WIA SEEKER:

ENTERING SEEKER INFORMATION

After completing paperwork and obtaining documents for eligibility purposes, applicant information can be entered in MontanaWorks.

Find Seeker:

Determine if an applicant has a record in MontanaWorks by clicking on the Find Seeker icon on the toolbar.

There are several ways to search:

- By last 4 digits of Social Security Number (narrow search by including part of last name)
- By last name (narrow search by including part of first name or entering city)
- By phone number
- By email address
- UserID which is the Username used to login to jobs.mt.gov
Find Seeker-Record Found:

If the applicant’s record is found in MontanaWorks, a list will appear below the Search Criteria section with participants already in MontanaWorks who met the search criteria.

Seeker Info:

Double click on the Seeker Name field to go to the Seeker Info screen.

If the search criteria were specific enough to find the applicant, the Seeker Info screen will pop up automatically.
If the applicant has no record in MontanaWorks, the message **Query Returned no Rows** will appear at the bottom of the screen.

**Seeker Basic:**

To enter applicant data, click on the Seeker Entry icon on the Find Seeker tab or on the toolbar at the top of the screen.

Enter applicant data on this screen. All fields marked with a blue diamond must be completed. Check data entry to ensure fields are correct. Click on the **Save** button.

If the applicant is a veteran, you must complete the Veteran information.

**HINTS:** When the cursor is in a field, look at the lower left hand side of the screen for a hint as to what kind of data is expected and/or what format that data should be entered. Not all fields have hints.
Seeker Info-Details:

For new participants, click on the Seeker Info-Details tab and complete Status, School Years, and Outcome. Click on the "Save" button.
Seeker Info-Other:

For new participants, click on the Seeker Info-Other tab and enter Employment Status if necessary, UC Eligible Status, Offender if applicable, Migrant Seasonal Worker data if applicable, Race data and Ethnicity data.

If you have any difficulties, or receive a message in the lower left-hand corner that says, “Field protected against update,” email the WIA Mworks Help Desk at DDLIWSDMWorksWIAHelp@mt.gov or email/call one of the WIA staff.

Continue with ‘WIA Assessment.’