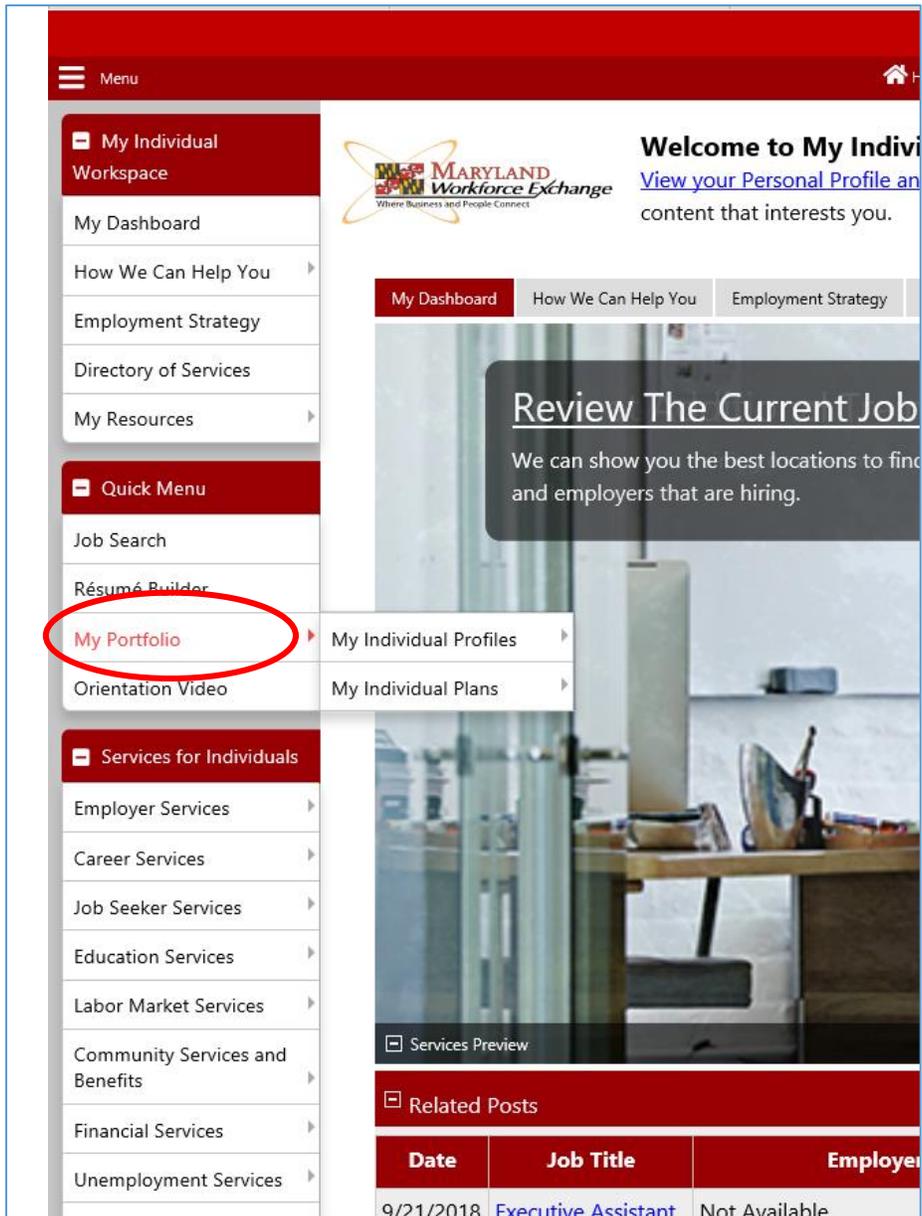


# How to Upload Documents in Maryland Workforce Exchange

## 1. Go To My Portfolio



## 2. Click My Individual Profiles

The screenshot shows the Maryland Workforce Exchange website interface. On the left is a navigation menu with sections: 'My Individual Workspace' (containing My Dashboard, How We Can Help You, Employment Strategy, Directory of Services, My Resources), 'Quick Menu' (containing Job Search, Résumé Builder, My Portfolio, Orientation Video), and 'Services for Individuals' (containing Employer Services, Career Services, Job Seeker Services, Education Services, Labor Market Services, Community Services and Benefits, Financial Services, Unemployment Services). The 'My Portfolio' item is highlighted with a red circle, and a dropdown menu is open, listing 'My Individual Profiles', 'Personal Profile', 'My Individual Plans', 'Search History Profile', 'Self Assessment Profile', and 'Communications Profile'. The main content area features a 'Welcome to My Individual Workspace' message with a link to 'View your Personal Profile and Contact Information'. Below this is a 'Review The Current Job Market' section with a background image of people in an office. At the bottom, there is a 'Related Posts' section with a table header.

Date	Job Title	Employer	Location
01/01/2010	...	...	...

### 3. Click Personal Profile

The screenshot shows the Maryland Workforce Exchange website interface. At the top, there is a red navigation bar with a 'Menu' icon, 'Home', 'My Dashboard', and 'Sign Out' links. Below this is a sidebar with several menu sections: 'My Individual Workspace' (containing 'My Dashboard', 'How We Can Help You', 'Employment Strategy', 'Directory of Services', 'My Resources'), 'Quick Menu' (containing 'Job Search', 'Résumé Builder', 'My Portfolio', 'Orientation Video'), and 'Services for Individuals' (containing 'Employer Services', 'Career Services', 'Job Seeker Services', 'Education Services', 'Labor Market Services', 'Community Services and Benefits', 'Financial Services', 'Unemployment Services'). The main content area features the Maryland Workforce Exchange logo and a welcome message: 'Welcome to My Individual Workspace Candr... View your Personal Profile and Contact Information. This page contains content that interests you.' Below the welcome message is a horizontal navigation bar with tabs: 'My Dashboard', 'How We Can Help You', 'Employment Strategy', 'Directory of Services', and 'My Resources'. The main content area is dominated by a large image of server racks with yellow and blue cables. Overlaid on this image is a semi-transparent dark box with the text 'Explore a Career Change' and 'We can show you occupations that are in demand that might be of interest'. Below this image is a 'Services Preview' section and a 'Related Posts' section. The 'Related Posts' section has a table with the following columns: 'Date', 'Job Title', 'Employer', and 'Location'. The 'Personal Profile' link in the 'My Individual Profiles' dropdown menu is circled in red.

My Individual Profiles

- Personal Profile
- Search History Profile
- Self Assessment Profile
- Communications Profile

Date	Job Title	Employer	Location
02/2020			

## 4. Click Documents Tab

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
  - Personal Profile
    - General Information
    - Background
    - Activities
    - Paths
    - Memo
    - Documents
    - Search History Profile
    - Self Assessment Profile
    - Communications Profile
  - My Individual Plans
    - Employment Plan Profile
    - Training Plan Profile
    - Benefits Plan Profile
    - Financial Plan Profile

General Information | Background | Activities | Paths | Memo | **Documents**

Indicates required fields.

### Login Information

Login Name:

Password:  [Change password](#)

For help click the information icon

Live Chat

## 5. Click Upload a document

This is the TRAIN site

General Information | Background | Activities | Paths | Memo | **Documents**

Show Filter Options (Results are being filtered)

Click a column title to sort.

Name	Tags	Class	Create Date	Expiration Date	Action
Birth_Certificate.pdf	Birth Certificate	Birth Certificate	7/14/2020		<a href="#">View</a> <a href="#">Delete</a> <a href="#">Meta Data</a>
Driver_License.pdf	Driver License	Driver License	7/14/2020		<a href="#">View</a> <a href="#">Delete</a> <a href="#">Meta Data</a>
social_security_Card_1.pdf	Social Security Card	Social Security Card	7/14/2020		<a href="#">View</a> <a href="#">Delete</a> <a href="#">Meta Data</a>
social_security_Card_1.pdf	SSC	Social Security Card	7/14/2020		<a href="#">View</a> <a href="#">Meta Data</a>

Page 1 of 1 Rows 5

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.

**Upload a Document** | Scan a Document

Live Chat

https://train-app-vios24000000.geosolinc.com/vosnet/Documents/MyDocuments.aspx

## 6. Select the appropriate document description

This is the TRAIN site

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis Quick Search

My Individual Workspace

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

Quick Menu

- Job Search
- Resume Builder
- My Portfolio
- Orientation Video

Services for Individuals

- Employer Services
- Career Services
- Job Seeker Services
- Education Services
- Labor Market Services
- Community Services and Benefits
- Financial Services
- Unemployment Services
- Veteran Services

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:**

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

**Attach Document**

**Location:**

Document List:

- Divorce decree
- Employment Records
- Food Stamp Records
- Layoff Notice/Letter
- Library Card
- Marriage certificate
- Medicaid/Medicare Card
- Other Tax Document
- Pay Check Stubs
- Pension/Annuity statement
- Phone Directory
- Physician's statement
- Police records
- Progress Reports
- Property Tax Record
- Psychiatrist's statement
- Receipts
- Release of Information
- Requested Information
- School Identification Card
- School Records
- Selective Service Acknowledgement Letter
- Selective Service Registration card
- Social Security Card
- Veterans Administration letter/records
- Voter Registration Card
- W-2 Form
- Driver License
- U.S. Passport
- Other

Supported File Format

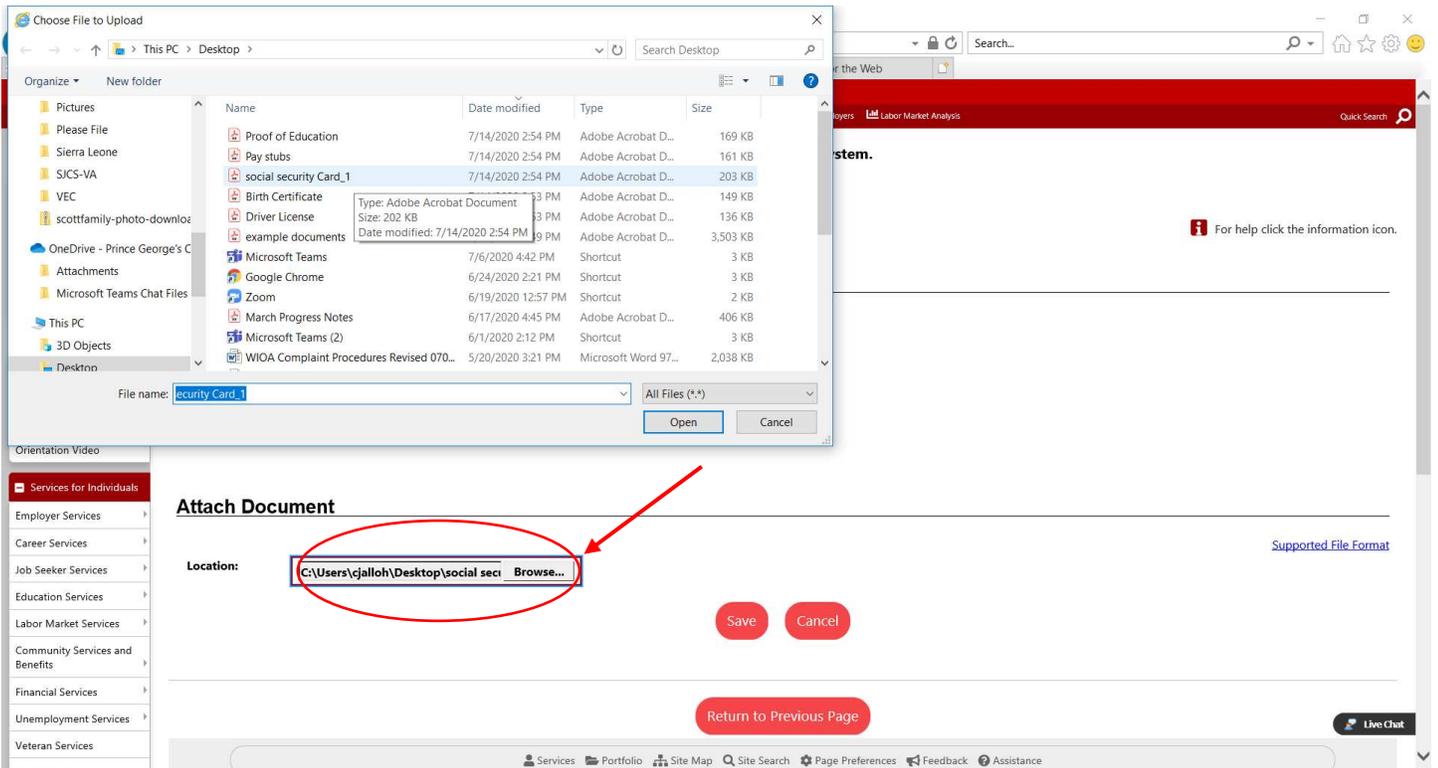
Save Cancel

Return to Previous Page

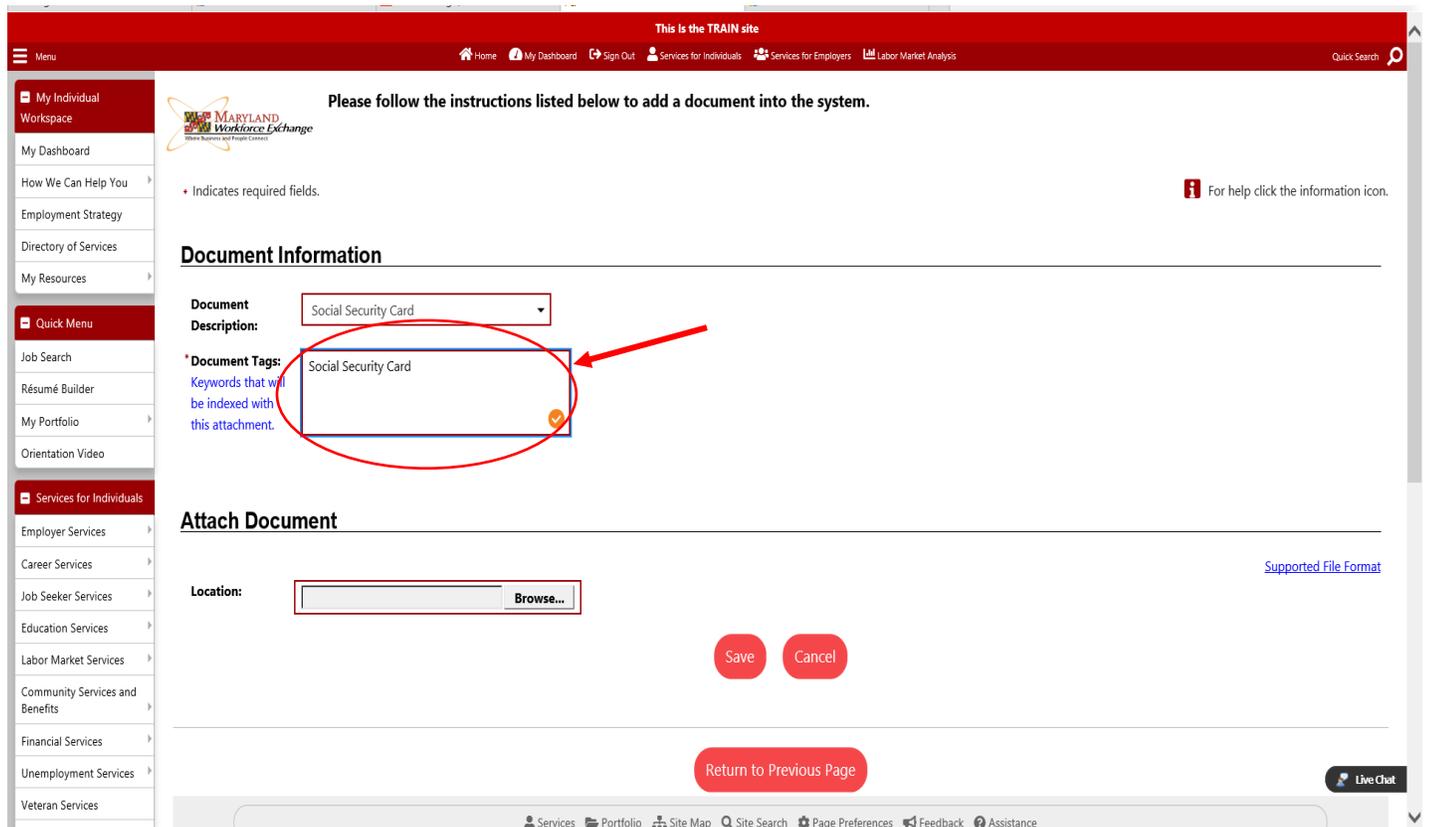
Live Chat

Services Portfolio Site Map Site Search Page Preferences Feedback Assistance

### 7. In the Document Tag Section type in the Document Description



### 8. Select Browse to attach the document



## 9. Click Save

This is the TRAIN site

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis Quick Search

My Individual Workspace

My Dashboard

How We Can Help You

Employment Strategy

Directory of Services

My Resources

Quick Menu

Job Search

Résumé Builder

My Portfolio

Orientation Video

Services for Individuals

Employer Services

Career Services

Job Seeker Services

Education Services

Labor Market Services

Community Services and Benefits

Financial Services

Unemployment Services

Veteran Services

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: Social Security Card

Description:

Document Tags: Social Security Card

Keywords that will be indexed with this attachment.

**Attach Document**

Location: C:\Users\cjalloh\Desktop\social secur... Browse...

Supported File Format

Save Cancel

Return to Previous Page

Live Chat

https://train-app-vos24000000.geosolinc.com/vosnet/Documents/DocumentAdd.aspx

Services Portfolio Site Map Site Search Page Preferences Feedback Assistance

## 10. Your uploaded document will appear in your documents TAB

This is the TRAIN site

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis Quick Search

Services for Individuals

Employer Services

Career Services

Job Seeker Services

Education Services

Labor Market Services

Community Services and Benefits

Financial Services

Unemployment Services

Veteran Services

Youth Services

Senior Services

Disability Services

Workplace Training

Staff Provided Services

Other Services

Communication Center

Appointment Center

Assistance Center

Learnino Center

General Information Background Activities Paths Memo Documents

Show Filter Options (Results are being filtered)

Click a column title to sort.

Name	Tags	Class	Create Date	Expiration Date	Action
Birth_Certificate.pdf	Birth Certificate	Birth Certificate	7/14/2020		<a href="#">View</a> <a href="#">Delete</a> <a href="#">Meta Data</a>
Driver_License.pdf	Driver License	Driver License	7/14/2020		<a href="#">View</a> <a href="#">Delete</a> <a href="#">Meta Data</a>
social_security_Card_1.pdf	Social Security Card	Social Security Card	7/14/2020		<a href="#">View</a> <a href="#">Delete</a> <a href="#">Meta Data</a>
social_security_Card_1.pdf	SSC	Social Security Card	7/14/2020		<a href="#">View</a> <a href="#">Delete</a> <a href="#">Meta Data</a>
social_security_Card_1.pdf	Social Security Card	Social Security Card	7/15/2020		<a href="#">View</a> <a href="#">Delete</a> <a href="#">Meta Data</a>

