

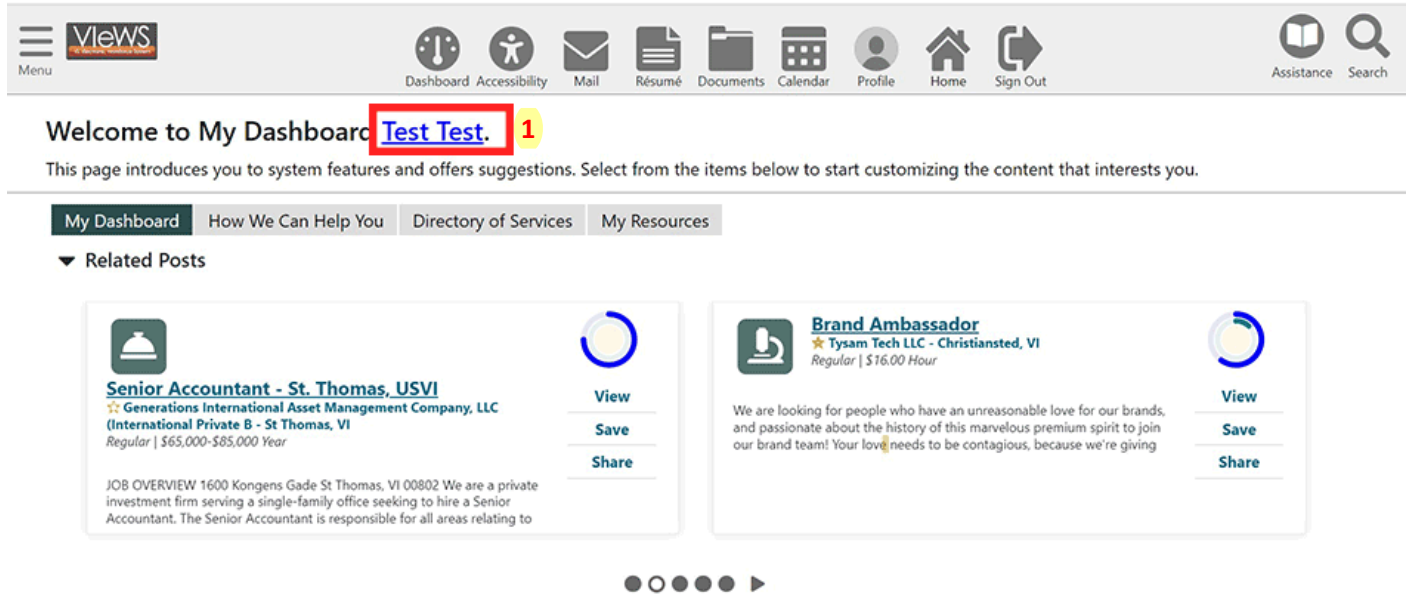
HOW TO UPLOAD VERIFICATION DOCUMENTS INTO THE VIRGIN ISLANDS ELECTRONIC WORKFORCE SYSTEM (VIEWS)

Desktop Version

STEP 1

Upon logging into the VIEWS system, you will be taken to your dashboard.

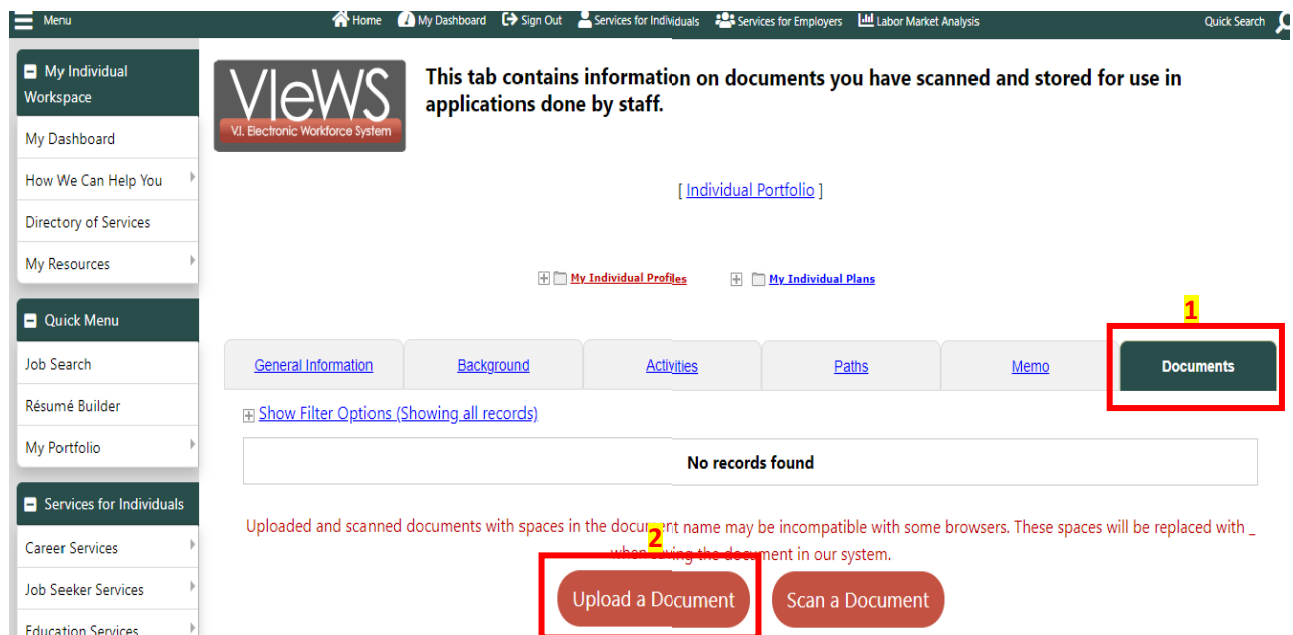
Click on your “Name.”



The screenshot shows the VIEWS dashboard interface. At the top, there is a navigation bar with icons for Dashboard, Accessibility, Mail, Résumé, Documents, Calendar, Profile, Home, Sign Out, Assistance, and Search. Below the navigation bar, the text "Welcome to My Dashboard" is followed by the name "Test Test." which is highlighted with a red rectangular box. A yellow circle with the number "1" is placed to the right of the name. Below this, there is a section for "Related Posts" with two job listings. The first listing is for a "Senior Accountant - St. Thomas, USVI" and the second is for a "Brand Ambassador" at Tysam Tech LLC. Each listing has "View", "Save", and "Share" buttons.

STEP 2

Click the Documents tab, then click Upload a Document button.



The screenshot shows the VIEWS system interface for the "Documents" tab. The top navigation bar includes "Home", "My Dashboard", "Sign Out", "Services for Individuals", "Services for Employers", and "Labor Market Analysis". The left sidebar contains a "My Individual Workspace" menu with options like "My Dashboard", "How We Can Help You", "Directory of Services", and "My Resources". Below this is a "Quick Menu" with "Job Search", "Résumé Builder", and "My Portfolio". The main content area has a header "This tab contains information on documents you have scanned and stored for use in applications done by staff." and a sub-header "[Individual Portfolio]". There are two tabs: "My Individual Profiles" and "My Individual Plans". Below these are five tabs: "General Information", "Background", "Activities", "Paths", and "Memo". The "Documents" tab is highlighted with a red box and a yellow "1" next to it. Below the tabs, there is a "Show Filter Options (Showing all records)" link and a "No records found" message. At the bottom, there is a red text warning: "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." Below this warning, there are two buttons: "Upload a Document" (highlighted with a red box) and "Scan a Document". A yellow "2" is placed above the "Upload a Document" button.

STEP 3

Select a **Document Description** and enter **Document Tags**.
Click **Choose File** to select your document.

Document Information

1

Document Description: Birth Certificate

2

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

Attach Document

3

Location:

Save Cancel

Press **Save** and you're Done! 😊

