



Updating Youth@Work Portal

PRK worksites must be added to the Portal and specifically labeled following the instructions below:

A. To add the job location in the Portal:

- 1) Navigate to the Agency user page;
- 2) Go to the Youth Employment Program (YEP) tab;
- 3) Agency User shall then select "Add New Worksite".

B. All PRK worksites shall be recorded as listed in the screenshot below:

- PRK-worksite name and address (Ex: PRK-Marriot Hotel 123 Bland Rd.)

The screenshot shows the "Create Worksite" form in the Youth@Work Portal. The form is titled "Create Worksite" and contains several fields for entering worksite information. The "Organization Name" field is highlighted in light blue. The "Worksite" field contains "PRK-Marriot Hotel 123 Bland Rd". The "Address Line 1" field contains "123 Bland Rd". The "City" field contains "Los Angeles", the "State" field contains "California", and the "Supervisory District" field is a dropdown menu with "Select Sup District" selected. The "Worksite Sector" field has radio buttons for "Public", "Private", and "Non Profit", with "Non Profit" selected. The "Type of Government Agency" field is a dropdown menu with "Non-County" selected. The "County Department" field is a dropdown menu with "Select County Department" selected. The "Industry" field is a dropdown menu with "Accommodation and Food Services" selected. The "NAICS Code" field contains "721110" and the "NAICS Description" field contains "Hotels (except Casino Hotels) and Motels". The "Active?" field has radio buttons for "Active" and "Inactive", with "Active" selected. The "ADA Complied?" field has radio buttons for "Yes" and "No", with "No" selected. A "Create Worksite" button is located at the bottom right of the form.