

# Executive Summary

WIOA State Plans: Using the Online Portal for Plan Submission  
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In coming weeks, States will be submitting the required two-year modification for Workforce Innovation and Opportunity Act (WIOA) Unified and Combined State Plans. To help States prepare, the Department of Education and the Department of Labor are hosting a training for State users via the Workforce GPS platform. This training provides an overview of the State plan portal and its features. Topics will include how to obtain an account, permission levels, navigation of the portal, data entry, how to ensure the contents of the plan are 508-compliant, and other mechanics of using the system. This training is intended for new users as well as those who need to refresh their knowledge.

The training objectives include the following:

- Provide a general overview of the WIOA planning requirements for the required two-year modification.
- Provide a general overview of the State plan portal for State users.
- Provide focused training and tips for State users on how to use the State plan portal.

**Jim Doyle, Shannon Moler**, and **Ken Schellenberg** of the Department of Education, Rehabilitation Services Administration, and **Heather Fleck** of the Department of Labor, Employment and Training Administration, provide guidance to State users on how to use the WIOA State plan portal and answers to specific State user questions.

## Run of Show

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Web portal basics - How to request access	04:15
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Web portal basics – The “Welcome” Screen	09:16
Web portal basics – The “Data Entry” Screen	10:04
State Plan Structure – The “Overview” Screen	12:59
State Plan Structure – The “Status of Program-Specific portions of the plan” or the “Dashboard”	13:28
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State Plan Structure – The “View or Export” screen	16:15
State Plan Structure – Editing Comments	18:20
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State Plan Structure – Navigating the Plan	23:08
Ensuring Accessibility	25:16
Saving your MS Word text into the portal: Rich Text editing v. Basic editing	28:00
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