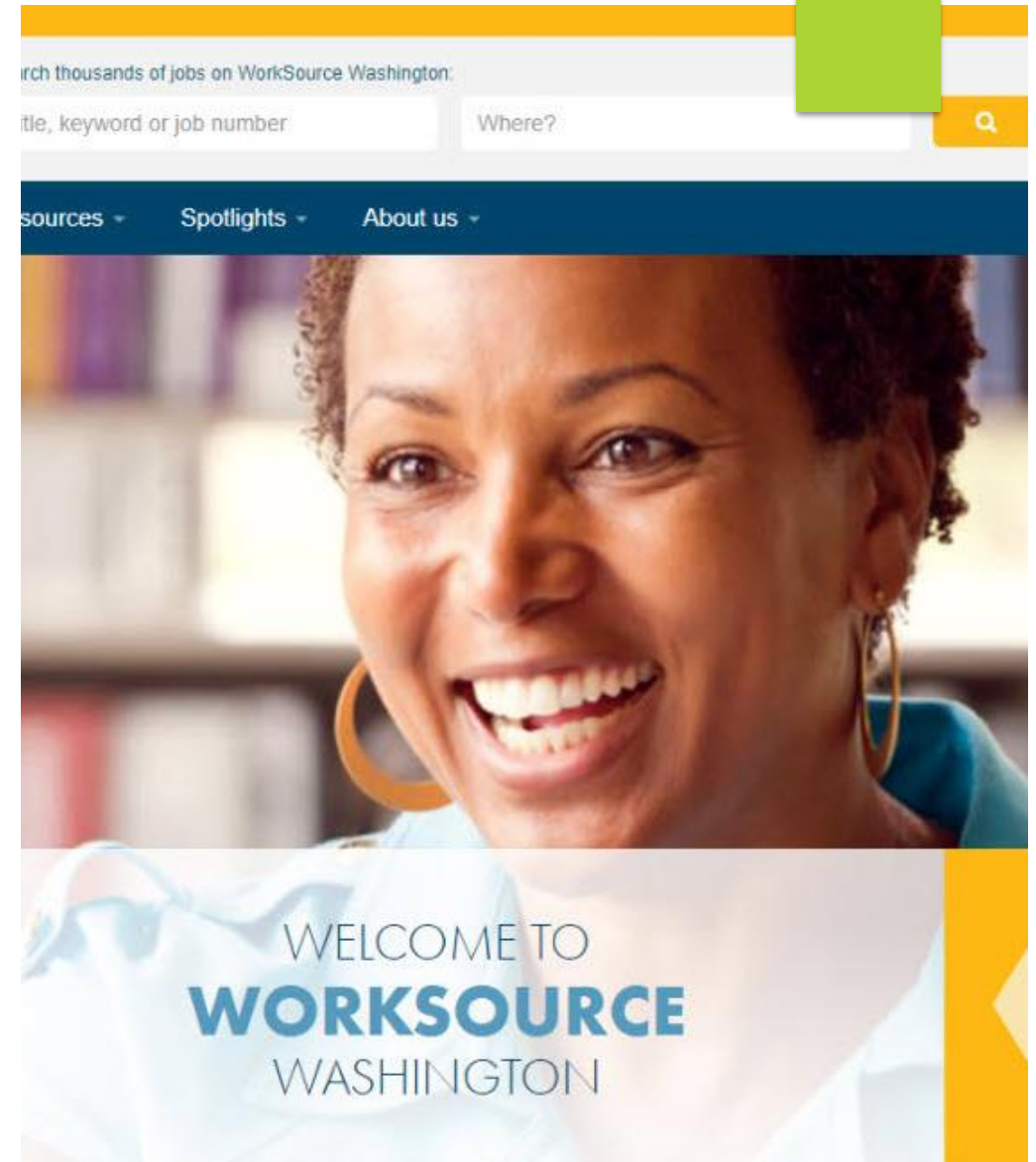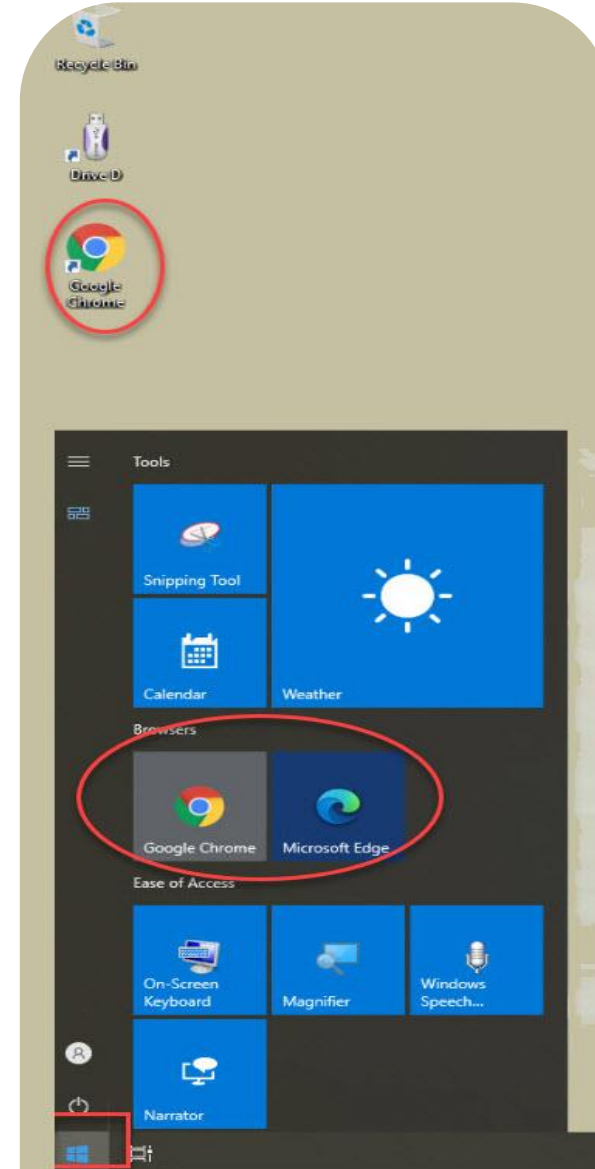# Public-Use Computers

USING ONLINE TOOLS

Working Online with Public-Use Computers

- All public-use computers are configured using Kiosk mode which limits users' access to only those applications allowed by the system administrator.

- This design allows users to launch their internet session from our WorkSourceWA.com web page.

- Besides working on the WorkSourceWA web page, job seekers can go online and sign up for Microsoft and/or Google free productivity applications

search thousands of jobs on WorkSource Washington:

title, keyword or job number

Where?

sources ▾   Spotlights ▾   About us ▾

WELCOME TO
WORKSOURCE
WASHINGTON

Working Online with Public-Use Computers

- Two ways to launch internet sessions
  1. From the desktop, click the Google Chrome icon
     - Google Chrome is the default browser
  2. From the left side of the task bar select the **Start** icon to open tiles and view shortcuts
     - From the Microsoft tiles, click Google Chrome or Microsoft Edge

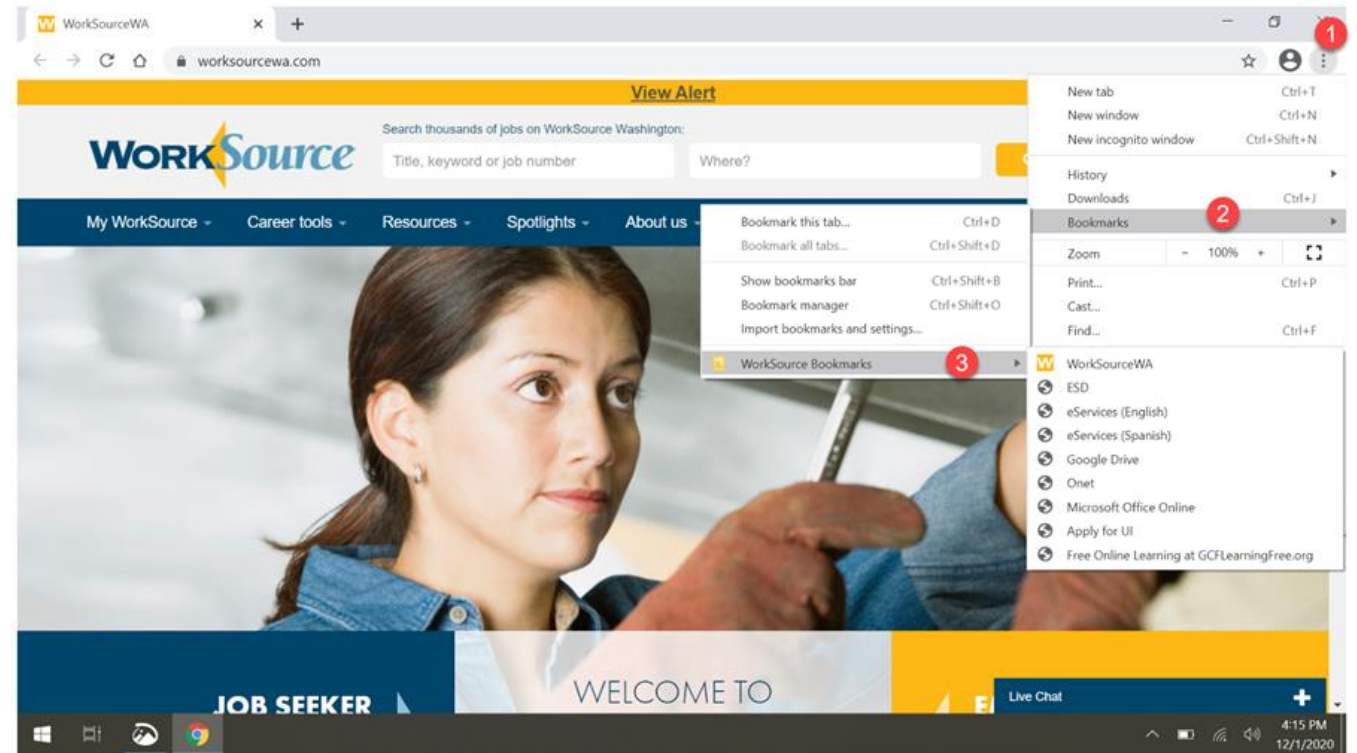# Working Online with Public-Use Computers

► Find WorkSourceWA bookmarks using Google Chrome

    1. Click Vertical ellipsis
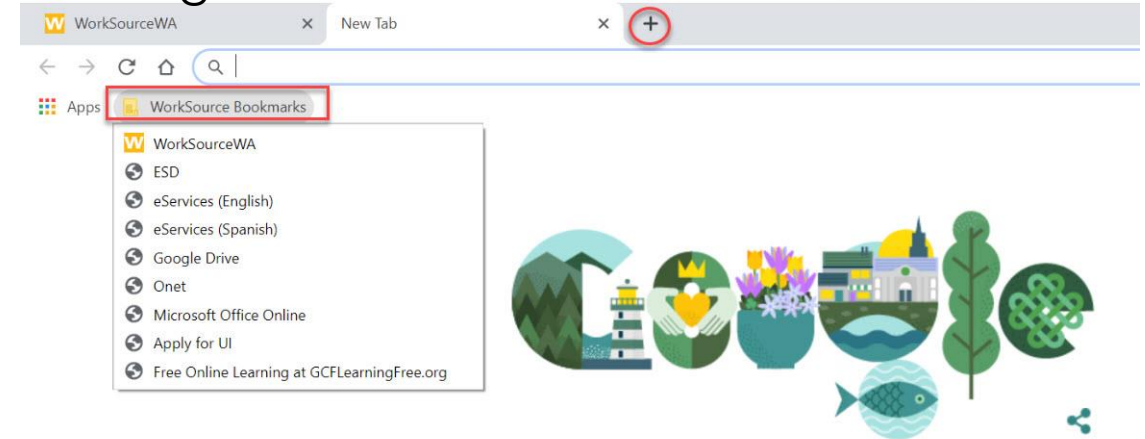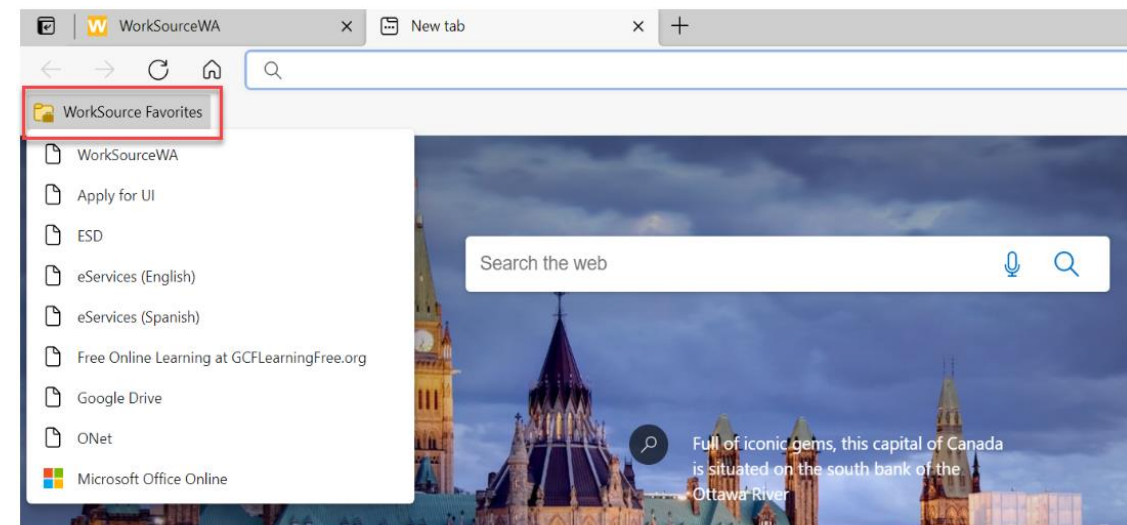
    2. Bookmarks

    3. WorkSource Bookmarks

► OR

Working Online with Public-Use Computers

▶ Click the + to open another tab for both Google Microsoft Edge to see the bookmarks/favorites

▶ Click WorkSource Bookmarks/Favorites to open the menus
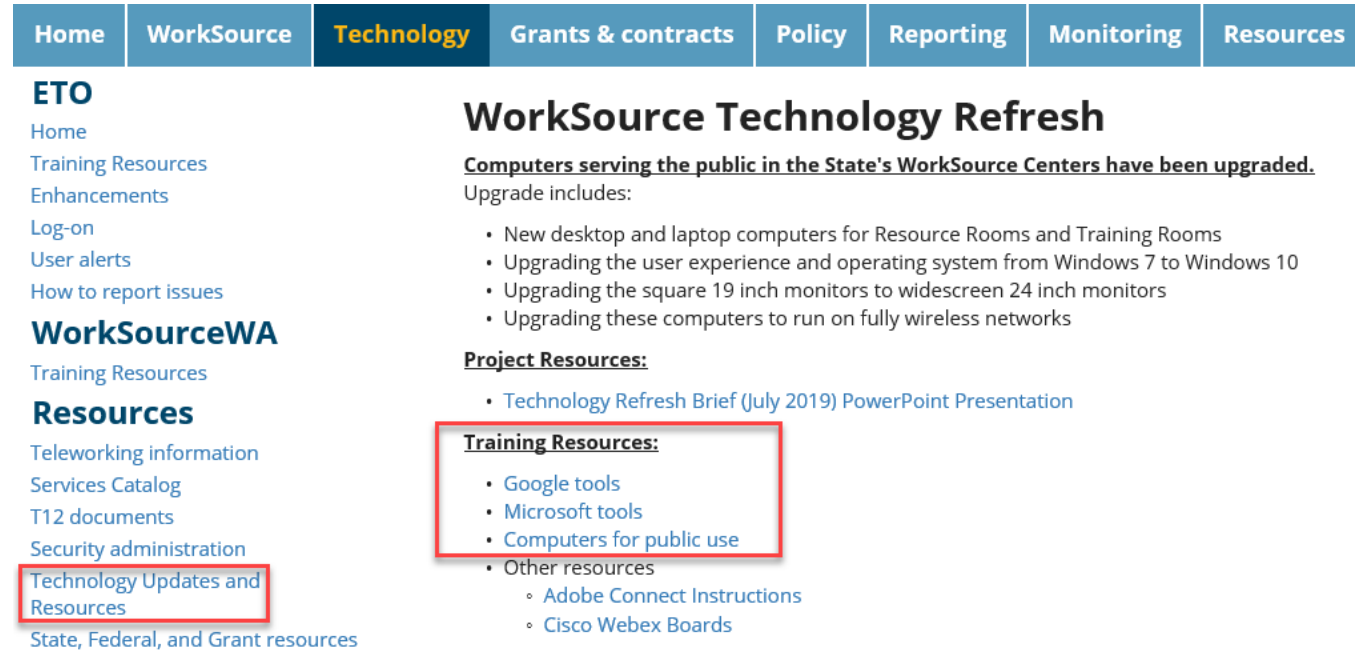
Google bookmarks

Microsoft bookmarks

Working Online with Public-Use Computers

- Not all computers have Windows Office installed, but all computers have the capability to go online, allowing customers to sign up for Microsoft and/or Google productivity applications.

- Advantage; cloud-based applications can be accessed at home, on a public computer such as a library, or mobile device.

- How do you help customers access these tools?

Working Online with Public-Use Computers

▶ Help with public-use technology, Google Tools, and Microsoft Tools can be found in the Workforce Professional Center under the Technology tab on the Technology Updates and Resources page.

▶ https://wpc.wa.gov/tech/techrefresh/public-use-computers

Working Online with Public-Use Computers

▶ Help with Google Tools, can be found in the Workforce Professional Center under the Technology tab on the Technology Updates and Resources page.

▶ https://wpc.wa.gov/tech/techrefresh/public-use-computers

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Google Docs

Google Docs is an online version of a word processor, similar to Microsoft Word or Apple Pages. Using all of Google Docs functionality requires a Google account. You can create a Google account with any email address or create a Gmail account which provides email service as well as a Google account. You can edit a previously created Google Doc, such as a resume template, and print or save changes locally by saving as a PDF. If you do so, ensure you have saved the PDF file to your USB drive, the cloud, or email it to yourself. You can also upload files of other types, such as Word, into Google Docs and edit the file.

Click on the + to expand a category

Helpful Links:

Google Docs Help Center

Getting Started with Google Docs

Google Docs Cheat Sheet

How to save a Google Doc to a portable device

Google lessons, tutorials and videos from GCFGlobal.org (GCFLearnFree.org)

Create a Google Account ✚

Create Google Docs, use other Google Apps and how to retrieve your documents from Google Drive ✚

Upload/Export/Download files and print documents ✚

Working Online with Public-Use Computers

▶ Help with Microsoft Tools can be found in the Workforce Professional Center under the Technology tab on the Technology Updates and Resources page.

▶ https://wpc.wa.gov/tech/techrefresh/public-use-computers

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Microsoft Office Online and OneDrive

Microsoft Office is a free cloud-based suite of tools. These cloud-based tools are only available from the internet via Microsoft OneDrive. Create a Microsoft account and start using tools needed to complete tasks and enjoy the benefit of having a single password to sign into all your Microsoft devices and web-based services.

Create a free Microsoft account after creating a new email address or use an existing email address (Outlook.com, Hotmail.com, MSN.com, Live.com, Yahoo!, Gmail, etc). *Note: You already have a Microsoft account if you use an email address and password to sign into Microsoft devices and services.*

Find Microsoft Office Online and OneDrive lessons, tutorials and videos offered through GCFGlobal.org (GCFLearnFree.org)

Click on the + to expand a category

Create a Microsoft Account   +

Log into your Microsoft Office online account   +

Getting started with Word   +

Microsoft OneDrive   +

Useful Links   +

Working Online with Public-Use Computers

▶ Help with new public-use equipment can be found in the Workforce Professional Center under the Technology tab on the Technology Updates and Resources page.

▶ https://wpc.wa.gov/tech/techrefresh/public-use-computers

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NEW! Windows 10 KIOSK Public-Use Computers

WorkSource public-use desktop and laptop computers designed for our resource and training rooms run on Windows 10 KIOSK mode. KIOSK mode is a way to configure a computer or device using specific applications which limits users' access to only those applications allowed by the system administrator.

We designed the public-use machines to allow users to launch internet sessions from our WorkSourceWA.com web page. WSWA is where job seekers and employers can connect. Job seekers can build a job seeker profile, create resumes, connect with employers, search, and apply for jobs, and many other job development activities. Employers can build an employer profile and search for the perfect candidate for their business. From the WorkSourceWA web page, all users can go online and sign up for Microsoft and/or Google's free productivity applications.

A great feature of the WorkSource laptops is they run for 11.5 hours on battery power mode, allowing greater user mobility.

Click on the + to expand a category

What's new in WorkSource resource and training rooms?   +

Logging into public-use computers   +

Training material for the new public-use resource and training room equipment   −

- What's new in the WorkSource resource and training rooms?
  ◦ Recorded training
- Resource and training room computers and equipment
  ◦ Recorded training
- Going online with public-use computers
  ◦ Recorded training
- Public-use computer get started guide
- Public-use FAQ's

Training and Support

▶ ITSD onsite computer training and support is dependent upon following agency and state guidance in response to the COVID-19 pandemic and will be included in the WorkSource Return to Work project.

▶ Webex and onsite public-use computer training will be coordinated with ITSD IT Systems Trainer.

▶ Training material can be found on the Workforce Professionals Center https://wpc.wa.gov/tech/techrefresh/public-use-computers

Service Requests

- ▶ If you experience a computer or printer issue, please submit a remedy ticket by contacting the Technology Solutions Desk at 360-507-9700 or toll-free at 877-397-1212.

- ▶ Or submit a service request online or complete the service request form.

Questions?

THANKS FOR ATTENDING!