



Local Workforce Development Board Letter Grades Website Guide

Welcome to the local workforce development board Letter Grades website. To access local workforce development board performance data, visitors will need to register and create a user profile. This guide provides details on how to [register](#), [log in](#) to the site for data access, [reset your password](#) (if you forgot your password) and [change your password](#) (once you're logged in).

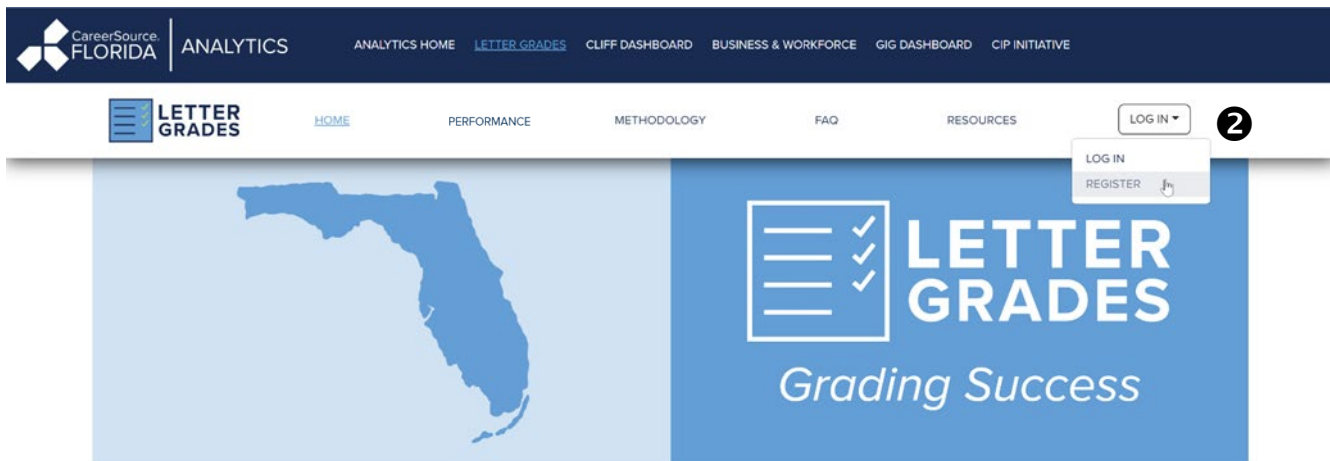
Register

To register on the website:

- 1 Visit the site at: <https://analytics.careersourceflorida.com/LetterGrades>
- 2 Click [Log In](#) on the right-hand side of the navigation menu at the top of the website and select [Register](#) from the dropdown.

analytics.careersourceflorida.com/LetterGrades

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Letter Grades

Florida's 2021 Reimagining Education and Career Help Act, known as the REACH Act, is a comprehensive blueprint for enhancing access, alignment and accountability across the state's workforce development system, which spans Florida's education, workforce and social safety net programs. The REACH Act positions Florida to better serve individuals with barriers to education and employment and seeks to improve accountability in the workforce system through the issuance of letter grades to local workforce development boards. The letter grades offer a standard, state-wide assessment that allows the local workforce development boards to identify areas that can be strengthened to provide greater access to high-quality jobs and career training options.

- 3 Enter your email address and create a password on the registration form.
Note: Passwords must be six or more characters in length and must contain at least one uppercase character, one lowercase character, one numeric character and one special character.
- 4 Confirm your password and submit your form by clicking the [Register](#) button.

Register


[Website Access Guide](#) PDF

Create a new user account.

Password requirements:

- must be six or more characters in length
- must contain at least one uppercase character
- must contain at least one lowercase character
- must contain at least one numeric character
- must contain at least one special character

- 5 Once the form is successfully submitted, a confirmation message will appear within your browser.

HOMEPERFORMANCEMETHODOLOGYFAQRESOURCESLOG IN

Registration Confirmed

Thank you for registering. You now have access to all sections of this website. Please [log in](#) to continue.

Have a question about Letter Grades? [Contact Us](#)

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CareerSource Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

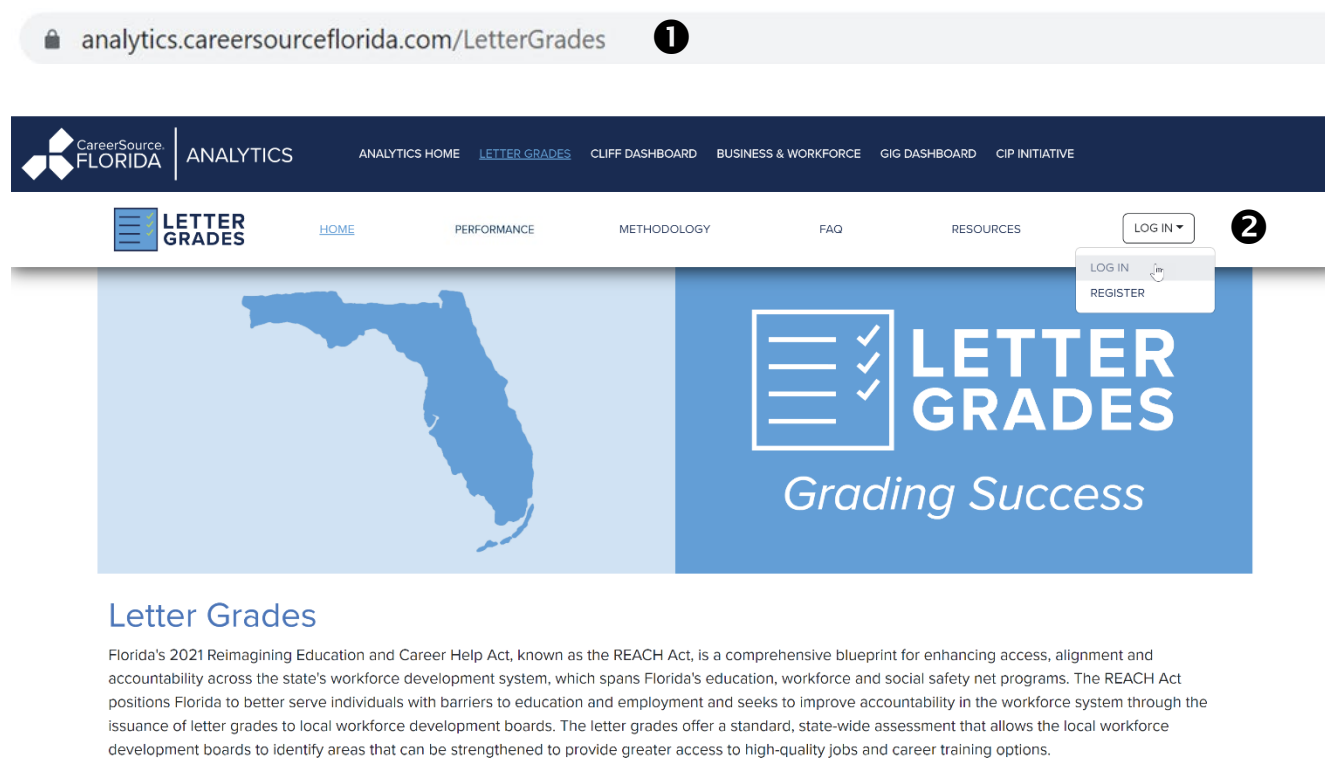
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You are now registered and ready to log in to the Letter Grades website!

Log In

To log in and access performance data on the website:

- 1 Visit the site at: <https://analytics.careersourceflorida.com/LetterGrades>
- 2 Click [Log In](#) on the right-hand side of the navigation menu at the top of the website and select [Log In](#) from the dropdown.



- 3 Enter your credentials and click the [Log In](#) button.

Log In

[Website Access Guide](#)

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[Forgot your password?](#)

New User?

Note: If you have forgotten your password, click the [forgot your password](#) link and [click here](#) for the steps on how to reset your password. If you are a new user, click the [register as a new user](#) button.

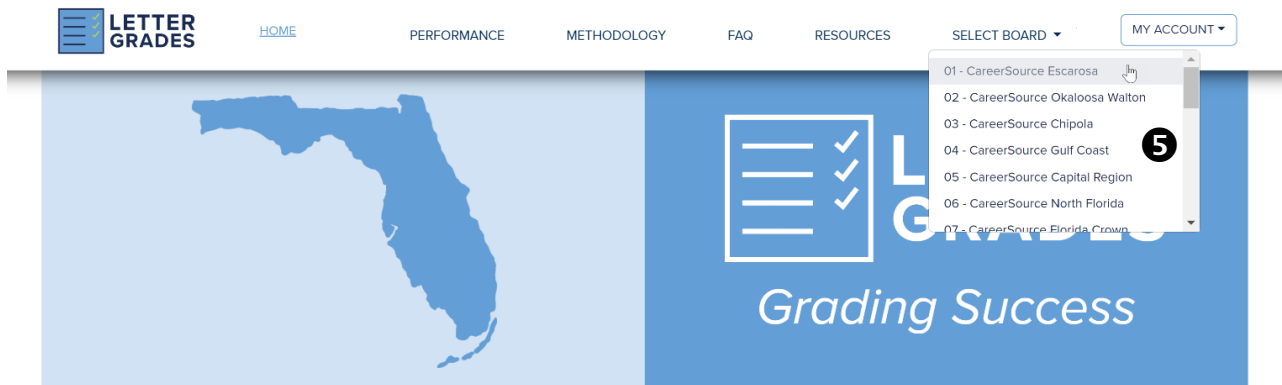
- 4 Once logged in, a **Select Board** dropdown will appear on the website's navigation menu.



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- 5 Click on the local workforce development board whose performance data you want to view.



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Reset Password

To reset your website password:

- 1 From the [Log In](#) page, click on [Forgot your password?](#)

Log In

[Website Access Guide](#) 

[Log In](#)

[Forgot your password?](#) **1**

[New User?](#)

[Register as a new user](#)

- 2 Enter your email address in the field on the page and click the [Email Link](#) button.

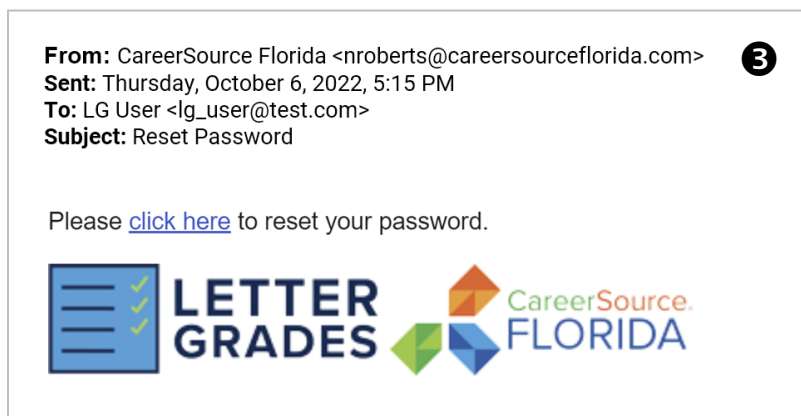
Forgot Password?

Enter your registration email address and click the Email Link button and a link to reset your password will be sent to your registered email address.

Please note: The password reset link will expire in 24 hours. If you are still unable to access your account, please submit a request via the Letter Grades [contact](#) form on this website.

[Email Link](#) **2**

- 3 Check your inbox for an email from CareerSource Florida <nroberts@careersourceflorida.com>. Click the link in the email to reset your password. The link will expire in 24 hours.



- ④ On the Reset Password page, enter your email address and new password.
- ⑤ Confirm your new password and click the [Reset](#) button.

Reset Password

Enter your email address and new password.

Password requirements:

- must be six or more characters in length
- must contain at least one uppercase character
- must contain at least one lowercase character
- must contain at least one numeric character
- must contain at least one special character

[Reset](#)

④

⑤

- ⑥ Once the form is successfully submitted, a confirmation message will appear within your browser.

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Forgot Password Confirmation ⑥

Please check your email for a link to reset your password. If you don't see a "Reset Password" message from **CareerSource Florida** in your inbox, please check your spam and/or junk mail folder. If you still require assistance, please contact us for technical support via the [Contact](#) form on this website.

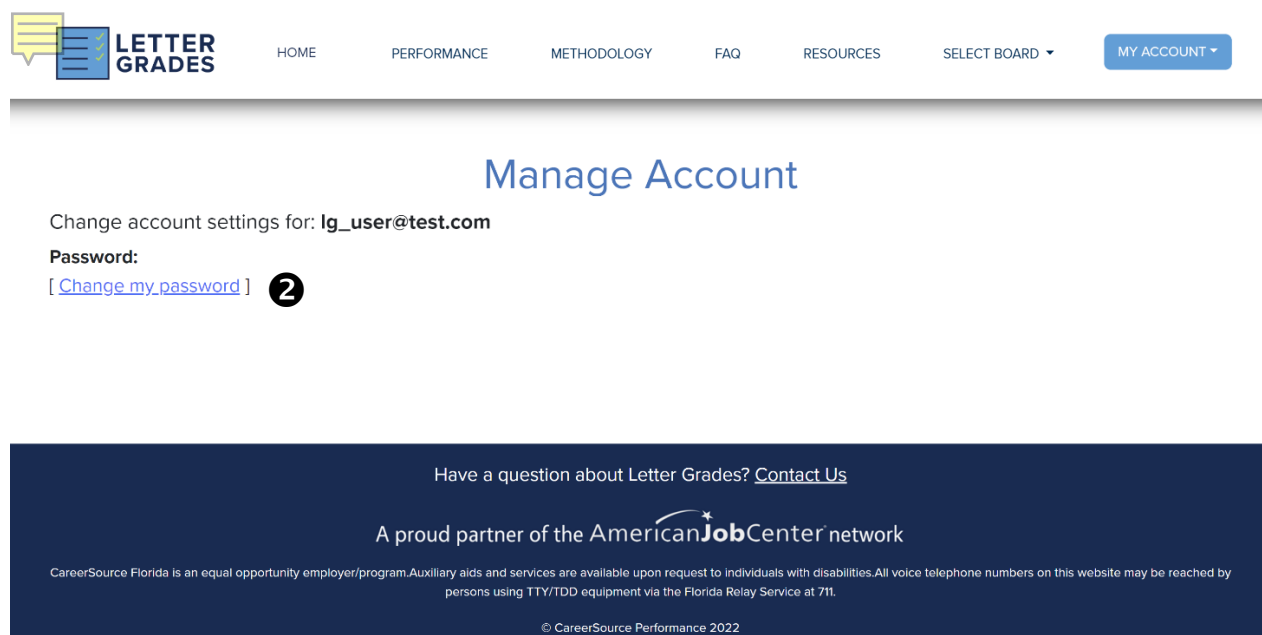
Change Password

To change your password after logging in to the website:

- 1 Click on [My Account](#) and select [Manage](#) from the dropdown.



- 2 On the Manage Account page, click on the [Change my password](#) link.




- 3 On the Change Password page, enter the old password and the new password.
- 4 Confirm the new password and click the [Change Password](#) button.

Change Password

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[Change Password](#) 4

- 5 Once the form is successfully submitted, a confirmation message will appear within your browser.

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MY ACCOUNT ▾

Your password has been changed. 5

Have a question about Letter Grades? [Contact Us](#)