

RaISE Job Posting Instructions

The reporting, registration, and referral system used for tracking job postings, job referrals, data collection, and reporting is Accela. Accela has a public-facing platform that will be utilized by City of Madison contractors and referral agencies.

The module used to submit contractor job applications is called “Job Postings”. This module will be used by all contractors of the City to enter their job announcements located in Dane County.

The module used to refer candidates who meet the minimum requirements of one of the vacant positions is called “Job Referral”.

If you already have an account on Licenses and Permits, you can simply log in to the account and skip Step 1.

Step 1: Register an Account on Licenses and Permits

1. Using Internet Explorer, Edge, Chrome, or Firefox (latest versions) browse to
2. <https://elam.cityofmadison.com/citizenaccess/>
3. Click on “Register for an Account”
4. Check the “I have read and accepted the above terms”
5. Click “Continue Registration”
6. Enter Login Information
 - a. User Name
 - b. Email Address
 - c. Password
 - d. Type Password Again
 - e. Enter Security Question
 - f. Answer
 - g. Keep your account info: you will need it again
7. Enter Contact Information
 - a. Click “Add New”
 - b. Select that this is an Organization contact
 - c. Be as complete as possible
 - i. Ensure you enter
 1. Name of Business
 2. City
 3. State
 4. Zip
 - ii. These fields are not required during registration, but they are for the Job Posting and Job Referral
8. Click “Continue Registration”
9. Success
10. You will receive an email with a link to Activate your Account

- a. This email verifies that the email address is valid and allows you to activate your account
- b. Keep your account info: you will need it again

Step 2: Log In to Licenses and Permits

1. Once your account has been activated
 - a. Using Internet Explorer, Edge, Chrome, or Firefox (latest versions) browser to
 - i. <https://elam.cityofmadison.com/citizenaccess/>
 - b. Enter User Name or Email
 - c. Enter Password
 - d. Click Login
 - e. You will see “Logged in as: <your user name>” under the teal-colored bar

The image below is an example of what the screen looks like when you go to <https://elam.cityofmadison.com/citizenaccess/>.

The screenshot shows the 'CITY OF MADISON LICENSES & PERMITS' portal. At the top, there is a navigation bar with 'Home', 'Permitting', 'Land', 'Postings', and 'Contracts'. Below this is an 'Advanced Search' dropdown. The main content area is split into two columns. The left column contains introductory text, a 'How to Apply' section with three numbered steps, a 'Search for Permit, License or Registration records' section, and a 'What would you like to do today?' section. The right column is a 'Login' section with input fields for 'User Name or E-mail' and 'Password', a 'Login >' button, and links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'.

Home Permitting Land Postings Contracts

Advanced Search ▼

CITY OF MADISON LICENSES & PERMITS

We are pleased to offer our customers access, 24 hours a day, 7 days a week, to the Licenses & Permits portal.

Anyone can use this site to research permit or license records and related activities; however, only registered users can use this site to submit applications.

How to Apply for a Permit or License or Submit a Registration:

1. If you do not have one already, you must create an account by clicking '[Register for an Account](#)' in the upper right-hand corner of this page. **A Valid e-mail address is required to register.**
2. Once you 'Login' (upper right-hand corner) to your account go to the Permitting or Licenses/Registrations section, and select the Apply for a Permit or Apply for a License/Registration option.
3. Select the application type.

Search for Permit, License or Registration records

Enter information to search the City of Madison's Licenses & Permit Records. Search for records by entering in any combination of the following information:

- General Search
- Site Address
- Contractor License Information

What would you like to do today?

To get started, select one of the services listed below:

Login

User Name or E-mail:

Password:

[Login >](#)

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

Step 3: Enter Job Posting

1. From the Home Screen
 - a. Select "Postings" tab
 - i. Select "Create Posting/Refer Candidate"
2. Select a Posting Type
 - a. Lists
 - i. Job Posting Form
 - ii. Job Posting Referral
 - b. Click "Continue Application"

Home Permitting Licenses/Registrations Land **Postings** Contracts

Create Posting/Refer Candidate Search Postings

Select a Record Type

Select one of the available Postings application types below.

 Job Posting Form
 Job Posting Referral

Step 4: After selecting "Job Posting Form" as the record type, you will be prompted to enter the following:

Contact Information

1. Enter
 - a. Choose "Select from Account"
 - b. Or select "Add New" and fill in the required fields
 - i. Select "Continue"
 - c. Click "Continue Application"

Once you "continue application", you will see the following screen. All items with an asterisk (*) next to them are required fields. Most of the fields have a question mark help field to describe the information needed.

Job Posting Form

| | | | |
|-------------------------------|-----------------------|----------|-------------------------|
| 1 Company / Organization Info | 2 Job Posting Details | 3 Review | 4 Application Submittal |
|-------------------------------|-----------------------|----------|-------------------------|

Step 2: Job Posting Details > Job Posting Details

* indicates a required field.


RAISE Program Job Posting Form

RAISE Program Job Posting Form

Enter Job Posting information. Fields denoted by an asterisk (*) are required.

* Job Category:

* Job Title:

* Posting Date: 

* Application Deadline Type:

* Salary/Wage Frequency:

* Salary/Wage Amount:

* Number of Hours Per Week:

Shift:

* Benefits Included:

2. Enter Job Posting Form Information

- a. Select "Job Category" from the drop down menu
- b. Fill in the Job Title, Posting Date, Application Deadline Type, Salary/Wage Frequency, Salary/Wage Amount, Number of Hours per Week, Benefits Included, Duties and Responsibilities, and Minimum Qualifications
- c. Shift, Application Process, and Company Website Link are all optional

3. Attach documents (optional)

- a. Select "Add"
- b. Choose "Add" again
- c. Upload attachment and select "Continue"
- d. Select the "Type" from the drop down menu
- e. Add a description (optional)
- f. Choose "Save"
- g. Select "Continue Application"

The attachments are not required, but if you have documents you'd like to attach, you can do so. These could include the job posting form you'll be sending to other organizations, a paper application form, etc.

4. Review/Complete

- a. Review application
- b. Click "Continue Application". You will see the screen below when the posting has been successfully submitted.

The screenshot displays a navigation menu with 'Home', 'Permitting', 'Licenses/Registrations', 'Land', 'Postings', and 'Contracts'. Below the menu is a light blue bar with 'Create Posting/Refer Candidate' and 'Search Postings'. A progress indicator shows three steps: '1 Posting Item', '2 No Fee Required', and '3 Job Posting Submitted', with the third step highlighted. The main content area is titled 'Step 3: Job Posting Submitted' and includes a 'Receipt' section with a green checkmark icon and the text 'Your Job Posting has been successfully submitted.' Below this is a 'Job Posting Record Number' section with a horizontal line. At the bottom left, the record number 'JOBPST-2018-00050' is displayed, and at the bottom right, there is a 'Copy Record' link.

To view the record click the Job Posting number. This will bring up the record details.

If you are posting the same position later, you can copy the record to save time. To copy the record click "Copy Record" at the bottom right of the screen.

Resume a Saved Application

1. From the Home screen
 - a. Select "Postings" tab
 - b. Select "Resume Application" next to the desired application

Search Job Postings through RaISE Program Job Posting Reports

1. From the Home Screen
 - a. Select “Reports(2)”
 - b. “RaISE Program Job Posting Detail” will require you to enter the “Job Posting Number”
 - i. The report will show up in a new browser window
 - ii. Use the number from the RaISE Program Job Postings report to view specific job details
 - c. “RaISE Program Job Postings”
 - i. The report will show up in a new browser window
 - ii. All available jobs will appear on the report sorted by category of work