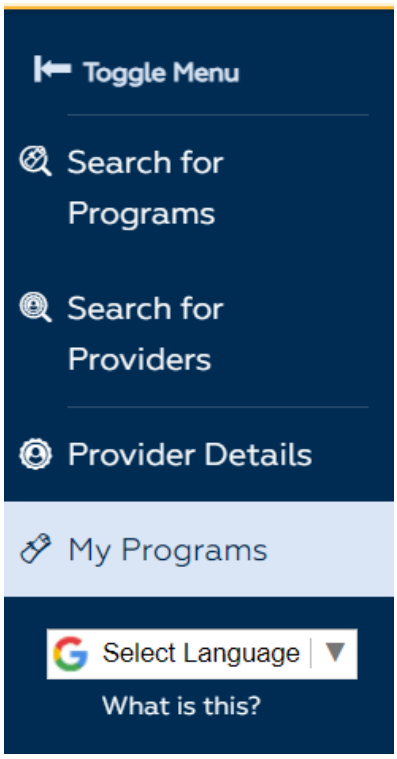
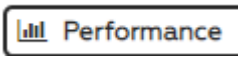
HOW TO ENTER DATA FOR ANNUAL PERFORMANCE REPORT

1. ***Log into AJC as a Training Provider - select my programs***



2. *Locate the program name and select the Performance button*

Actions	Program Name or Single Course/Class Title	WIOA	Performance	Local Area	Updated	Approved	Renewal
Edit	Veterinary Assisting ⚠ Missing Performance Data		Performance | 4	5 - City of Phoenix, Phoenix Workforce Connection	May 20, 2021	State Approved	May 20, 2022
Edit	Registered Nursing		Performance | 3	5 - City of Phoenix, Phoenix Workforce Connection	May 27, 2021	State Approved	May 27, 2022
Edit	Respiratory Care ⚠ Missing Performance Data		Performance | 4	5 - City of Phoenix, Phoenix Workforce Connection	May 27, 2021	State Approved	May 27, 2022
Edit	Surgical Technology		Performance | 2	5 - City of Phoenix, Phoenix Workforce Connection	Mar 14, 2022	State Approved	Mar 14, 2023

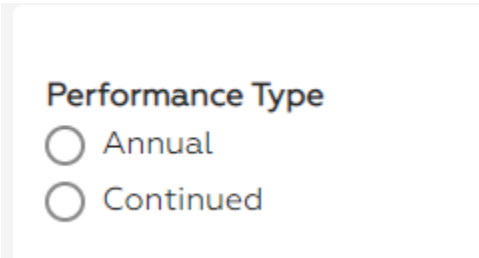
Select Performance 

You may also see a number that represent the number of times performance has been added to the system

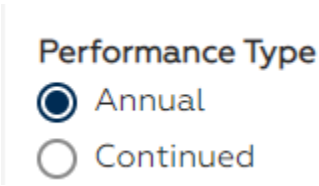
3. ***Select Add Performance***

Actions	Program Name	Type	Reporting End Date	Category
Edit	Registered Nursing	Initial	Jun 30, 2020	All
Edit	Registered Nursing Invalid Data	???	Jun 30, 2020	All
Edit	Registered Nursing Invalid Data	???	Jun 30, 2021	All

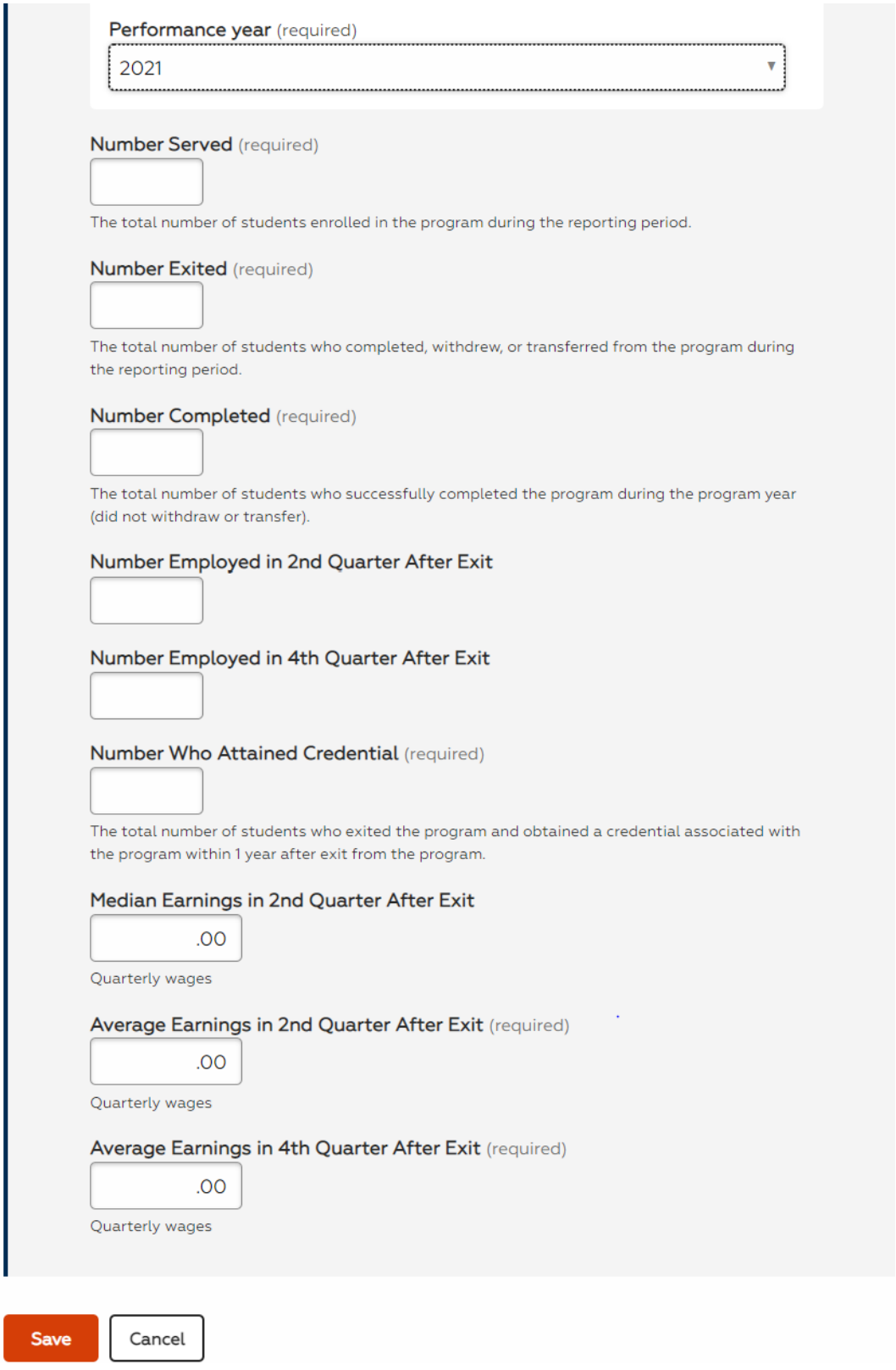
Finish | Add Performance



4. ***For PY2021 (July 1, 2021 – June 30, 2022) Annual report select Annual***



5. ***Select Performance Year and complete all the fields***



Example of completed screen

6. ***Select save and finish***

Training providers can see that the performance button number has changed:

Actions	Program Name	Type	Reporting End Date	Category
Edit	Registered Nursing	Initial	Jun 30, 2020	All
Edit	Registered Nursing ⚠ Invalid Data	???	Jun 30, 2020	All
Edit	Registered Nursing ⚠ Invalid Data	???	Jun 30, 2021	All
Edit	Registered Nursing	Annual	Jun 30, 2022	All

Finish | Add Performance