

# WIOA Reports - Instructions

## **Login**

You must have a user account to access WIOA Reports.

Contact Support, [HECC\\_OSACProgrammer@hecc.oregon.gov](mailto:HECC_OSACProgrammer@hecc.oregon.gov), to request access to WIOA Reports or if you have any questions or issues with the website.

1. Login: <https://ccwd.hecc.oregon.gov/Login/>
2. Enter your username and password and click [Login]. If you don't know your password, click "I forgot my password". **A password will be emailed to you.** The email will be titled "CCWD Login" from ccwd.info@hecc.oregon.gov. If you don't receive an email within a few minutes, check your Junk E-mail folder.
3. If you would like to change your password, click "Edit my Account". Enter a new password and click "Update".
4. Under "Your CCWD Application(s)" click the link to "WIOA Reports System".
5. Your web session will last 2 hours. After that it will ask you to log in again.

## **Run a Report**

All reports are generated either from the latest WIOA data that has been submitted to Office of Workforce Investments (OWI) or from calculated performance data (the WIASRD table). The header at the top of the page will tell you when data was last submitted for your local workforce investment area and when the last performance update was run. Run the "Submission Merge Log" report to see a history of data submissions.

Click on a report in the blue box to see a short description. The Data Source will tell you what data the report is based on – either Submitted WIOA data or the WIASRD table.

1. WIOA Reports website: <https://ccwd.hecc.oregon.gov/WIARept/>
2. Select [**Reports**] from the menu on the left.
3. Select a report.
4. Each report has different reporting options that appear below the [Run Report] button. Make whatever changes you would like to these options.
5. Click the [Run Report] button to view or save a copy of your report.

## **Request a Report**

Some reports contain confidential data. Extra precautions have been taken to protect the confidentiality of participant data. These reports are run the same way the non-confidential reports are run. The difference is that you are sent an email with a link that will allow you to download the report from a restricted area. If you don't download the report within 7 days, it is deleted from the restricted area. A log is kept of every report is run from this page.

1. WIA Reports website: <https://ccwd.hecc.oregon.gov/WIARept/>
2. Select [**Request**] from the menu on the left.
3. Select a report.
4. Each report has different reporting options that appear below the [Run Report] button. Make whatever changes you would like to these options.
5. Click the [Run Report] button. You will receive an email with a download link.

## **Links**

The Links page contains links to documents pertaining to WIOA performance and WIOA MIS systems. A login is not required to access this page.