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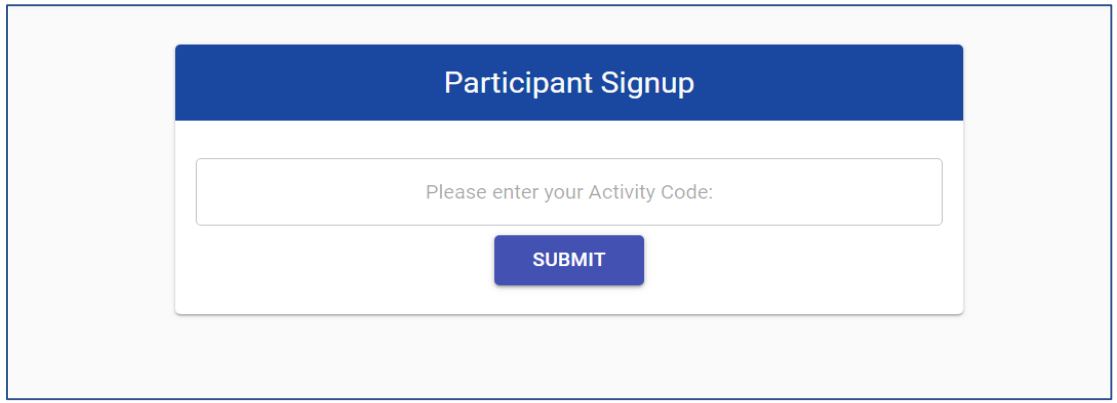
Data Management System Self-Service Enrollment Guide

Access Online Enrollment

1. To access the self-service enrollment site, visit https://www.participant.gwbri.org.
2. Enter the Activity Code in the Participant Signup box.



NOTE: To access the enrollment site, participants will be required to enter a unique 6-character Activity Code. If you do not have the Activity Code, contact your training provider.

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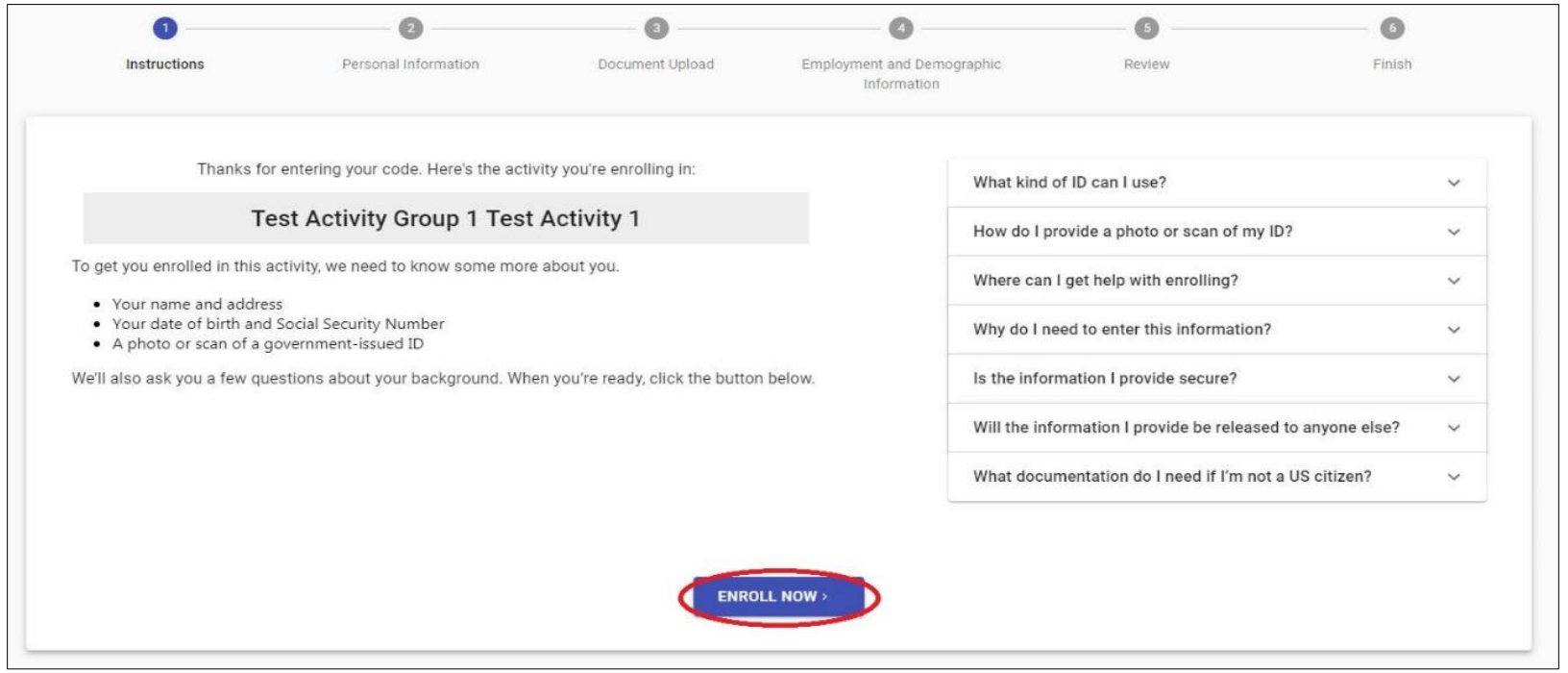
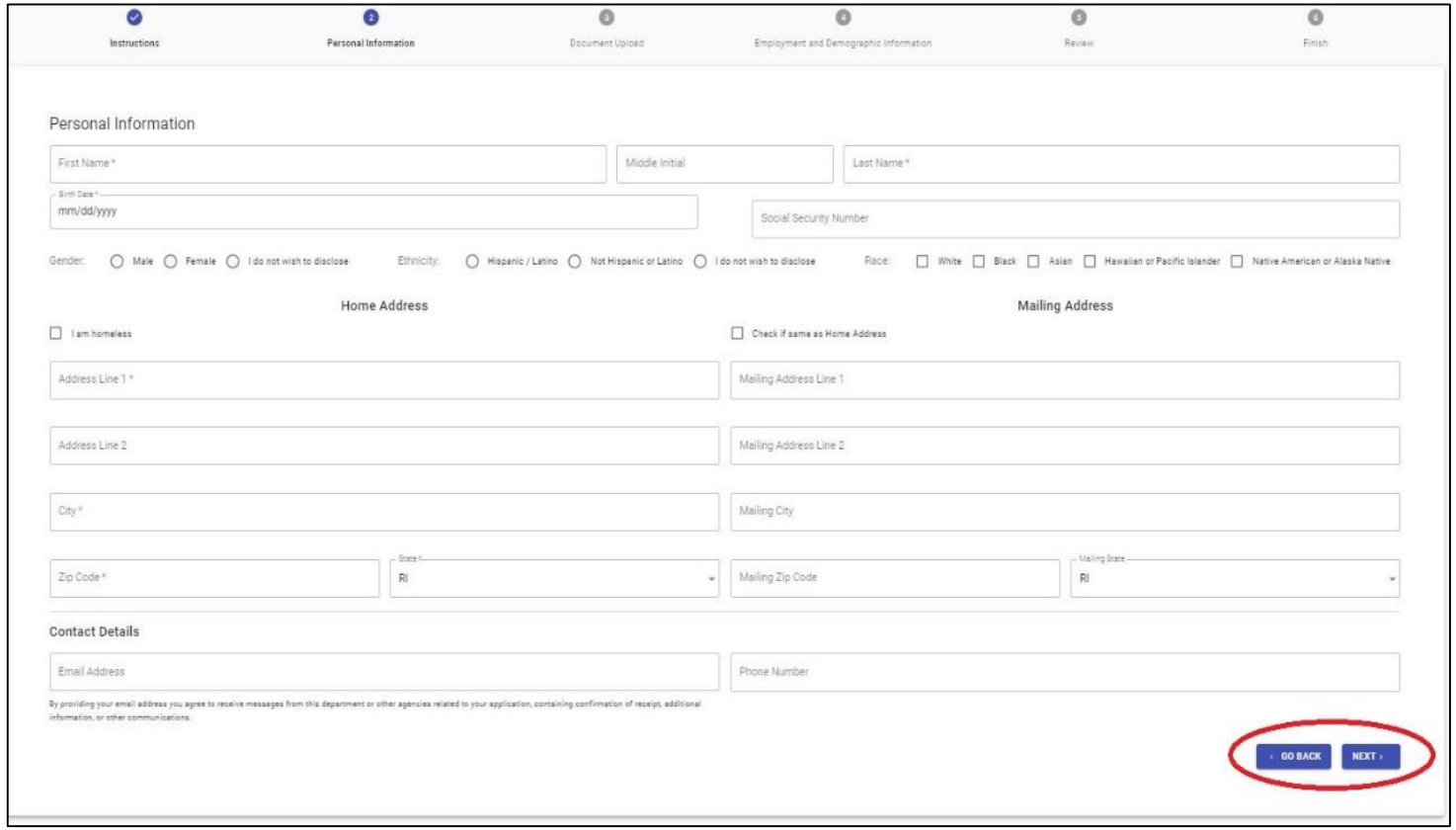
Review Instructions and FAQs

Be sure to review the required information and FAQs before beginning enrollment to ensure you have all the necessary documents to successfully submit the form. Once you have gathered the required documents and information, click on ENROLL NOW › at the bottom of the page to start entering your information.



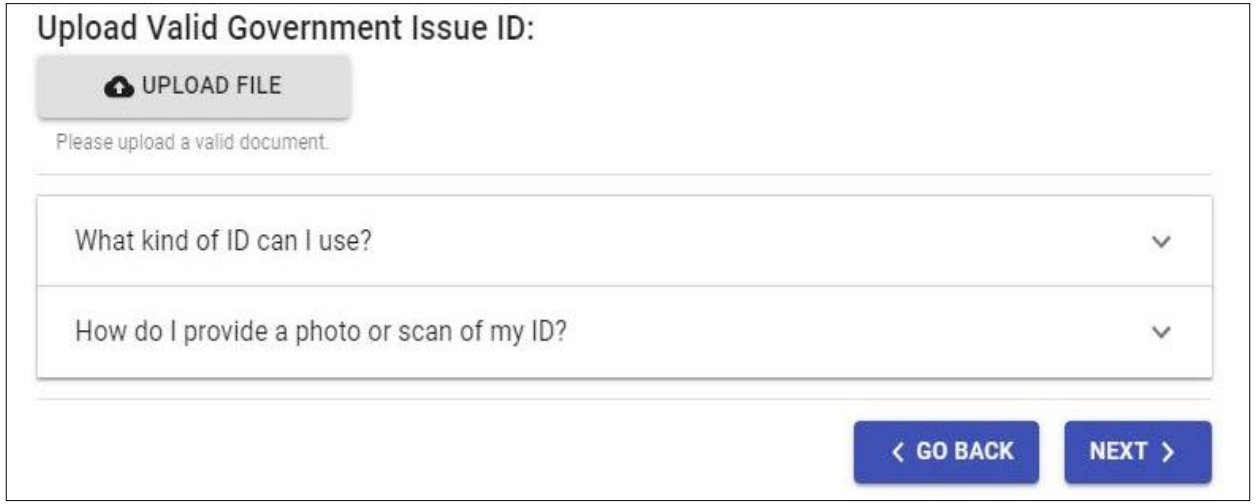
Complete Personal Information Section

Once all fields have been completed, click on NEXT › to move to the next page or ‹ GO BACK to view the instructions and FAQs.



Upload Your Personal Information Document

To upload a photo of your ID document, take a picture and save it to an accessible location on your computer or mobile device. Click on UPLOAD FILE to open the file directory window.



NOTE: You can only upload one file to your enrollment form. If you wish to include more than one image of your identification document, it must be contained in a single image file.

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Upload Your Personal Information Document

The name of the file will appear when the document has been uploaded. Use the dropdown menu to select what type of identification document you have uploaded.

Once all fields have been completed, click on NEXT to move to the next page or GO BACK to view the previous page.

NOTE: For a list of acceptable forms of identification, click on the FAQs beneath UPLOAD FILE

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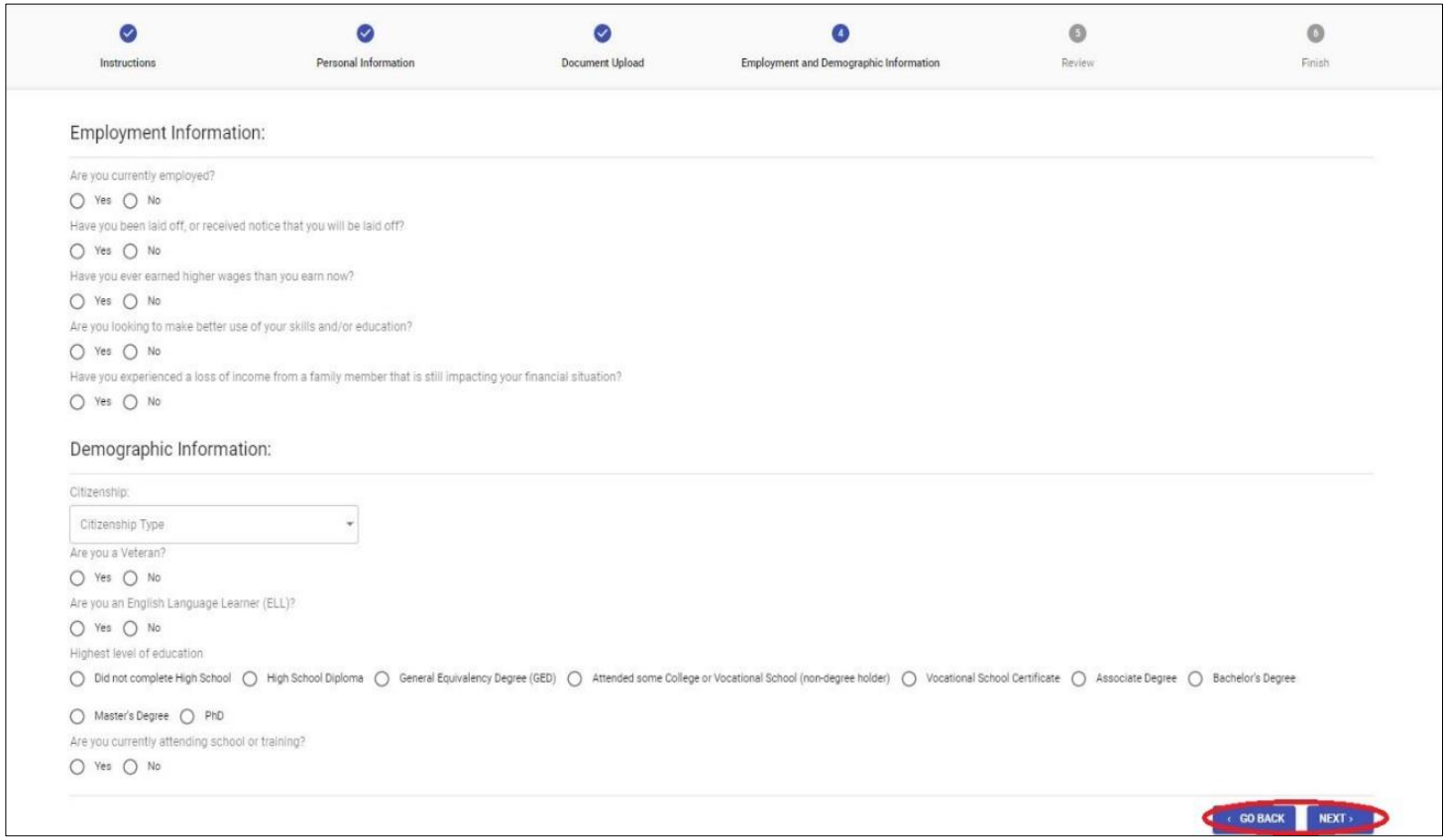
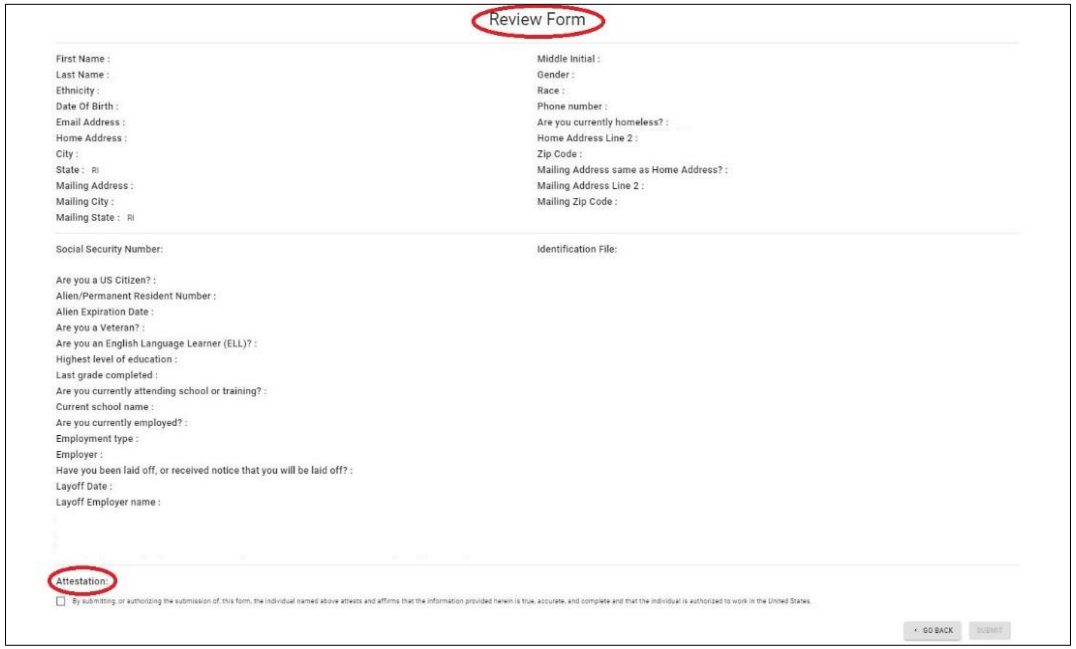
Complete Employment and Demographic Information

Once all fields have been completed, click on NEXT › to move to the next page or ‹ GO BACK to view the previous page.



Review and Attest to Information Provided

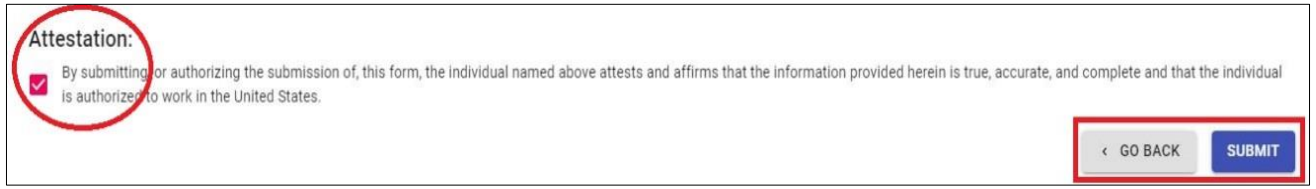
Read through the information listed and identify any missing or incorrect information. If corrections need to be made, click ‹ GO BACK to navigate to the appropriate page and update the information. Click the check box labeled "Attestation" to indicate that the information is accurate and complete.



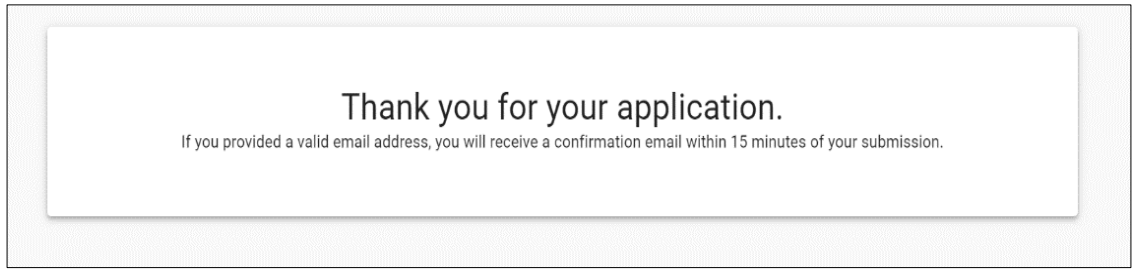
NOTE: For a list of acceptable forms of identification, click on the FAQs beneath UPLOAD FILE

Submit Enrollment Form

Once the "Attestation" box has been checked, the SUBMIT button will activate.



The following screen will appear when your enrollment form has been successfully submitted. If a valid email address was provided, you will receive a confirmation email within 15 minutes of submission.



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Frequently Asked Questions

- **Is this interface optimized for mobile use?** Yes.

- **Do I have to fill out an enrollment form every time I participate in a training activity?** Yes.

- **Can I save and continue working on the enrollment form at another time if something prevents me from completing it in one sitting?** No. If you do not fully complete the enrollment process before closing the interface, your enrollment will not be saved and you will need to start the process again.

- **What measures are in place to secure my identification documents, social security number, and/or identification number?** This interface does not permanently store sensitive personal information about participants, but rather sends it to the DLT's encrypted, internal federal workforce system in real time. As such, all information will be protected on a system that meets the highest federal standards for security. Neither training providers nor grant advisors will be able to view your personal identification information.

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