

# Military Spouse Employment Partnership Partner Portal

## Setup Guide



**MILITARY  
ONESOURCE**

**SECO**  
SPOUSE EDUCATION &  
CAREER OPPORTUNITIES

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# Registering a New User Account

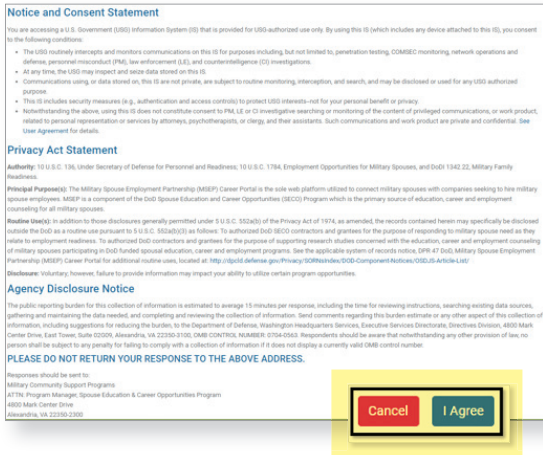
New User Accounts can be created for an organization's existing partner account. Begin this process through an Invitation Email sent by a current Partner AdminUser.

## Registering from Invitation Email

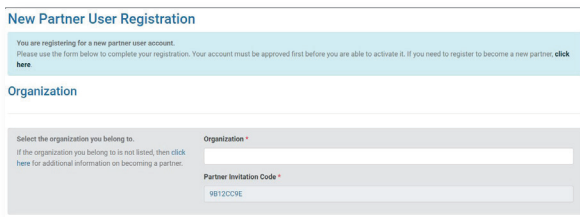
From the contents of the opened Invitation Email:

1. Click the URL provided in the email.

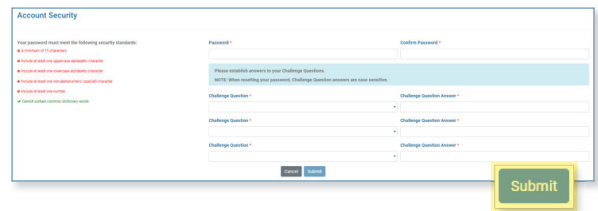
2. Review the Notice and Consent Statement and click **I Agree**.



3. Select the correct Organization and confirm the Invitation Code.



4. Fill out the required User Account information and click **Submit**.



5. The MSEP program team will review the New User Registration and notify approved portal users via an Activation Email.

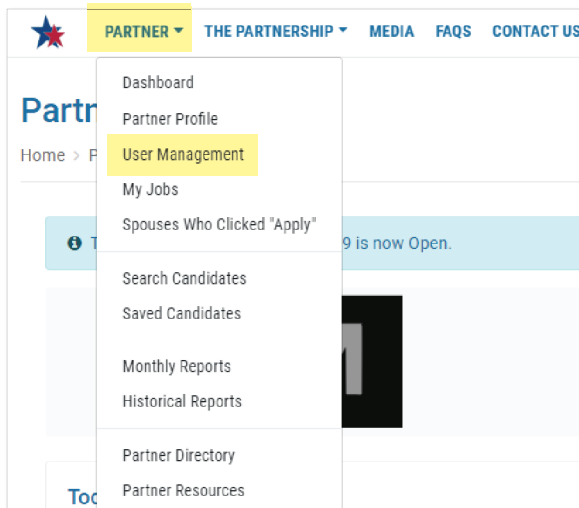
# Managing Users

Users with the PartnerAdmin role will have the ability to view a list of their organization's MSEP users. PartnerAdmin users will also have the ability to edit a user's role between Partner and PartnerAdmin.

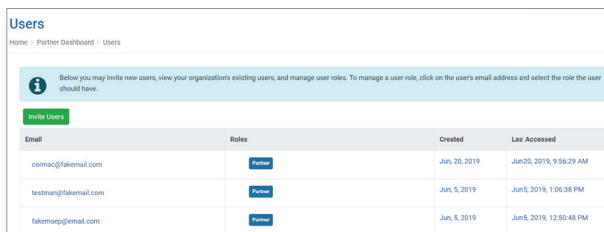
## Viewing Your Users

From the Partner Dashboard:

1. Click the **Partner** drop-down and select **User Management**.



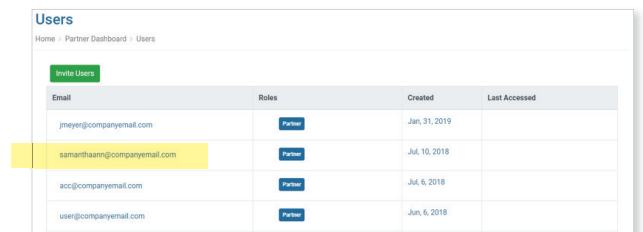
2. View your organization's list of users.



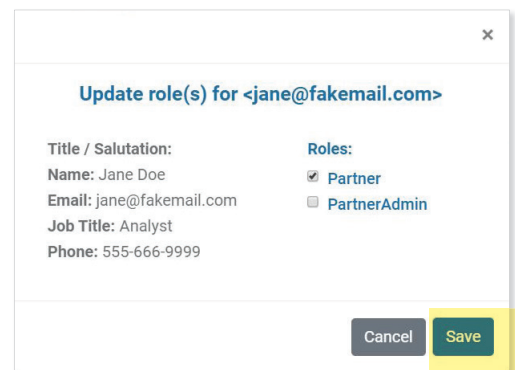
## Edit a User Role

From the Users page:

1. Click the user's email address.



2. Select Partner or PartnerAdmin and click **Save**.



**Note:** The PartnerAdmin role gives the user additional permissions within the MSEP Partner Portal, to include the ability to edit the Partner Profile and manage other users.

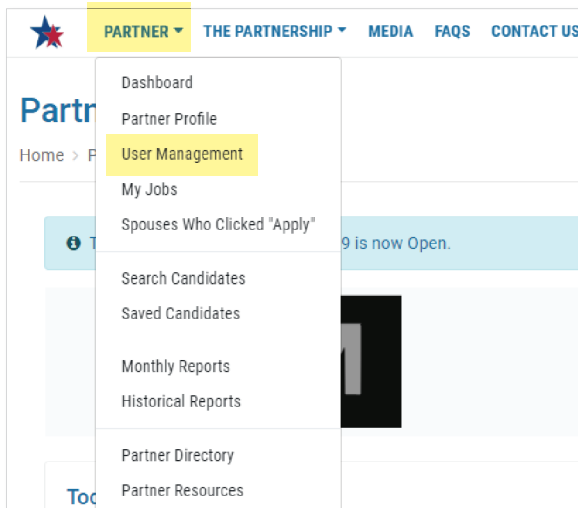
# Inviting New Users

PartnerAdmin users can invite new users to join their organization's partner account. This invitation process is initiated through the User Management page.

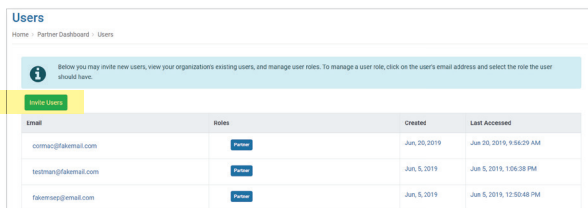
## Inviting New Users

From the Dashboard:

1. Click the **Partner** drop-down and select **User Management**.

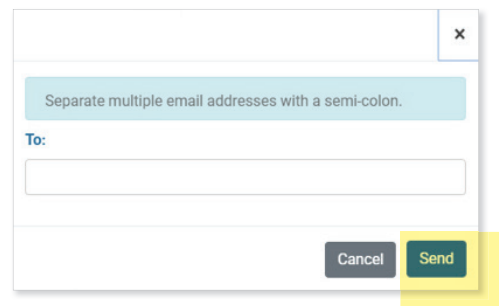


2. Click **Invite User**.



3. Input the email addresses for individuals you wish to invite. Use a semi-colon to separate multiple email addresses.

4. Click **Send**.





# Managing Your Partner Profile

When an organization is approved to join MSEP, information on that organization will display in the form of a Partner Profile. Partners have the ability to manage the details of their organization as it is shown in their Partner Profile on the portal and to military spouses in the MSEP Job Search.

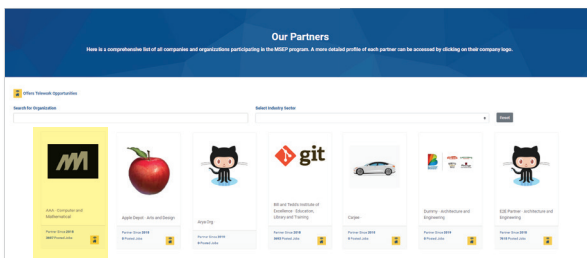
## Viewing Your Partner Profile

From the MSEP homepage:

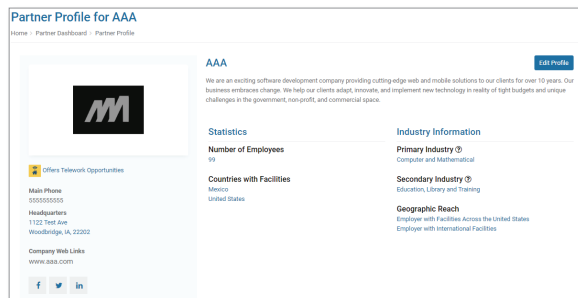
1. On the top menu, select **The Partnership** and then **Our Partners**.



2. Search for your organization.
3. Select your organization by clicking the logo/tile.

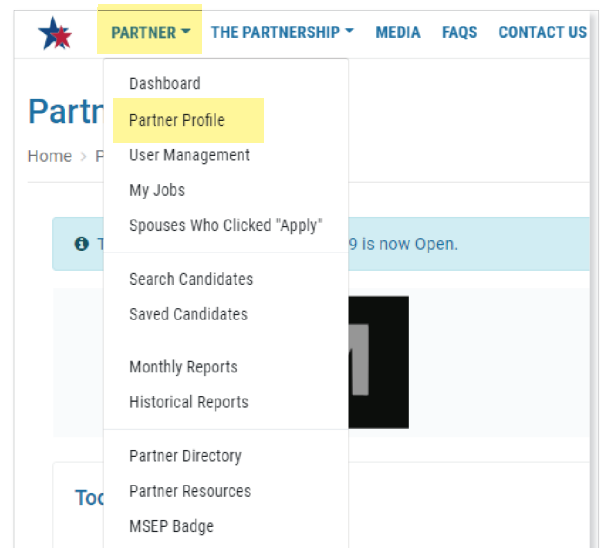


4. View your organization's profile data.

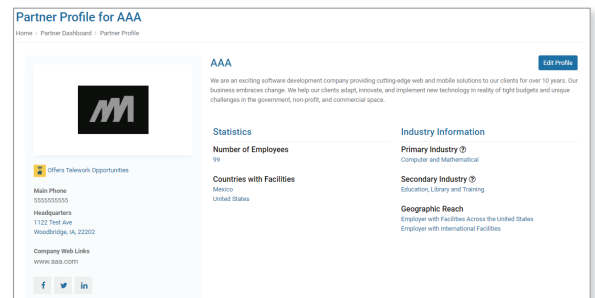


From the logged-in dashboard

1. Click the **Partner** drop-down and select **Partner Profile**.



2. View your organization's profile data.

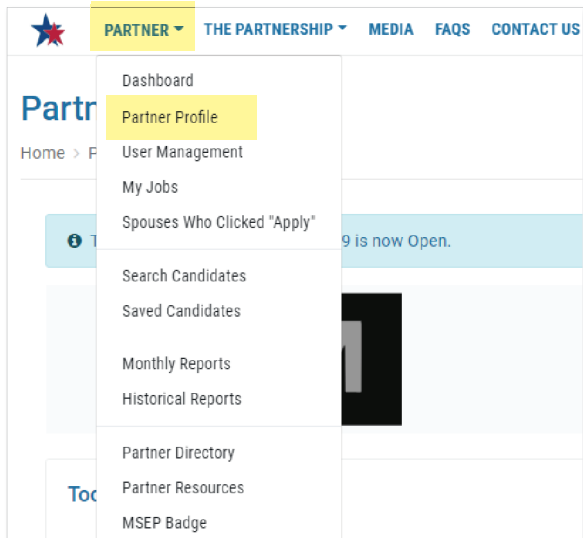


# Managing Your Partner Profile

## Updating Your Partner Profile

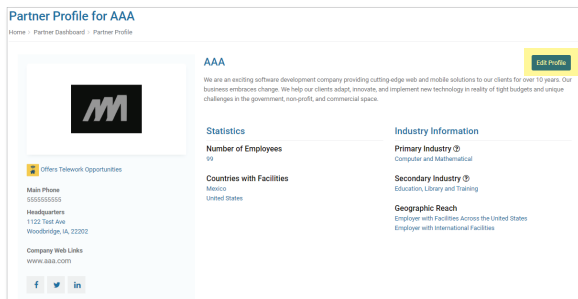
From the logged-in dashboard:

1. Click the **Partner** drop-down and select **Partner Profile**.

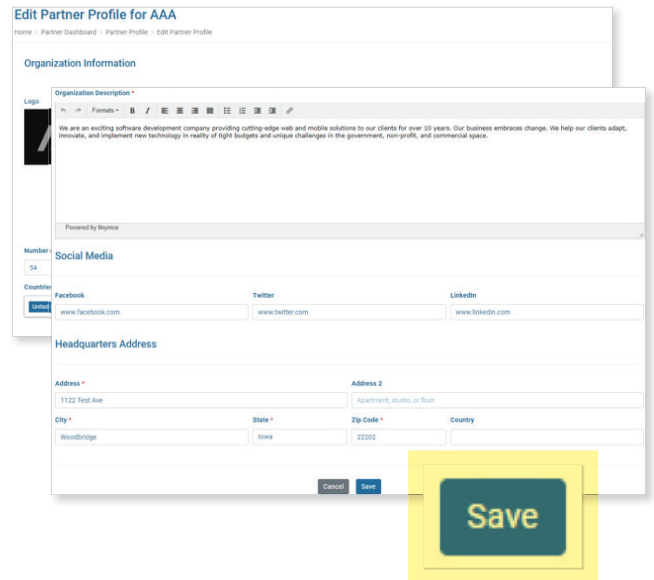


2. View your organization's profile data.

3. Click **Edit Profile**.



4. Update the desired fields and click **Save**.



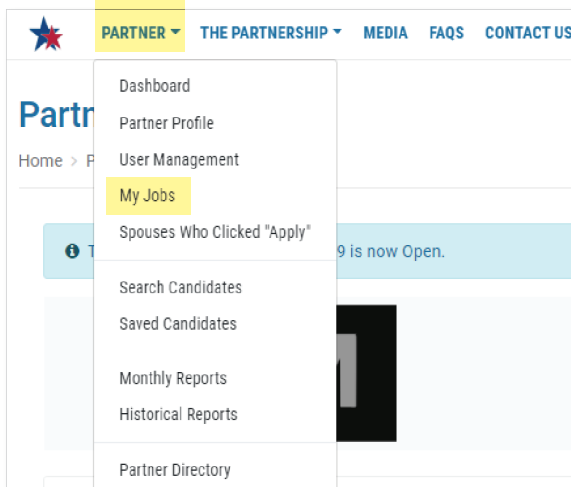
# Creating a Job Posting

Partner users can manually create job postings that are displayed to military spouses via the MSEP Job Search on MySECO. When creating a job posting through the Partner Portal, there are several fields that need to be provided. This is to ensure that the job data is robust in order to provide an optimal searching experience for military spouses.

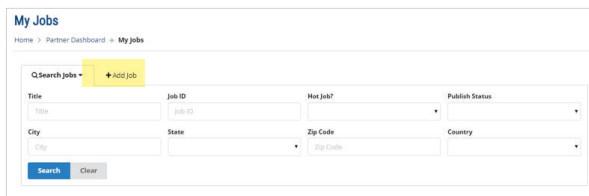
## Creating a Job Posting

From the logged-in dashboard:

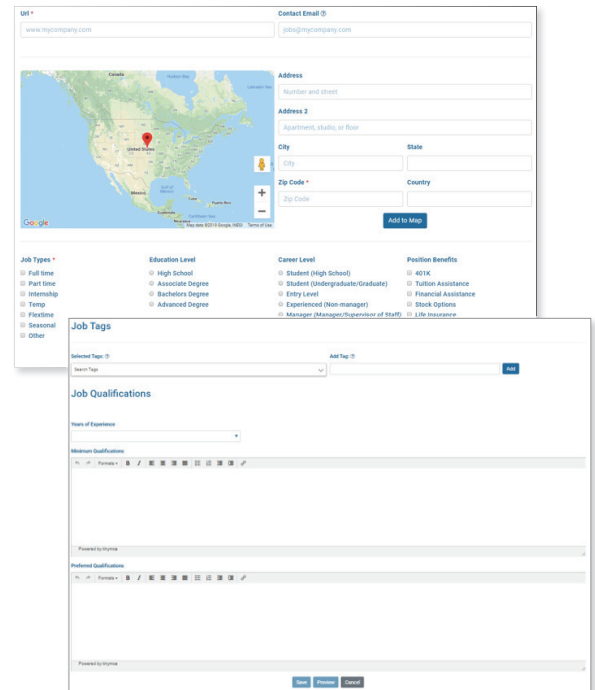
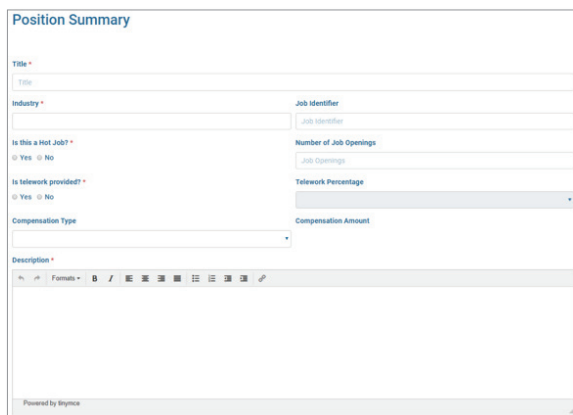
1. Click the **Partner** drop-down and select **My Jobs**.



2. Click **Add Job**.



3. Input the job information. All required fields need to be populated before the job posting can be created.



4. Once the job information is entered, you have several options:

- a. Click **Save** to save the job posting to be managed later.
- b. Click **Preview** to view what the job posting will look like to the spouse.
- c. Click **Cancel** to close out the job creation process.





# Creating a Job Posting

5. If **Preview** is selected, then the user will have two options:
- Click **Back to Edit** to continue editing the job posting.
  - Click **Publish** to publish the posting to be viewed.

The screenshot shows a preview of a job posting for a "Web Developer" position. The page includes a breadcrumb trail, a company logo, a table of job details, a description, and a publish date selection interface.

**Preview Job for Web Developer**  
Home > Partner Dashboard > My Jobs > Preview Job

**Web Developer**  
2000 Main St Alexandria, VA 22202, (View Map)

<b>Job Type</b>	<b>Salary</b>
Full time	\$80,001-\$100,000
<b>Industry</b>	<b>Education Level</b>
Health Practitioners and Technical	Bachelors Degree
<b>Years of Experience</b>	
4-7	

**Description**  
Quisque velit nisi, pretium ut lacinia in, elementum id enim. Vivamus suscipit tortor eget felis porttitor volutpat. Donec sollicitudin molestie malesuada. Quisque velit nisi, pretium ut lacinia in, elementum id enim. Vestibulum ac diam sit amet quam vehicula elementum sed sit amet dui. Quisque velit nisi, pretium ut lacinia in, elementum id enim. Quisque velit nisi, pretium ut lacinia in, elementum id enim. Vivamus magna justo, lacinia eget consectetur sed, convallis at tellus. Vivamus magna justo, lacinia eget consectetur sed, convallis at tellus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Donec velit neque, auctor sit amet aliquam vel, ullamcorper sit amet ligula.

**Company Info:**  
We are an exciting software development company providing cutting-edge web and mobile solutions to our clients for over 10 years. Our business embraces change. We help our clients adapt, innovate, and implement new technology in reality of tight budgets and unique challenges in the government, non-profit, and commercial space.  
**URL:** www.aaa.com  
**Contact Email:** johndoe@fakemail.com

**Publish Start Date:** 2019-05-24  
**Publish End Date:** 2019-05-28

**Buttons:** Back to Edit, Publish ✓

**Note:** Once you select Publish, the created job posting will be displayed to military spouses via the MSEP Job Search on MySECO. The Publish Start Date and Publish End Date will determine the timeframe that your posting will be displayed.

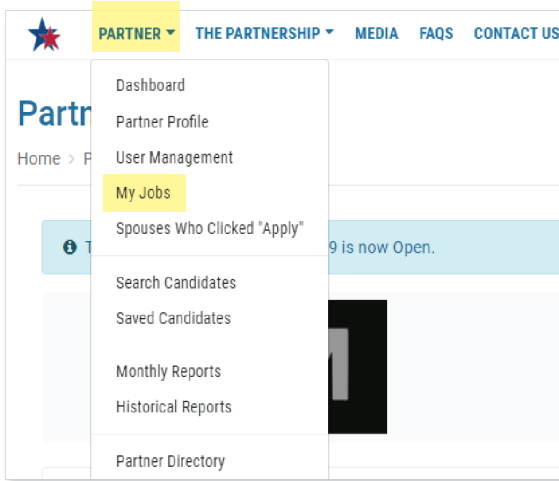
# Searching and Editing Job Postings

Partner users can search and edit their company job postings to keep their list of available job postings up-to-date.

## Searching/Viewing a Job Posting

From the logged-in dashboard:

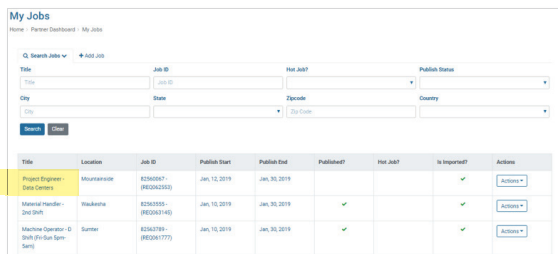
1. Click the **Partner** drop-down and select **My Jobs**.



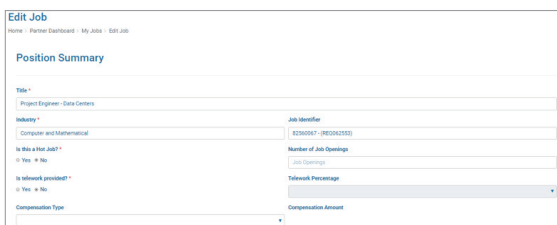
2. Input your search criteria into the appropriate fields, click **Search**.



3. Select the job from grid by clicking on the title.



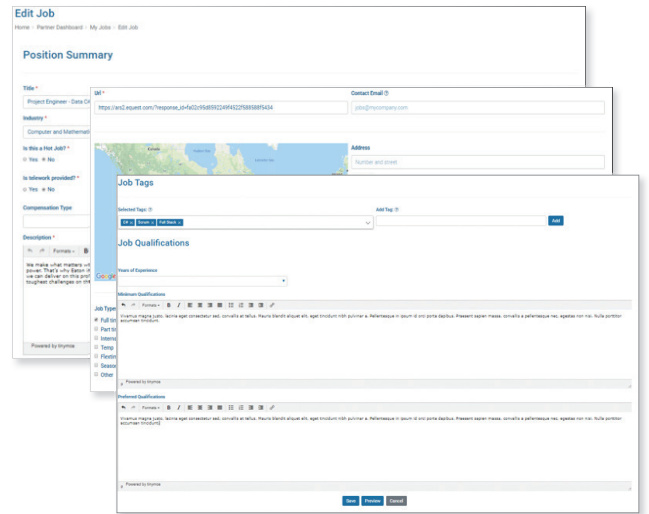
4. View job data on the Edit Job page.



## Editing a Job Posting

From the Edit Job page:

1. View job data on the Edit Job page.



2. Update the appropriate fields. All required fields will need to be populated before the job posting can be updated.

3. Once the job information is entered, you have several options:

- a. Click **Save** to save the job posting to be managed later.
- b. Click **Preview** to view what the job posting will look like to the spouse.
- c. Click **Cancel** to close out of the job update process.



# Searching and Editing Job Postings

4. If **Preview** is selected, you will have two options:
  - a. Click **Back to Editing** to continue editing the job posting.
  - b. Click **Publish** to publish the posting to be viewed.

**Note:** Once you select Publish, the updated job posting will be displayed to military spouses via the [MSEP Job Search](#).

## Publishing/Unpublishing a Job Posting

From the My Jobs page:

1. Review grid of your organization's created jobs.
2. Hover over the Actions button to view options.
  - a. If job isn't published, then **Publish** options will display.
  - b. If job is already published, then option for **Unpublish** will display.

Title	Location	Job ID	Publish Start	Publish End	Published?	Hot Job?	Is Imported?	Actions
Project Engineer - Data Centers	Mountainside	82560067 - (REQ062553)	Jan. 12, 2019	Jan. 30, 2019			✓	Actions - Publish Preview and Publish Delete
Material Handler - 2nd Shift	Waukesha	82563555 - (REQ063145)	Jan. 10, 2019	Jan. 30, 2019	✓			

Title	Location	Job ID	Publish Start	Publish End	Published?	Hot Job?	Is Imported?	Actions
Project Engineer - Data Centers	Mountainside	82560067 - (REQ062553)	Jan. 11, 2019	Jan. 31, 2019	✓		✓	Actions - Unpublish Extend Publish Date Delete
Material Handler - 2nd Shift	Waukesha	82563555 - (REQ063145)	Jan. 10, 2019	Jan. 30, 2019	✓			

**Note:** The default length that a job remains published is 21 days. However, you can extend the publish date of a currently published job. Confirmation messages are displayed when actions are completed.

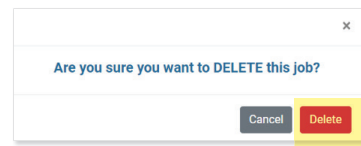
## Deleting a Job Posting

From the My Jobs page:

1. Review grid of your organization's created jobs.
2. Hover over the **Actions** button to view options. Click **Delete**.

Title	Location	Job ID	Publish Start	Publish End	Published?	Hot Job?	Is Imported?	Actions
Project Engineer - Data Centers	Mountainside	82560067 - (REQ062553)	Jan. 11, 2019	Jan. 31, 2019	✓		✓	Actions - Unpublish Extend Publish Date Delete
Material Handler - 2nd Shift	Waukesha	82563555 - (REQ063145)	Jan. 10, 2019	Jan. 30, 2019	✓			

3. Click **Delete** when the pop-up appears.



# Job Feeds

Partners can utilize job feed data that can mass create and update the partner's list of available job postings. A more in-depth, technical list of instructions can be found on the [Job Feed Guidance](#) page.

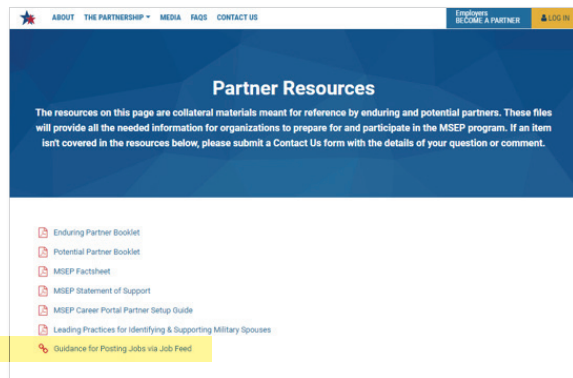
## View the Job Feed Guidance

From the top Toolbar:

1. Click **The Partnership** drop-down and then select **Partner Resources**.



2. Select **Guidance for Posting Jobs via Job Feed**



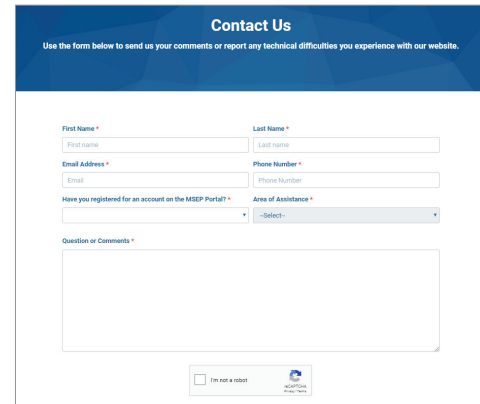
## Submit a New Job Feed

From the top Toolbar:

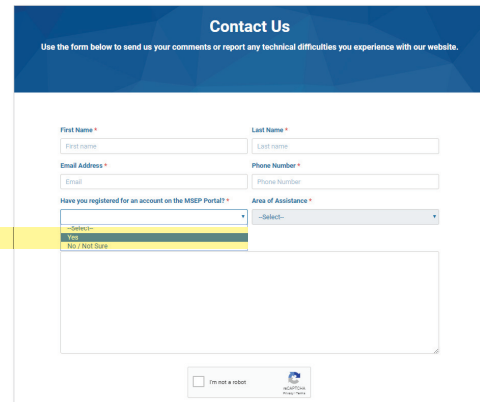
1. Click **Contact Us**.



2. Input your information into the name and contact fields.

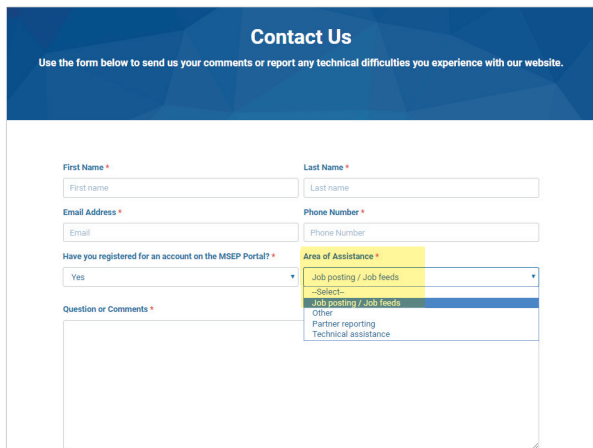
A screenshot of the 'Contact Us' form. The form has fields for First Name, Last Name, Email Address, and Phone Number. There is a dropdown menu for 'Have you registered for an account on the MSEP Portal?' and a text area for 'Question or Comments'. The dropdown menu is open, showing options: 'No', 'Yes', and 'Not Sure'. The 'No' option is highlighted with a yellow box.

3. Click the **Have you registered for an account on the MSEP Portal?** drop-down and then select your answer.

A screenshot of the 'Contact Us' form. The form has fields for First Name, Last Name, Email Address, and Phone Number. There is a dropdown menu for 'Have you registered for an account on the MSEP Portal?' and a text area for 'Question or Comments'. The dropdown menu is open, showing options: 'No', 'Yes', and 'Not Sure'. The 'No' option is highlighted with a yellow box.

# Job Feeds

4. Select **Job posting/Job feeds** from the **Area of Assistance** drop-down.

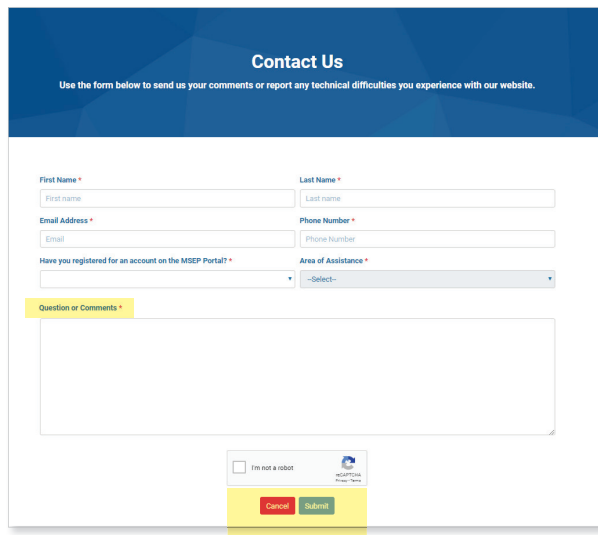


The screenshot shows the 'Contact Us' form with the following fields and options:

- First Name \***: Input field for first name.
- Last Name \***: Input field for last name.
- Email Address \***: Input field for email.
- Phone Number \***: Input field for phone number.
- Have you registered for an account on the MSEP Portal? \***: Dropdown menu with 'Yes' selected.
- Area of Assistance \***: Open dropdown menu with options: 'Job posting / Job feeds' (highlighted), '--Select--', 'Job posting / Job feeds', 'Other', 'Partner reporting', and 'Technical assistance'.
- Question or Comments \***: Large text area for input.

5. Input the URL and any other details of your Job Feed into the 'Question or Comments' section.

6. Click **Submit**.



The screenshot shows the 'Contact Us' form with the following fields and options:

- First Name \***: Input field for first name.
- Last Name \***: Input field for last name.
- Email Address \***: Input field for email.
- Phone Number \***: Input field for phone number.
- Have you registered for an account on the MSEP Portal? \***: Dropdown menu with 'Yes' selected.
- Area of Assistance \***: Dropdown menu with '--Select--' selected.
- Question or Comments \***: Large text area for input.
- I'm not a robot**: CAPTCHA checkbox.
- Cancel** and **Submit** buttons: Located at the bottom of the form.

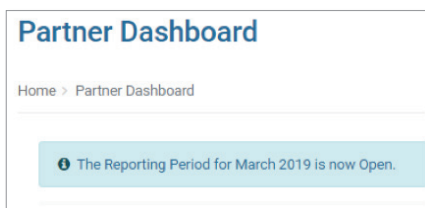
# Managing Spouse Hiring Data

Partners are responsible for submitting military spouse hiring data through the MSEP Partner Portal. The previous month's spouse hire data should be submitted between the 1st and 15th of the current month. Partners also have access to their historical reported spouse hiring data.

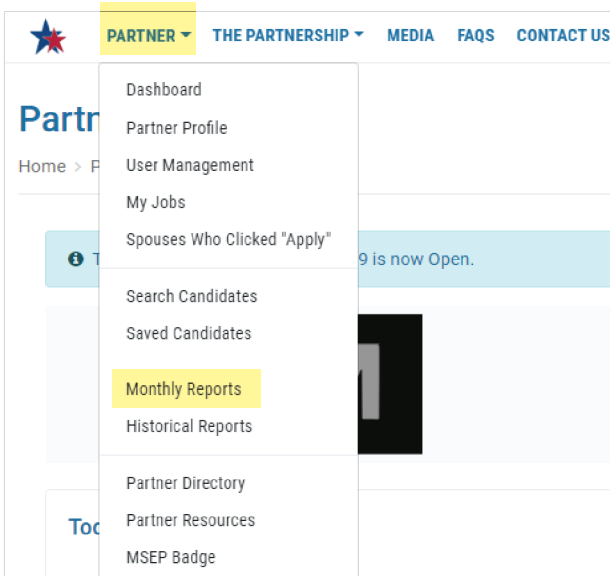
## Submitting Spouse Hiring Data

From the logged-in dashboard:

1. Ensure that reporting is “open” for the month from the banner message.



2. Click the **Partner** drop-down and select **Monthly Reports**.



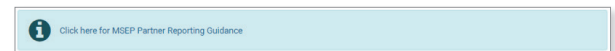
3. Enter the military spouse hiring data into the monthly report and click **Save**.

Spouses Currently Employed	Mar
Army	5
Navy	4
Air Force	6
Marines	4
Coast Guard	2
Unknown	1
<b>Total:</b>	<b>24</b>

Total	Other	Dec
Army	Total Spouses Promoted	66
Navy	Spouse Maintained Through Geographical Move	66
Air Force	Spouses Working Virtually	66
Marine	Spouse Working Full-Time	66
	Spouses Working Part-Time	66
	Spouse Referrals to other MSEP Partners	66

4. Detailed guidance on what to report is linked at the top of the page.



**Note:** Spouse hiring data can only be submitted between the 1st and 15th of the month. During this window, spouse hiring data can be updated and saved until the window is closed.

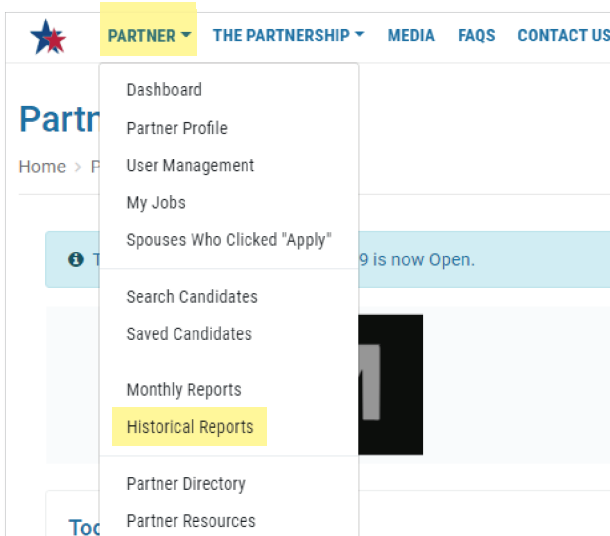


# Managing Spouse Hiring Data

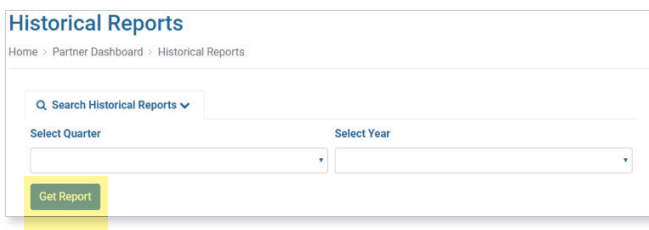
## Viewing Historical Reports

From the logged-in dashboard:

1. Click the **Partner** drop-down and select **Historical Reports**.



2. Choose a quarter and a year from the drop-down menus and click **Get Report**.



3. View the results of your search.

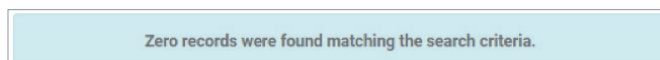
The screenshot shows the search results page. The search filters are set to 'Q1' for the quarter and '2018' for the year. The results are displayed in two tables. The first table, 'Spouses Currently Employed', shows data for various military branches. The second table, 'Total Spouses Hired Since Previous Month', shows data for the same branches. Both tables have a 'Total' row at the bottom.

Spouses Currently Employed	Jan	Feb	Mar
Army	44	Unknown	Unknown
Navy	44	Unknown	Unknown
Air Force	44	Unknown	Unknown
Marines	44	Unknown	Unknown
Coast Guard	44	Unknown	Unknown
Unknown	44	Unknown	Unknown
<b>Total:</b>	<b>264</b>	<b>0</b>	<b>0</b>

Total Spouses Hired Since Previous Month	Jan	Feb	Mar
Army	55	Unknown	Unknown
Navy	55	Unknown	Unknown
Air Force	55	Unknown	Unknown
Marines	55	Unknown	Unknown
Coast Guard	55	Unknown	Unknown
Unknown	55	Unknown	Unknown
<b>Total:</b>	<b>330</b>	<b>0</b>	<b>0</b>

**Note:** If your search results in zero records found, the following message will display:



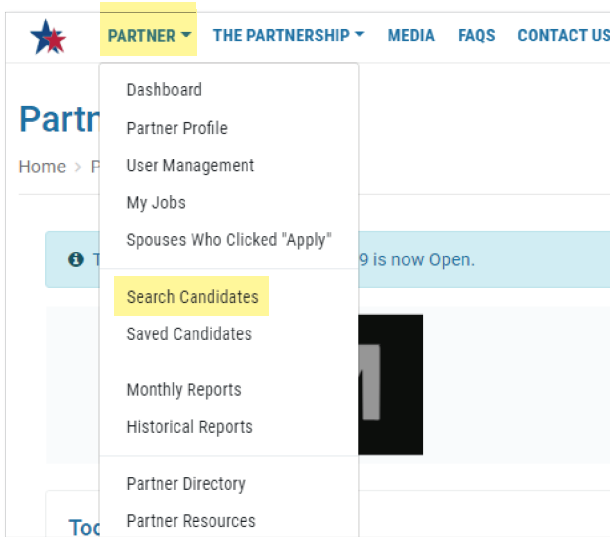
# Searching Spouse Candidate Data

The MSEP candidate search gives partners access to a database with the resume and professional information for talented military spouses. This database contains “opted-in” military spouses who have chosen to allow their data to be searched. Partners can utilize search filters to find the appropriate spouse candidates for their company’s open job opportunities.

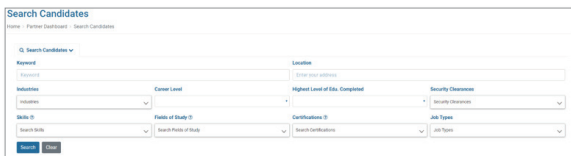
## Searching Spouse Candidates

From the logged-in dashboard:

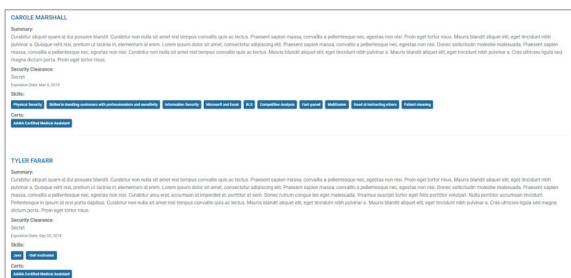
1. Click the **Partner** drop-down and select **Search Candidates**.



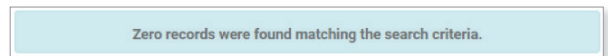
2. Input the desired search criteria from the available filters and click **Search**.



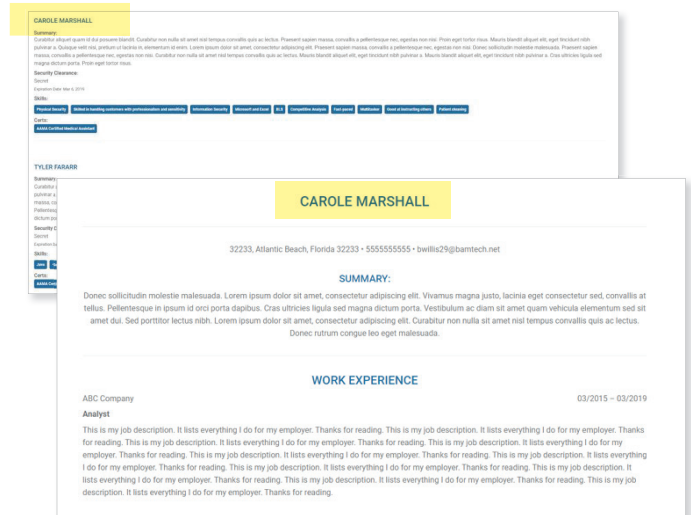
3. View search results in grid.



**Note:** If no results are found, the system will notify the user that “Zero records were found matching the search criteria.”



4. Review summary of results. Click spouse name in results to view additional candidate information.



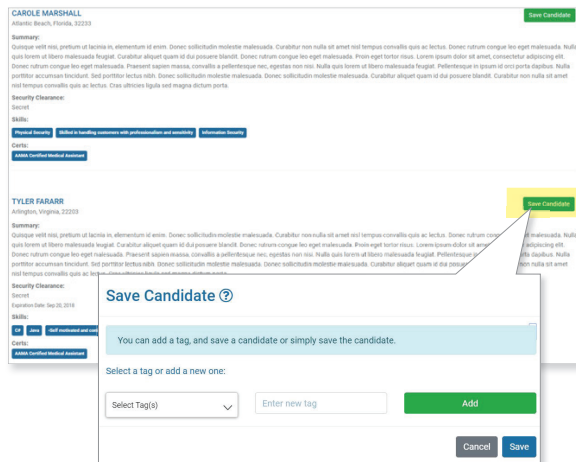
# Saving/Managing Spouse Candidates

Enduring Partners have the option of “saving” spouse candidates for future reference. The saved candidates can also be assigned tags, alpha-numeric keywords, which allow partners to organize the candidates based on their preference. Tags are manually input so that partners can categorize candidates for quicker reference.

## Saving Candidates

From the Candidate Search page:

1. Input the desired search criteria from the available filters and click **Search**.
2. View search results in grid.
3. Select **Save Candidate** for the desired spouse candidate.
4. Select **Save** on the pop-up.

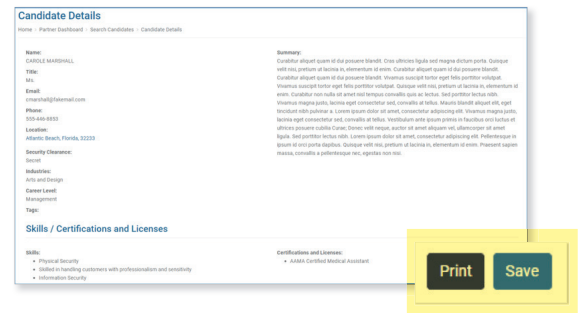


**Note:** When a Spouse Candidate is saved, the results will update to show a checkmark next to the spouse name.



From the candidate profile:

1. Select a spouse name from the grid to view the spouse candidate profile.
2. Click **Save**.

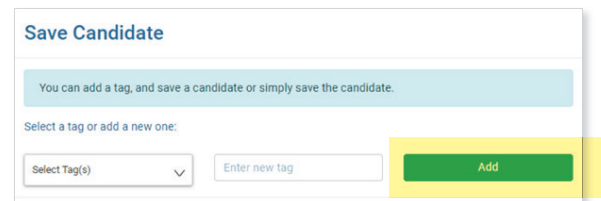


**Note:** Partners will also be given the option to print out the spouse candidate profile. If the candidate has already been saved then the “Save” option won’t be available.

## Adding/Selecting Tags

When saving spouse candidates:

1. Select **Save** from candidates search results grid or from the candidate profile.
2. Select a tag from the existing list or input new tag and click **Add**.



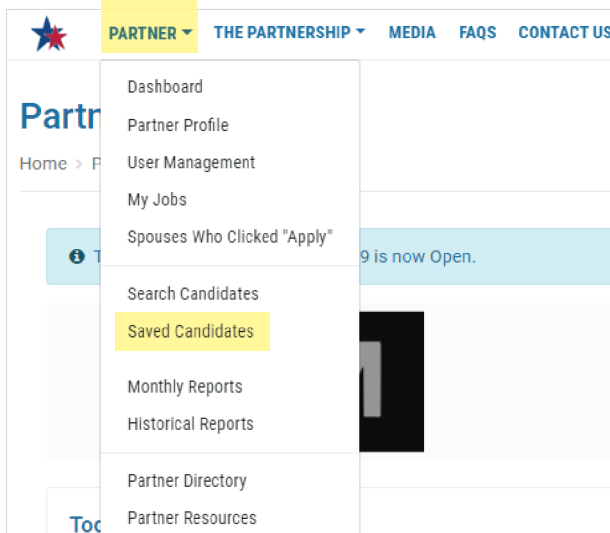
**Note:** If no tags have been created, one will need to be added, in order to be applied to the saved spouse candidate. As new tags are added the list of selectable tags will grow.

# Saving/Managing Spouse Candidates

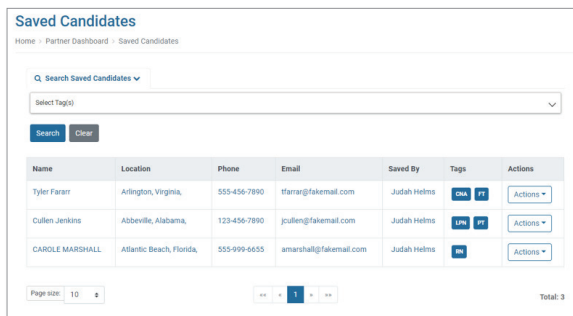
## Viewing Saved Candidates

From the logged-in dashboard:

1. Click the **Partner** drop-down and select **Saved Candidates**.



2. View list of Saved Candidates.



## Editing Tags

From the Saved Candidates page:

1. Click **Actions** and select **Edit Tags**.

The screenshot shows a table with columns: Name, Location, Phone, Email, Saved By, Tags, and Actions. The 'Actions' column for the first row (Tyler Fararr) is open, showing options: 'Edit Tags' (highlighted), 'Delete Candidate', and 'Actions'.

2. Add new tags or remove existing tags by clicking the **x** in the tag. Click **Save**.

The screenshot shows a modal form titled 'Edit Tags'. It contains a text input field with the placeholder 'You can add a tag, and save a candidate or simply save the candidate.' Below this is a section 'Select a tag or add a new one:' with a 'Select Tag(s)' dropdown, an 'Enter new tag' input field, and an 'Add' button. At the bottom right are 'Cancel' and 'Save' buttons.

**Note:** When a tag is added, it will be shown in the saved candidates grid under the Tags column.

The screenshot shows the 'Saved Candidates' table with the 'Tags' column highlighted in yellow. The data is the same as in the previous screenshot.

## Deleting Saved Candidates

From the Saved Candidate page:

1. Click **Actions** and select **Delete Candidate**.

The screenshot shows the 'Actions' dropdown menu for a candidate, with 'Delete Candidate' highlighted.

2. Click **Delete** when the pop-up appears.

The screenshot shows a modal titled 'Delete Candidate'. It contains a red warning box with the text 'Are you sure you want to delete this Candidate?'. At the bottom right are 'Cancel' and 'Delete' buttons.

**Note:** Partners will be able to sort all columns of the list. Partners will also be able to search the list by tags.



For more information about the Military Spouse Employment Partnership, visit <https://msepjobs.militaryonesource.mil>.

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