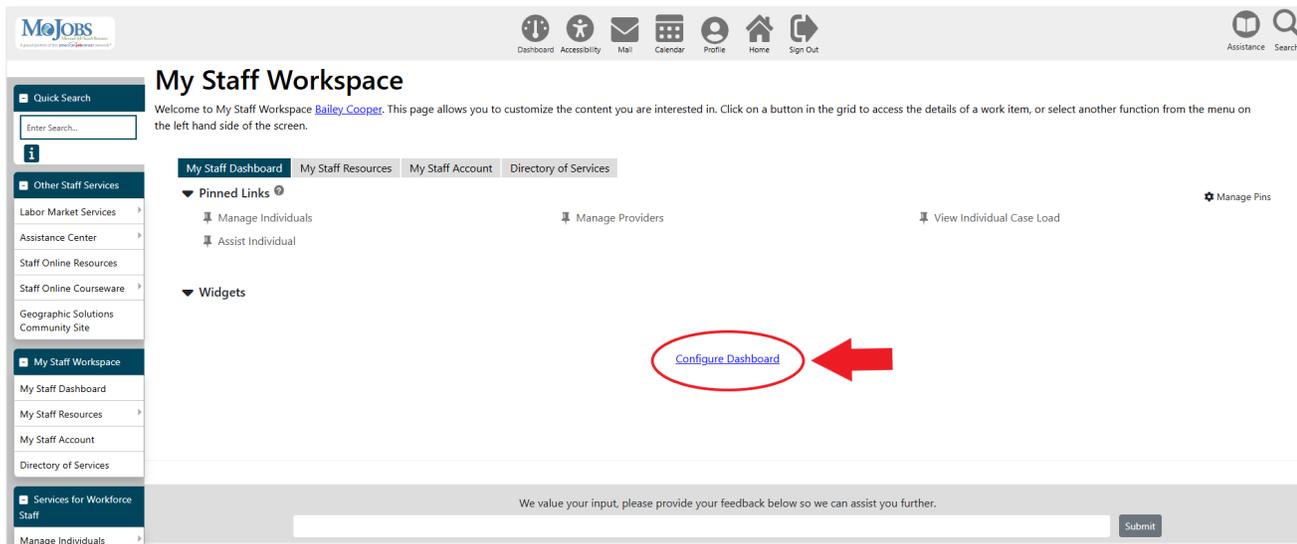# Office of Workforce & Community Initiatives

MoJobs Alert Subscription Guide

OWCI Guide for setting up MoJob Alerts with SkillUP Recommendations

First things first

First, make sure the widgets are set up to show on the dashboard landing page. To do this click on "Configure Dashboard"

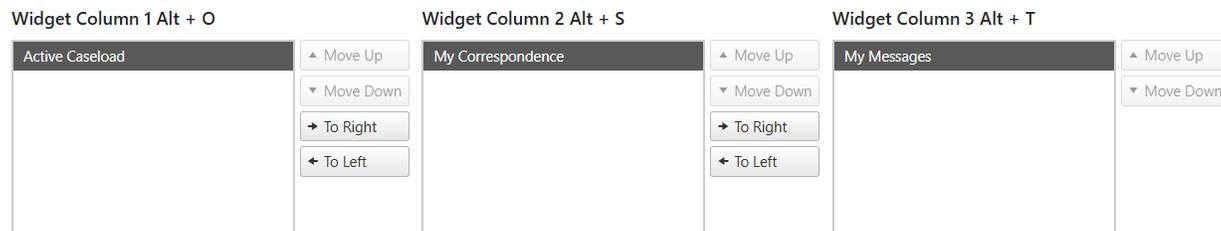On this screen, select the Widgets you would like to show on your Dashboard landing page.

**The SkillUP team would recommend selecting at minimum *Active Caseload*, *My Correspondence*, and *My Messages*.

Scroll to the bottom and select Save. Then you will return to the landing page.

Where to go and how to get there

Go to the menu on the left side of the screen. Scroll towards the bottom under *Communications* →
Alerts → *My Alerts*. Select *My Alerts*.
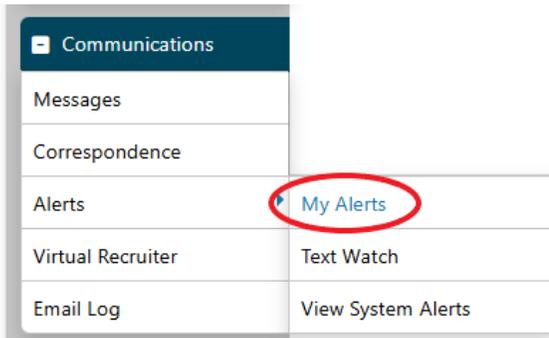
Select *Modify My Alerts Subscriptions*
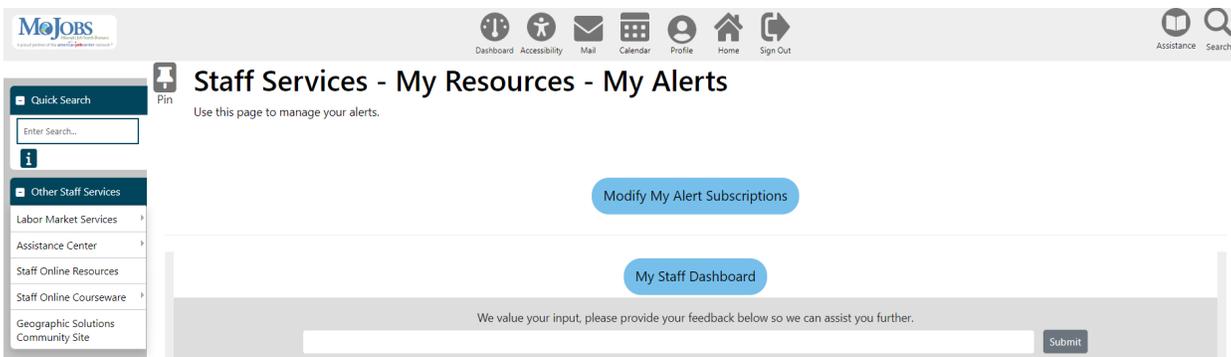
Choose the different alerts that best fit your needs. You will have the option to select the frequency of the notifications as well. These are split up by different programs, make sure to select the correct alerts for the correct program.

Select the Alerts you would like to receive notifications for by checking the box next to the alert:

Select the number of days for the alert:

Select the notification setting:
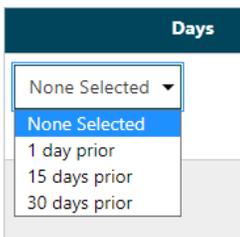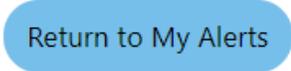

After making the necessary selections, scroll to the bottom of the page and click "Save."

The following message will appear:

Your alert subscriptions have been updated.

Click "Return to My Alerts"

Your selected alerts will display:

SNAP Alerts				
Alert Description	**Days**	**Notify**	**Create Date**	**Action**
SNAP Active Cases with no Case Notes within a specific time period	30 days since	Everyday	03/19/2025	Delete
SNAP Activity Projected End Date	15 days prior	Everyday	03/19/2025	Delete
SNAP Application no activities created	N/A	Everyday	03/19/2025	Delete
SNAP Appointments scheduled	1 day prior	Once	03/19/2025	Delete
SNAP Not enrolled in a Component	N/A	Everyday	03/19/2025	Delete
SNAP Soft Exit	15 days prior	Everyday	03/19/2025	Delete

NOTE: When first logging into MoJobs, the system will notify you of unread messages/alerts:

**The SkillUP team recommends having the same alerts set up for each program that is utilized, such as WIOA, SkillUP and Other Agency Defined Programs. The following are the SkillUP team's recommendations.

We recommend these two are selected, at minimum, under SNAP:

Select	Alert Description	Days	Notify
	SNAP Alerts		
☐	**SNAP Activity Projected Start Date** — This alert will notify you when an Individual in your case load has a projected SNAP Program activity start date about to come up.	None Selected ▾	◉ On the day only ○ Everyday after
☑	**SNAP Activity Projected End Date** — This alert will notify you when an Individual in your case load has a projected SNAP Program activity end date about to come up.	15 days prior ▾	○ On the day only ◉ Everyday after
☐	**SNAP Not enrolled in a Component** — This alert will notify you when an Individual in your case load has not been enrolled in a Component.	N/A	N/A
☐	**SNAP Active Cases with no Case Notes within a specific time period** — This alert will notify you when an Individual in your case load have not had a case note entered.	None Selected ▾	◉ On the day only ○ Everyday after
☐	**SNAP Application no activities created** — This alert will notify you when an Individual in your case load has not had any activities created.	N/A	N/A
☐	**SNAP Appointments scheduled** — This alert will notify you when an Individual in your case load has scheduled appointments.	None Selected ▾	◉ On the day only ○ Everyday after
☑	**SNAP Soft Exit** — This alert will notify you when an Individual in your case load is about to soft exit from the SNAP program.	15 days prior ▾	○ On the day only ◉ Everyday after
☐	**New SNAP Mandatory Requiring Case Assignment** — This alert will notify you when a new mandatory SNAP Referral has been received from DCF and requires that a case manager be assigned.	None Selected ▾	◉ On the day only ○ Everyday after
☐	**SNAP sanction (penalty) Disposition entered** — This alert will notify the Case Manager when a SNAP E&T sanction disposition has been received from	N/A	N/A

We recommend these under IEP Alerts:

Select	Alert Description	Days	Notify
	IEP Alerts		
☑	**IEP Goals Alert** — This alert will notify you when any IEP goal created by you is nearing the Estimated Date of Completion	5 days prior ▾	○ On the day only ◉ Everyday after
☑	**IEP Objectives Alert** — This alert will notify you when any IEP Objective created by you is nearing the Review Date of Completion	5 days prior ▾	○ On the day only ◉ Everyday after
☐	**IEP Objectives Steps Alert** — The alert will notify you when any IEP Objective Steps created by you is nearing the Due Date.	None Selected ▾	◉ On the day only ○ Everyday after
☐	**IEP Objectives Nearing Review Date of Completion for Case Managers** — This alert will notify you when any IEP Objective is nearing the Review Date of Completion.	None Selected ▾	◉ On the day only ○ Everyday after
☐	**IEP Objectives Steps Nearing Due Date of Completion for Assigned Case Manager** — This Alert will notify you when any IEP Objective Steps is nearing the Due Date.	None Selected ▾	◉ On the day only ○ Everyday after
☐	**IEP Goals Nearing Estimated Completion Date for Case Managers** — This alert will notify you when any IEP Goal is nearing the Estimated Date of Completion.	None Selected ▾	◉ On the day only ○ Everyday after

We recommend this under Case Management Alerts:

Select	Alert Description	Days	Notify
	Case Management Alerts		
☐	**Eligibility Explorer - Pending Applications for Review** — This alert will notify you of pending Eligibility Explorer Applications for your LWDB/Region completed by individuals expressing interest in program services.	N/A	N/A
☐	**Deferral Follow-up alert** — This alert will notify you when assigned cases require Deferral Good Cause Follow-ups.	None Selected ▾	◉ On the day only ○ Everyday after
☑	**New Case Assigned to Staff** — This alert will notify you when new participants have been added to your case load.	1 day since ▾	○ On the day only ◉ Everyday after