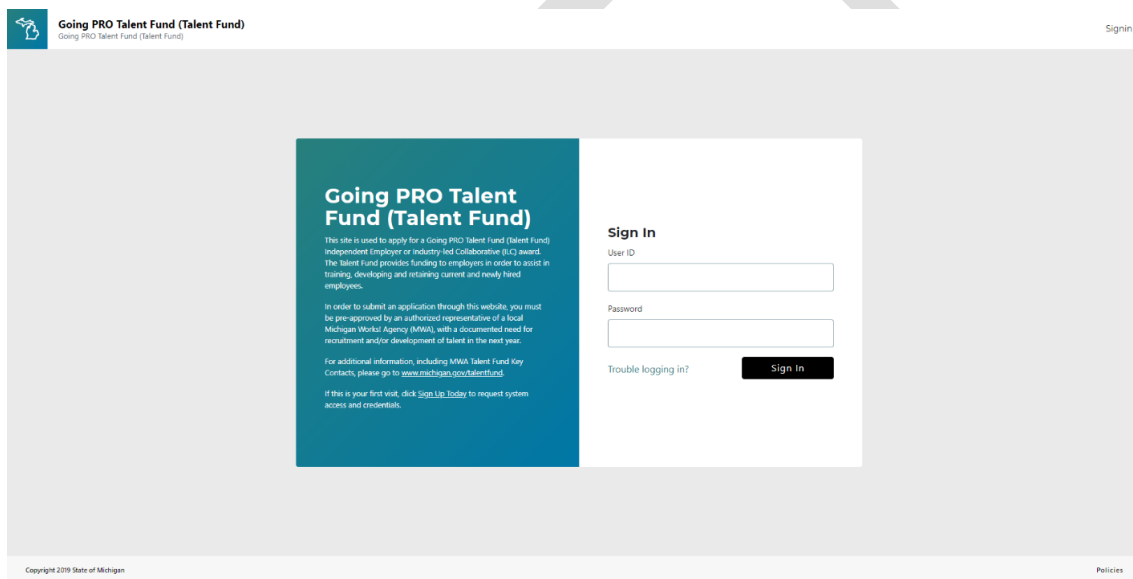
To get started, contact your local MWA to inquire about the authorization request and application. For additional information, including MWA Talent Fund Key Contacts, please go to www.michigan.gov/talentfund.

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 Pure Michigan Talent Connect (PMTTC) 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 Talent Fund applications.
- Third, you may log in using an existing WBLOMS account that was created for a previous Talent Fund 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.



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 Talent Fund through WBLOMS, if a new WBLOMS account is created, by default any existing previous or current year applications and authorization requests will not be immediately visible from the 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 an existing 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. The email address entered will be your User ID.

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="password"/>	
Confirm Password	
<input type="password"/>	
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. You may now sign in.

Select Question 3

Answer 3

Step 4

Cancel Submit

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 Talent Fund applications.
- Third, you may log in using an existing WBLOMS account that was created for a previous Talent Fund 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 PMTC account associated email address as "User ID" and use the same Password used for PMTC.

Forgot 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. Additionally, during the password reset process WBLOMS will send an email containing a security code to the email address associated with this account. Please wait for the security code arrive before requesting a new security code. If a security token has not arrived check your spam folder.

Step 1

Click the "Trouble Logging In?" button.

Sign In

User ID

Password

1
Trouble logging in?

Sign In

Step 2

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

Forgot Password?

Email Address (User ID registered with Going PRO Talent Fund System). A security token will be sent to the specified email address.

2

Cancel

3
Reset Password

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. Please wait for security token to arrive before requesting a new one. The security token lasts for 30 minutes. If a security token has not arrived check your spam folder.

Step 7

Click "Reset Password".

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

Forgot Password?

4 New Password

5 Confirm Password

6 Secure Token (Enter the security token sent to your email.)

7

Cancel

Reset 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 Talent Fund 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 slowly enter text to search for Federal Employer Identification Number (FEIN) or Company Name. As you slowly type, you will see a drop down menu appear.

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 ⓘ

small

- 383555592 : A-1 **SMALL ENGINE REPAIR LLC**
- 450628865 : AB **SMALL BUSINESS MARKETING**
- 202856289 : ADVANCED **SMALL BUSINESS**
- 274283376 : BERGMAN **SMALL ANIMAL PC**
- 383081938 : BRIAN'S **SMALL ENGINE REPAIR**
- 203926090 : CASEVILLE **SMALL ANIMAL CLINIC**
- 953512045 : CDC **SMALL BUSINESS FINANCE**
- 383544373 : COLDWATER QUINCY **SMALL ENGINE : SMALL ENGINE SALES & SERVICE**
- 811953464 : COREY **SMALLEY-HARRISON**
- 474884569 : CRYSTINE **SMALL**

Step 3

Select the employer details from the drop down list. If your company does not appear on the drop down list, proceed to manually type in your Employer Name and FEIN in the appropriate fields. If selected from the list, you will not be able to edit the FEIN field.

Employer FEIN ⓘ

111222333 : Example Company : Example Company Nar 111222333

Doing Business As ⓘ

Example Company Name to Appear on Awards 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”.

If you have previously applied to Talent Fund through WBLOMS and would like to use the same site information, click into the Site/Plant/Facility Name field. A drop-down menu will appear containing all sites that have been created for the Employer and FEIN. Click on the site you wish to use. The address fields will then automatically populate with the previously used address for that site.

Site/Plant/Facility Name ⓘ **Step 5**

- Example Company - Dearborn Location : Dearborn
- Example Company - Lansing Location : Lansing

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 site from the available drop-down list rather than manually typing in this information. When you select the correct site as detailed above in Step 5, the address for this site will automatically populate and you will not be able to edit these details.

Street Address Line 1
1234 Allegan St

Street Address Line 2

ZIP Code 48912 County Ingham County

City Lansing State Michigan

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 an application exists that you wish to edit, select “Existing”. Additionally, select “Existing” if you are using a new WBLOMS account and would like to connect to an existing application from a previous application period. To connect to an existing application, 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 typed in manually. These site details will need to be identical to the site details previously used.

If you are the first person from your company to request authorization to submit an application for this application period and you submit a “New” authorization request, once approved by the

MWA, you will be able to start a new FY21 application. You will also have access to any previous award cycle applications attached to the site indicated in your authorization request.

Requesting authorization to submit: ?

New Existing

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 by clicking on the drop-down arrow.

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

Capital Area Michigan Works! ▾

Step 9

If you are working with a representative from your MWA to submit a Talent Fund application, you may enter their contact info here.

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.

Add MWA Representative ? **Step 9**

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	Phone
<input type="text"/>	<input type="text"/>
Notes ?	
<input type="text"/>	

0 of 500 characters

Step 10