

Getting Started in the YouthWorks Database

Welcome

The YouthWorks database is designed to support all aspects of the YouthWorks program, with a wide range of features! This guide is meant to help you navigate the database in between formal trainings offered by YouthWorks to get staff up and running with the database. Once there is a formal training offered, YouthWorks suggests staff attend that as well to be fully informed on how to work in the database.

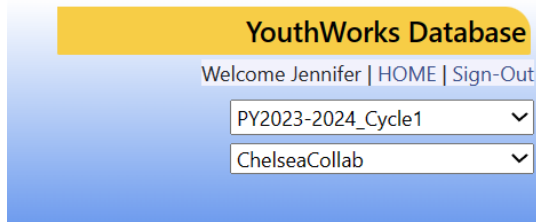
Use this Database Guide and the presentations and videos to familiarize yourself with the content, to explore the layout, and to try out different features within the database. Be sure to reach out for assistance from your team when you need it, so you can make the most of the database tools and features.

[1.] Getting into the Database:

- Apply for a YouthWorks database username and password.
 - On the youthworksdata.org sign-in page, click the link to register for a staff account.
 - First, check with a colleague or manager to be sure you know the name of the YouthWorks program, region, and program city.
 - After you fill in the registration form, your program manager will approve your account and generate an automated email with your sign-in information.

[2.] **Accessing the Correct Information:** When you sign into the database, you will see a welcome page with the latest news and updates.

- Click to continue, and it will redirect you to the home page.
- On the home page, in the top right corner, you will see a drop-down menu of settings, including the current program cycle. If you are working on an upcoming cycle or recently completed cycle, you can use the dropdown list in the top right corner of the screen to choose the correct YW Program Cycle.



[3.] **Navigating the Home Page:** The home page presents some dashboard charts and graphs with data about your program or region for the current program cycle.

COMMONWEALTH CORPORATION

HOME: YOUTH INFORMATION + WORKSITE INFORMATION + MATCHING + WORK-BASED LEARNING PLANS + YOUTH LANDING PAGES + ATTENDANCE + REPORTS

YouthWorks Database
 Welcome Jennifer | HOME | Sign Out
 PY2023-2024_Cycle1
 Database

Participant Search
 Use this form to SEARCH for a participant.
 Filter by...
 First Name (n): greater than 0
 Lastname: greater than 0
 Show first 10 records.

PY2023-2024_Cycle1 Applications and Placements for Databook as of 8/22/2023

Youth Applicants	1	Placed in Youthworks	1
# of Worksites	1	Worksites with Placements	1
# of Openings	3	Openings Filled	1

Navigation Callouts:

- Navigate to the database screens via the navigation menu along the top of each screen.
- Choose the program cycle from the dropdown list in the top right corner.
- If you have region-wide access, choose a YW Program from the second dropdown box.
- Click the “i” icon to open the Database Manual, or click “About” on the footer of each page.
- View a variety of “Dashboard Charts” from the home page.

[4.] **Accessing the Guide:** The Database Guide is available in the “i” icon on the navigation bar along the top of the screen and can be accessed in the “About” link on the footer of each screen. To get started, browse the database guide, including the following.

[a.] Read “Five Things to Know”

[b.] View the presentation “Database Overview”

[c.] View the video “Participants, Worksites and Matching” [Summer 2023: Note that the online youth application and worksite application forms are temporarily unavailable and substitute forms are provided.]

[d.] View the video “Webinar Video: Program Completion”

[e.] If you are responsible for sending out emails to participants about their Youth Landing Pages / Signal Success links, please read “Overview of the Youth Landing Page”

[f.] If you are responsible for managing workshop attendance, please read the items under ATTENDANCE in the database manual.

[g.] If you are responsible for managing Work-Based Learning Plans, please read the items under “Work-Based Learning Plans.”

The YouthWorks database is designed to support all aspects of the YouthWorks program, with a wide range of features! It is a best practice to be versed in all of the Database features but not every staff member will need to use every feature. Ensure to check in with your supervisor on what features you will be using the most and work to master those features.