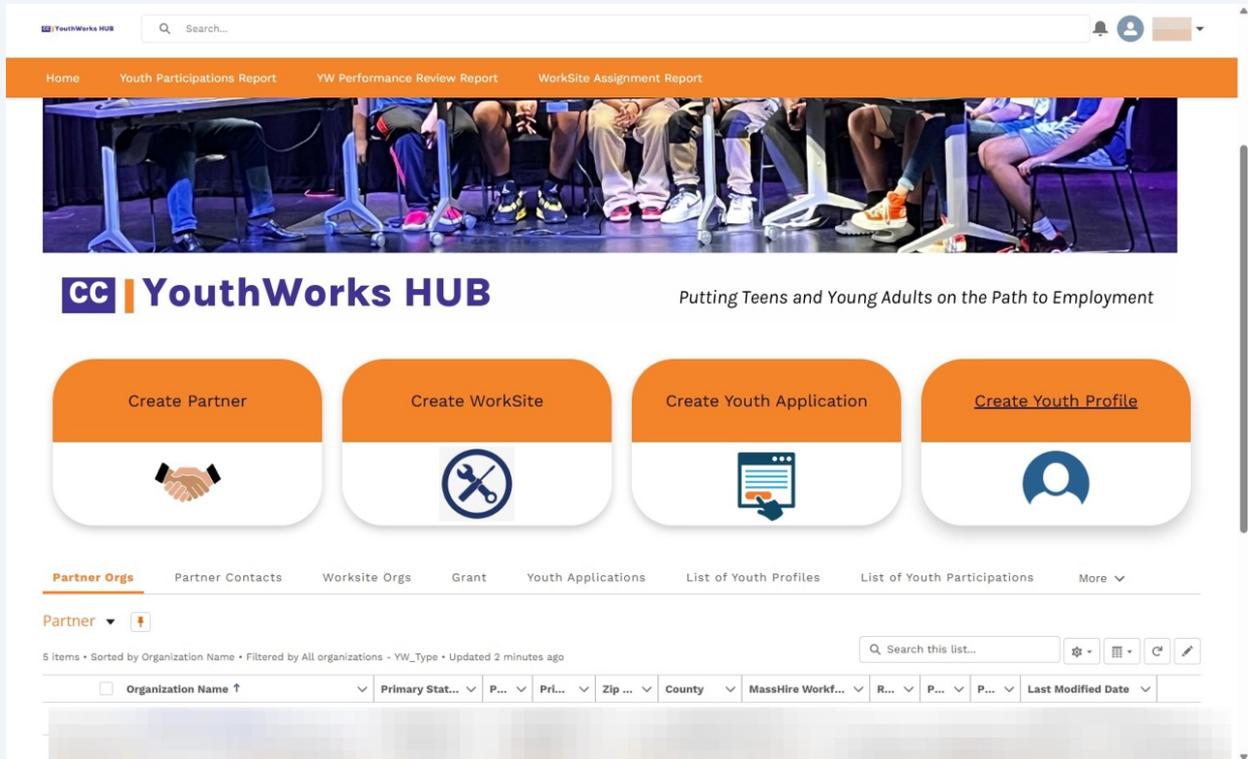


How to Create a Youth Profile

1 Navigate to the YouthWorks Hub



2 Click "Create Youth Profile"

The screenshot shows the YouthWorks HUB dashboard. At the top, there is a search bar and navigation links for Home, Youth Participations Report, YW Performance Review Report, and WorkSite Assignment Report. Below the navigation is a banner image of a group of young people sitting at a table. The main header features the YouthWorks HUB logo and the tagline "Putting Teens and Young Adults on the Path to Employment". Four main action buttons are displayed: "Create Partner" (with a handshake icon), "Create WorkSite" (with a wrench and screwdriver icon), "Create Youth Application" (with a document icon), and "Create Youth Profile" (with a person icon). The "Create Youth Profile" button is highlighted with a red circle. Below the buttons is a navigation menu with "Partner Orgs" selected, and a list of partner organizations with various filters and a search bar.

3 Fill out all the required fields

The screenshot shows the "Create a Youth Profile" form. The form is titled "Create a Youth Profile" and has a "Back" button in the top right corner. Under the "Youth Information" section, there are several input fields, some of which are marked with an asterisk to indicate they are required. A red circle highlights the "Youth First Name" field. The fields are: Youth First Name, Legal First Name, Youth Middle Name, Youth Middle Initial, Youth Last Name, Partner (with a search dropdown), Gender Pronouns (with a dropdown menu), Date of Birth (with a calendar icon), Age at the start of programming, Social Security Number, and Youth Email.

4 Click "Save"

YouthWorks HUB

Search...

Home Youth Participations Report YW Performance Review Report WorkSite Assignment Report

I have a disability and/or special need

In school I have or had 504 Plan

In school I have or had IEP Plan

MCAS Level 1/2/1 year behind in grade

Home Life

I am Foster Youth

I am a Former Foster Youth who has aged

I am a child of a single parent

I am a teen parent

Currently homeless/insecurity concern

I am a runaway

Low Income

History of Court Involvement

Court-involvement

Save