

How To Turn a Youth Application to a Youth Profile

1 Navigate to the Youth Application

The screenshot displays the YouthWorks HUB interface. At the top, there is a search bar and navigation links for Home, Youth Participations Report, YW Performance Review Report, and WorkSite Assignment Report. The main content area shows a 'YW Youth Application' for 'YW_YouthApplication-1977'. The form includes fields for Program Year (PY 24 - 25), Cycle, and Participant Information. The Participant Information section is expanded, showing fields for Preferred Name (Naomi), Legal First Name (Naomi), Last Name (Bekele), Pronouns (She / Her / Hers), Date of Birth (1/1/2025), Current Age (0), and Age at the start of programming (16). The Status is 'New Application'. There are also fields for 'Do not recommend list', 'Doesn't meet one of the criteria', 'Did not meet a risk factor', 'Youth isn't ready to participate', and 'Application Reviewing User'. A 'Back' button is visible in the top right corner, and 'Edit' and 'Printable View' buttons are located near the application title.

Field	Value
YW Youth Application Name	YW_YouthApplication-1977
Program Year	PY 24 - 25
Cycle	
Participant Information	
Preferred Name	Naomi
Legal First Name	Naomi
Last Name	Bekele
Pronouns	She / Her / Hers
Date of Birth	1/1/2025
Current Age	0
Age at the start of programming	16
Status	New Application
Do not recommend list	
Doesn't meet one of the criteria	
Did not meet a risk factor	
Youth isn't ready to participate	
Application Reviewing User	

2 Click "Edit Status"

The screenshot shows the YouthWorks HUB interface for editing a youth application. The top navigation bar includes 'Home', 'Youth Participations Report', 'YW Performance Review Report', and 'WorkSite Assignment Report'. A search bar and user profile icon are in the top right. A 'Back' button is in the top right corner. The main content area displays the application details for 'YW_YouthApplication-1977'. The 'Participant Information' section is expanded, showing fields for Preferred Name (Naomi), Legal First Name (Naomi), Last Name (Bekele), Pronouns (She / Her / Hers), Date of Birth (1/1/2025), Current Age (0), and Age at the start of programming (16). The 'Status' section is also expanded, showing a dropdown menu with options: 'New Application', 'Do not recommend list', 'Doesn't meet one of the criteria', 'Did not meet a risk factor', 'Youth isn't ready to participate', and 'Application Reviewing User'. The 'New Application' option is highlighted with an orange circle.

3 Click "Accepted in to Program" to turn an Application to a Profile

The screenshot shows the YouthWorks HUB interface for editing a youth application. The top navigation bar includes 'Home', 'Youth Participations Report', 'YW Performance Review Report', and 'WorkSite Assignment Report'. A search bar and user profile icon are in the top right. A 'Back' button is in the top right corner. The main content area displays the application details for 'YW_YouthApplication-1977'. The 'Participant Information' section is expanded, showing fields for Preferred Name (Naomi), Legal First Name (Naomi), Last Name (Bekele), and Pronouns (She / Her / Hers). The 'Status' section is also expanded, showing a dropdown menu with options: 'New Application', '--None--', 'New Application', 'In-Review', 'Accepted in to Program', and 'Do not Recommend'. The 'Accepted in to Program' option is highlighted with an orange circle. Below the dropdown menu, there are fields for 'Did not meet a risk factor' and 'Youth isn't ready to participate'. At the bottom, there are 'Cancel' and 'Save' buttons.

4 Click "Save"

YouthWorks HUB

Search...

Home Youth Participations Report YW Performance Review Report WorkSite Assignment Report

Back

YW Youth Application
YW_YouthApplication-1977

Edit Printable View

* = Required Information

YW Youth Application Name
YW_YouthApplication-1977

Program Year
PY 24 - 25

Cycle
--None--

Participant Information

* Preferred Name
Naomi

* Legal First Name
Naomi

* Last Name
Bekele

Pronouns
She / Her / Hers

* Status
Accepted in to Program

Do not recommend list
--None--

Doesn't meet one of the criteria
--None--

Did not meet a risk factor
--None--

Cancel Save

* Date of Birth

Apply to participate

5 Go Back to "List of Youth Profiles"

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 people's feet on a stage. The main header features the YouthWorks HUB logo and the tagline "Putting Teens and Young Adults on the Path to Employment". There are four large buttons: "Create Partner" (handshake icon), "Create WorkSite" (wrench and screwdriver icon), "Create Youth Application" (document icon), and "Create Youth Profile" (person icon). Below these is a navigation menu with "List of Youth Profiles" highlighted in orange. The main content area shows "New Youth Applications" with a search bar and a table of 47 items. The table has columns for YW Youth Application Name, Age, Preferred Name, Last Name, Gender, Status, Cycle, Program, Workforce Board, County, and City.

6 Click the "Search this list..." and enter the First and last name of the Application you created.

The screenshot shows the YouthWorks HUB dashboard with the "List of Youth Profiles" tab selected. The search bar "Search this list..." is highlighted with an orange circle. A tooltip message is visible over the search bar, stating: "Last Modified Date and Partner aren't searchable. Use filters or sort on these fields instead." The table below has columns for YW Youth Profile Name, Youth First Name, Youth Last Name, Youth Email, Cycle, Program, Partner, County, and City. The table is currently empty, showing only row numbers 1 through 7.

7 Click on the profile created

The screenshot shows the YouthWorks HUB interface. At the top, there is a search bar and navigation links: Home, Youth Participations Report, YW Performance Review Report, and WorkSite Assignment Report. The main header features the CC YouthWorks HUB logo and the tagline "Putting Teens and Young Adults on the Path to Employment". Below the header are four main action buttons: "Create Partner" (handshake icon), "Create WorkSite" (wrench and screwdriver icon), "Create Youth Application" (document icon), and "Create Youth Profile" (person icon). A navigation menu includes "Partner Orgs", "Partner Contacts", "Worksite Orgs", "Grant", "Youth Applications", "List of Youth Profiles" (highlighted), "List of Youth Participations", and "More".

The "List of Youth Profiles" section shows 2 items, sorted by YW Youth Profile Name. A search bar contains "naomi". A tooltip is visible over the "Partner" column, stating: "Last Modified Date and Partner aren't searchable. Use filters or sort on these fields instead." The table below lists the profiles:

	<input type="checkbox"/> YW Youth Profile Name ↑	Youth First Na...	Youth Last Na...	Youth Email	Cycle	Program...	Partner	County	City
1	<input type="checkbox"/> Naomi Bekele 03/2025	Naomi	Bekele	nbekele@com...	Cycl...	PY 24 - 25	MassHir	Suffolk	Boston
2	<input type="checkbox"/> Naomi Bekele 04/2025	Naomi	Bekele	nbekele@com...		PY 24 - 25		Suffolk	Boston

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Go to the Youth Profile and fill out the additional information

The screenshot shows the YouthWorks HUB interface. At the top, there is a search bar and navigation links for Home, Youth Participations Report, YW Performance Review Report, and WorkSite Assignment Report. The main content area displays the Youth Profile for Naomi Bekele 04/2025. The profile is under the 'DETAILS' tab, and the 'Social Security Number' field is highlighted with a red circle, indicating it needs to be completed. Other fields are pre-filled with information.

DETAILS	RELATED
YW Youth Profile Name Naomi Bekele 04/2025	Social Security Number
Youth First Name Naomi	
Youth Middle Name	
Youth Middle Initial	
Youth Last Name Bekele	
Legal First Name Naomi	
Gender Pronouns She / Her / Hers	
Date of Birth 1/1/2025	
Age 0	
Age at the start of programming	



Some information has been auto-populated from the application. You are required to complete all remaining fields

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After completing the remaining fields, click 'Save'.

The screenshot shows a web application interface for 'YouthWorks HUB'. At the top, there is a search bar and a navigation menu with links for 'Home', 'Youth Participations Report', 'YW Performance Review Report', and 'WorkSite Assignment Report'. The main content area contains a form with several sections, each with a chevron icon to expand or collapse it. The sections are: 'Other(Transport)', 'Skills and Interests', 'Tier 1 & 2 Skills', 'Emerging Workforce Tier 3 & 4', 'Interests', 'Youth Personal Information', 'Have you participated in any of the following programs?', 'Case Manager Questions for the Youth', 'Academic Life', and 'Home Life'. The 'Home Life' section is expanded and contains several checkboxes: 'I am Foster Youth' (checked), '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', and 'Low Income'. At the bottom of the form, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red circle.