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Labor Exchange
Agricultural Reporting System

State Workforce Agency
User Guide

Version 1.3
June 2025

For system support, email SWARAS-Support@dol.gov

Document Information

Title:	Labor Exchange Agricultural Reporting System State Workforce Agency User Guide
Revision:	1.3
Issue Date:	June 2025
File Name:	LEARS SWA User Guide
Doc Type:	User Guide

Document Revision History

Version	Date	Author	Change
1.0	March 2025	John Pollard, Nuvitek	Document Initial Creation
1.1	March 2025	John Pollard, Nuvitek	Added additional guidance in user access section
1.2	March 2025	John Pollard, Nuvitek	Edits requested by LEARS team
1.3	June 2025	John Pollard, Nuvitek	Revisions to reflect application updates, language clarity, and screenshot accessibility

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1 Introduction

State Workforce Agency (SWA) Wagner-Peyser Act Employment Service (ES) programs must collect specified data and meet performance accountability measures described in 20 CFR 653.109, and guidance. SWAs report this data to the United States Department of Labor (the Department) Employment and Training Administration (ETA) through Form ETA-9173 (Office of Management and Budget (OMB) Control Number 1205-0521) and Form ETA-5148 (OMB Control Number 1205-0039). SWAs submit Form ETA-9173 through the Workforce Integrated Performance System (WIPS).

SWAs submit Form ETA-5148, *Services to Migrant and Seasonal Farmworkers Report*, through the Labor Exchange Agricultural Reporting System (LEARS), which documents required reporting elements that Form ETA-9173 does not include, related to ES services SWAs provide to migrant and seasonal farmworkers (MSFW).

This user guide provides instructions for SWA use of the web-based State Workforce Agency Reporting and Analysis System (SWARAS) to access LEARS and submit Form ETA-5148.

Key Features of the Reporting System:

- **Quarterly Report Submission**

  SWAs submit Form ETA-5148 each quarter, following Workforce Innovation and Opportunity Act (WIOA) performance reporting deadlines for the WIOA Title III

Wagner-Peyser Act ES program. **Table 1**: outlines the WIOA performance report deadlines by quarter[1].

Table 1: WIOA Performance Report Deadlines by Quarter

Reporting Quarter	Report Due Date
Q1: July 1 – September 30	November 15
Q2: October 1 – December 31	February 15
Q3: January 1 – March 31	May 15
Q4: April 1 – June 30	August 15

- **Submission and Acceptance Workflow**

1. SWA ES staff submit and certify Parts 1, 2, and 3 of Form ETA-5148 each quarter. State Monitor Advocates (SMAs) separately submit and certify Part 4 (SMA Annual Summary, see 20 CFR 653.108(u) only for the fourth quarter report of each program year.

2. ETA regional staff review SWA-certified reports on a quarterly basis for acceptance.

- If a report meets Form ETA-5148 requirements, ETA will accept the report.
- If the report data cannot be accepted, ETA regional staff will reject the report, with a comment that explains the deficiency. The SWA must correct the report deficiency and submit and certify the corrected report.
    - ETA regional staff will review the report again and, if acceptable, ETA regional staff will accept the revised report. If the report is still not acceptable, ETA regional staff will enter a new comment and may provide technical assistance or corrective action until the SWA resolves all identified issues.

[1] WIOA Title I and III Reporting Timelines Desk Aid

- **Program Year Cumulative Summary**

  The system automatically compiles data that SWAs have certified quarterly through Form ETA-5148 into a comprehensive summary of cumulative program year data. This summary information is available for SWAs and ETA to view but it is not editable because it represents cumulative data from all four Forms ETA-5148 the SWA reported in the program year.

2 LEARS User Roles

Four user groups will use LEARS:

1. **SWA ES Staff Parts 1, 2, and 3 Submitters**

   SWAs must assign appropriate ES staff, as defined by 20 CFR 651.10, to submit and certify Parts 1, 2, and 3 of Form ETA-5148 each quarter. ES staff assigned for Parts 1, 2, and 3 will have the ability to submit and certify data for Parts 1, 2, and 3 each quarter, and they will have the ability to view (but not edit) Part 4.

2. **State Monitor Advocate (SMA) Part 4 Submitters**

   ETA will assign separate user accounts for SMAs to submit Part 4 (SMA Annual Summary), which SMAs must submit only for fourth quarter report of each program year. SMAs will also have the ability to view (but not edit) Parts 1, 2, and 3 each quarter to support their monitoring responsibilities.

3. **ETA Regional Reviewers**

   ETA regional offices will assign regional staff users to review reports that SWAs submit and certify in their regions. ETA regional users have the ability to view (but not edit) all reports in their regions. They also have the ability to accept reports and, if necessary, reject reports that are not compliant with ES regulations or guidance.

4. **ETA Internal Administrative Users**

   The ETA Office of Workforce Investment (OWI) will maintain user accounts to manage, review, and provide administrative assistance.

3 Accessing LEARS

3.1 Web Site Address (URL)

SWAs access LEARS through the SWA LEARS portal.

Note that SWARAS functions best when users access it using the Microsoft Edge internet browser.

3.2 Registering as a New User

You must have a **login.gov** account to access the SWA LEARS portal. If you do not already have an account with login.gov, visit https://login.gov/create-an-account/ to create an account.

Follow the steps below to request access to LEARS.

1. **Access the LEARS SWA Portal**
   Navigate to the LEARS home page. Select "Login with secure" on the sign-in page (Figure 1).

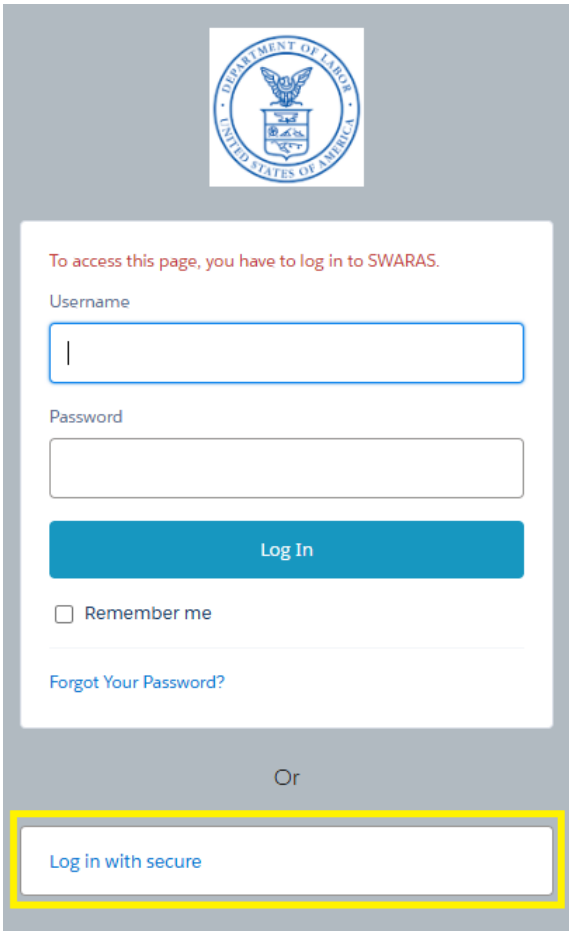


Figure 1 LEARS Sign-In Page

2. **Sign In With login.gov**
   Enter your login.gov email address and password and click "Submit."

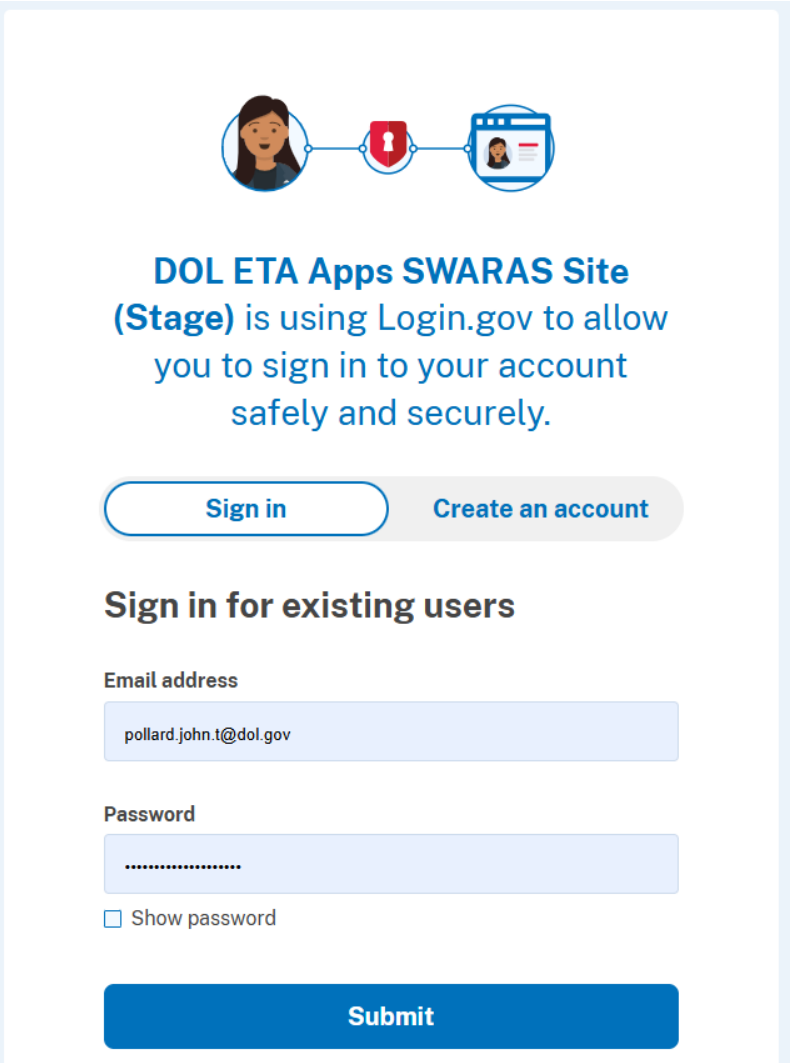


Figure 2 login.gov Login Page

On the confirmation screen, verify your information and click "Agree and continue."

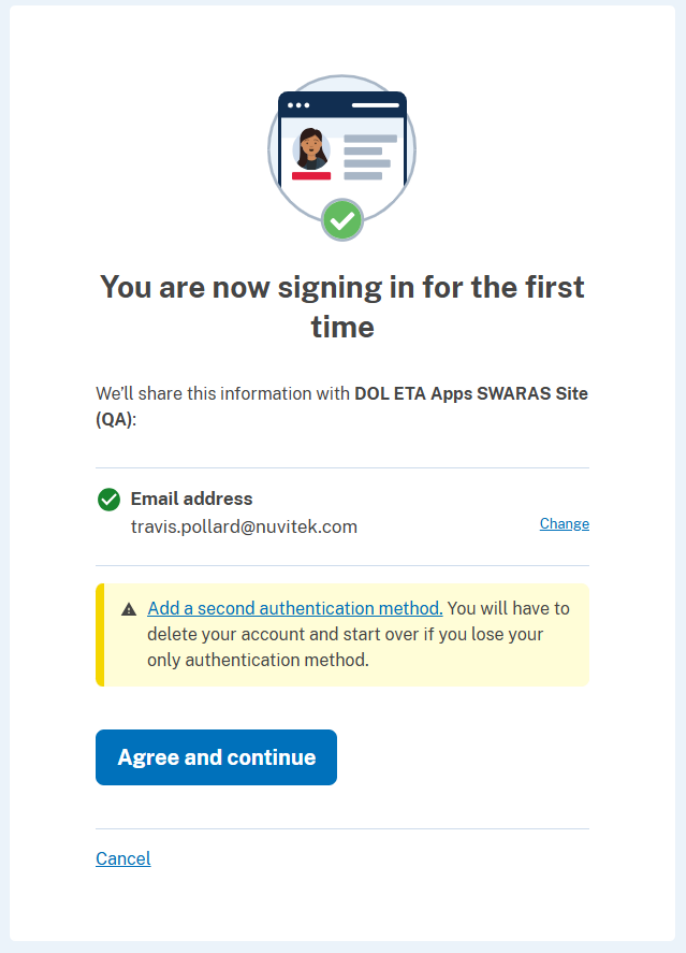


Figure 3 login.gov Confirmation Page

If your user already exists in the system, you will be logged in immediately and no further action is needed.

If your account does not exist, continue following the steps below to request access.

3. **Accept Access Conditions**

   Read the access conditions and click the checkbox if you acknowledge and consent to the conditions (Figure 4). Click "Next" to continue.

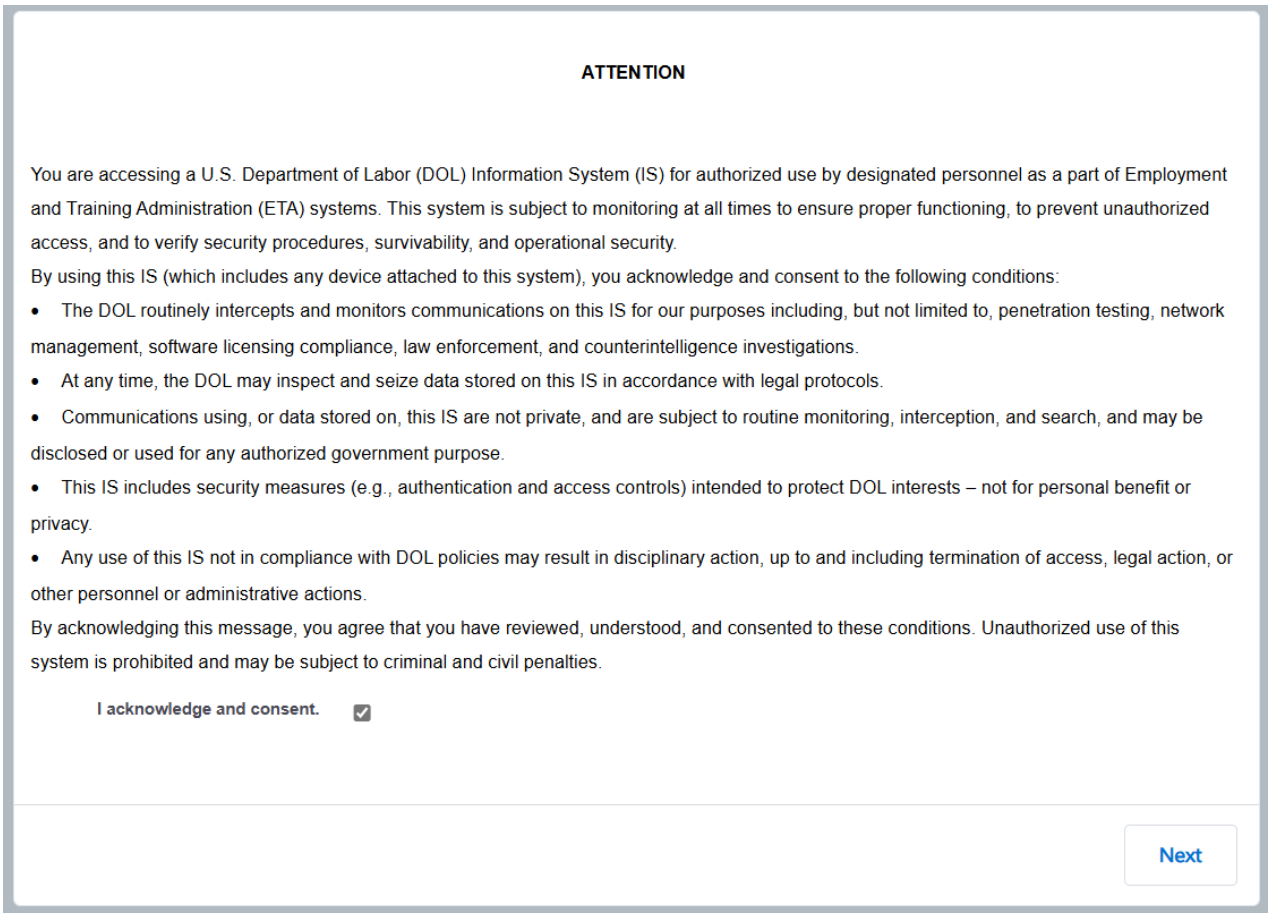


Figure 4 Access Conditions

4. **Provide Contact Information**
   Complete the Contact Information form (Figure 5). Click "Next" to continue.

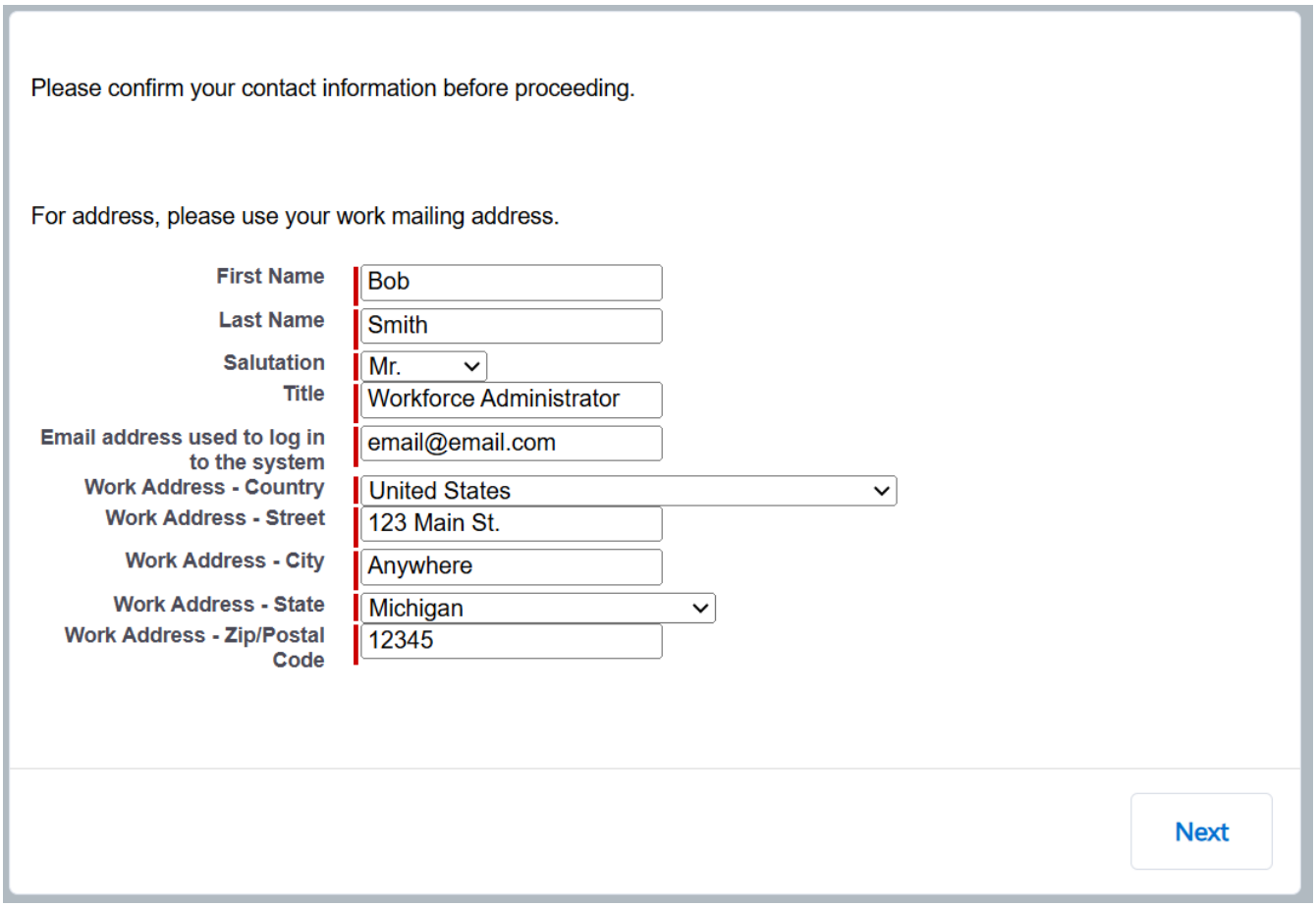


Figure 5 Contact Information Form

5. **Complete System Access Form**
   Fill out the System Access form (Figure 6). If you are unsure of your response to any field, select the option that most closely matches your required access. A system administrator will review all requests and verify information before access is granted.

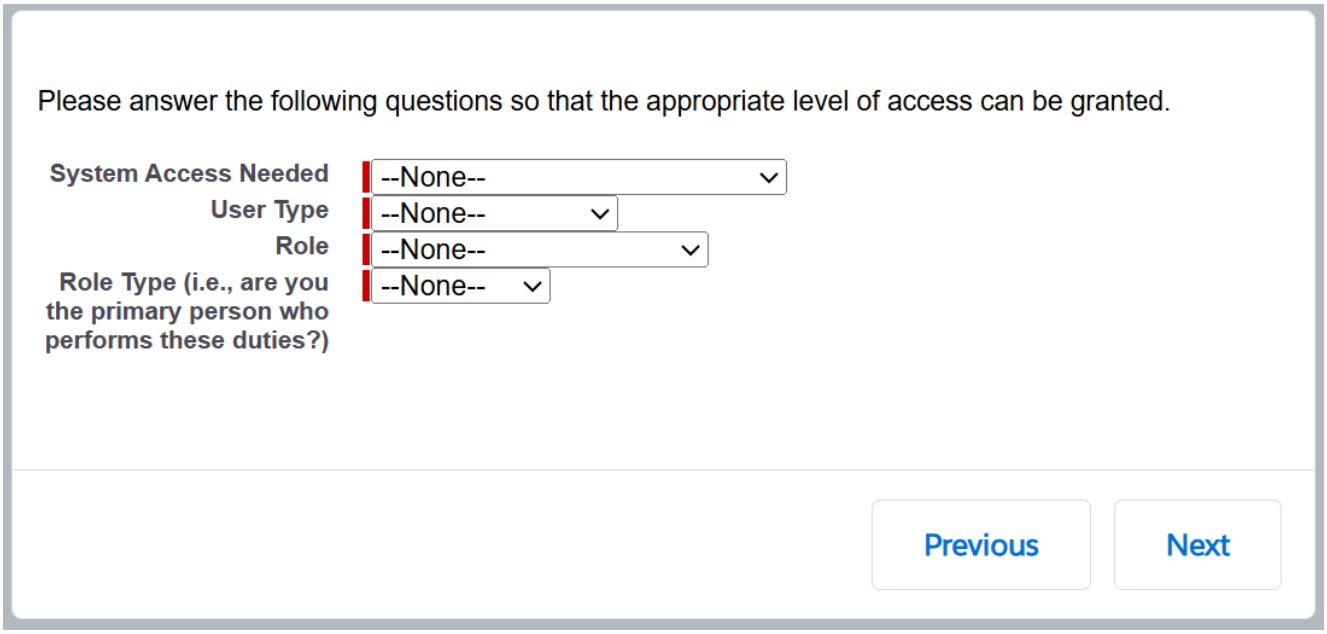


Figure 6 System Access Form

Reference Table 2 below for guidance on completing the System Access Form.

Table 2: System Access by Role

	SWA	SMA
System Access Needed	LEARS	LEARS
User Type	State	State
Role	State Access	State Monitor Advocate
Role Type	Primary or Secondary	Primary or Secondary

6. **Confirm Your State**
   Confirm the state for which you work and will submit data. This field will automatically display the state you input for your Contact Information, but you may change it if necessary. Click "Next" to continue.

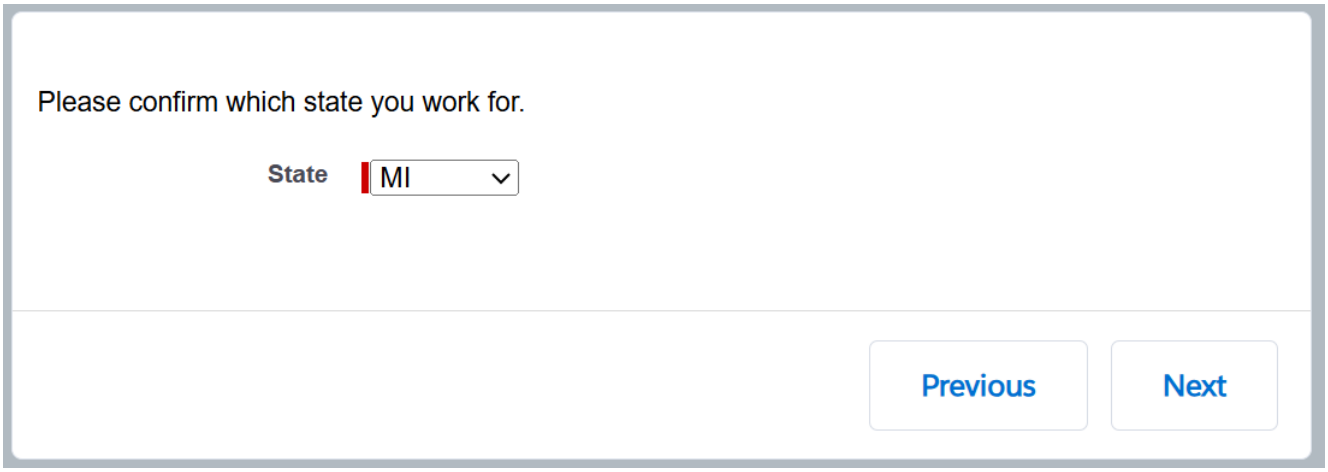


Figure 7 State Confirmation

7. **Confirm Your Access Request**
   A confirmation message indicates that your request has been submitted (Figure 8). A system administrator will review your request. Once approved, you can log in to LEARS using your login.gov credentials.

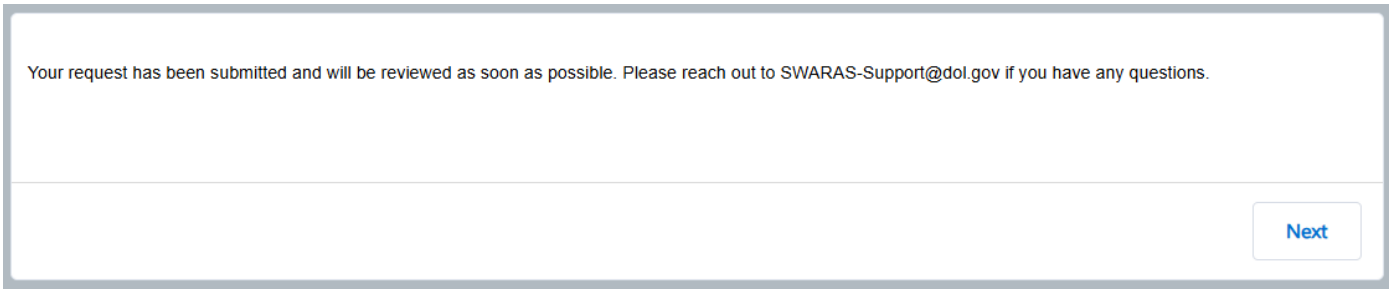


Figure 8 Access Request Confirmation

4 Navigating the Site

4.1 Home Page

Each time you log in to the system, your session will start on the home page, **"Employment and Training Administration, State Workforce Agency Portal"** (Figure 9).

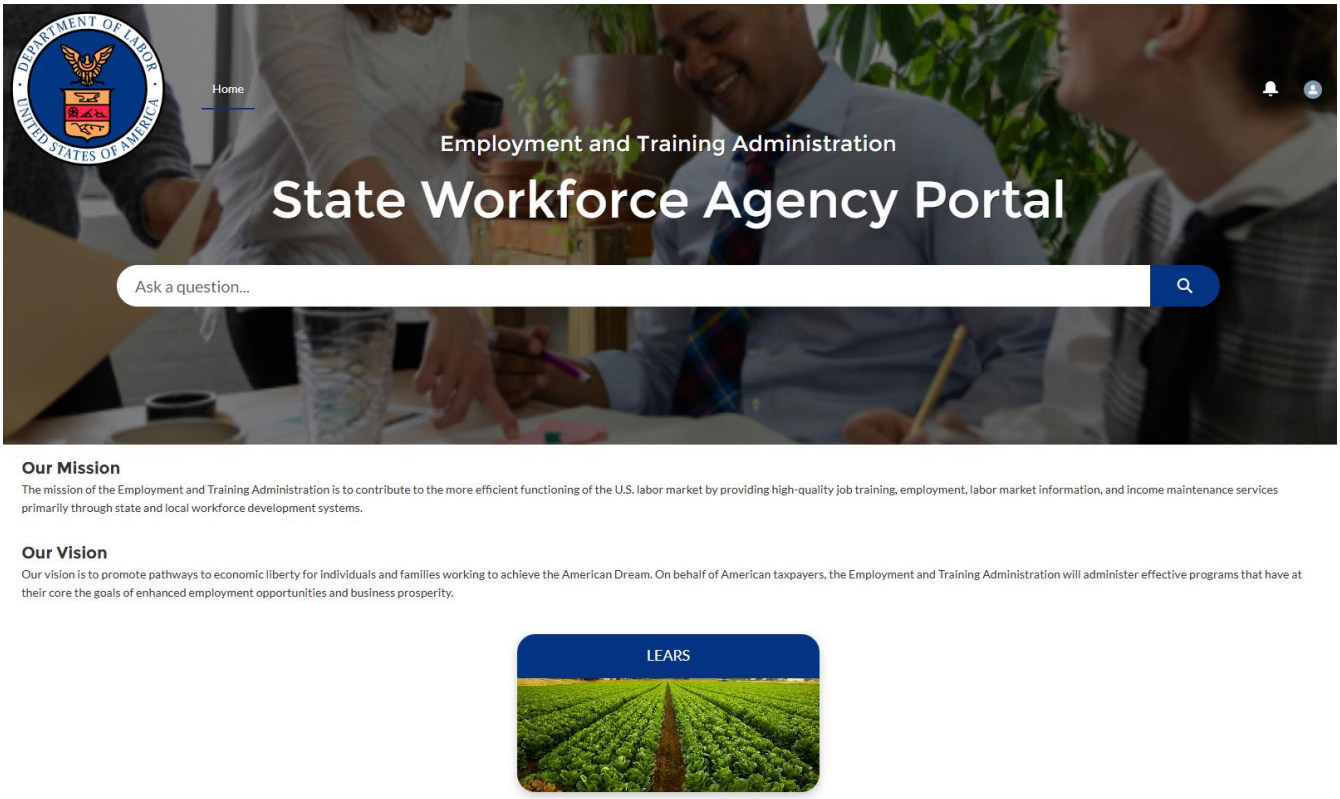


Figure 9 ETA SWA Home Page

You may see links to various DOL reporting applications depending on your role. Click the "**LEARS**" button to navigate to the LEARS home page (Figure 10).



Figure 10 LEARS Button

On the LEARS home page, you will find a button for "**LEARS Quarterly Reports**" (Figure 11). You will also find information regarding LEARS, including instructional resources.



Figure 11 LEARS Quarterly Reports Button

4.2 Navigation Bar

The navigation bar at the top of the page includes three icons (Figure 12):

- **Home**: Click this button to return to the State Workforce Agency Portal home page.
- **Notifications** (Bell Icon): Displays system notifications.
- **User Avatar**: Provides access to the "Log Out" option.



Figure 12 Navigation Bar

4.3 Report View Navigation

To access the report view, click the "LEARS Quarterly Reports" button on the LEARS home page.

The default list view for quarterly reports is **"Current Year – LEARS Quarterly Reports."** To view reports from previous program years, click the title of the current list view and select **"All LEARS Quarterly Reports"** from the dropdown menu (Figure 13).

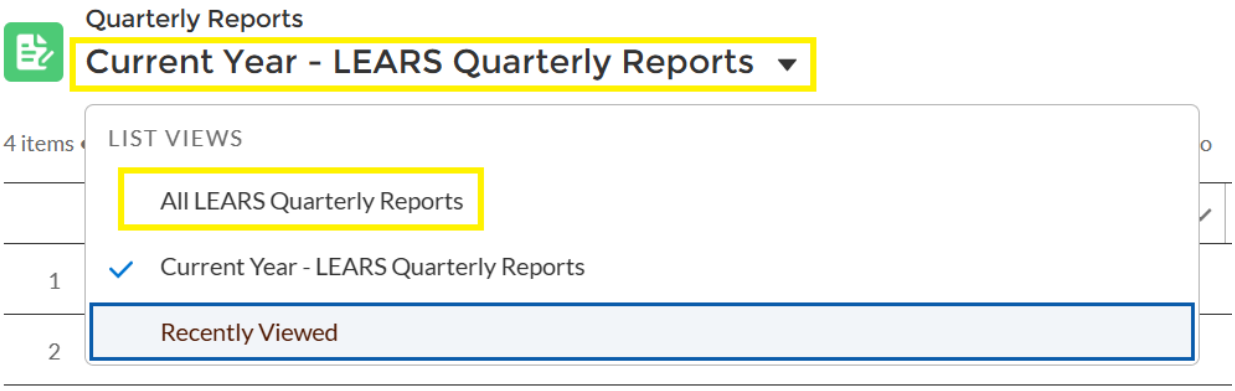


Figure 13 LEARS Reports List View

The system automatically generates new quarterly report forms for the upcoming LEARS program year. Users do not need to create reports manually.

Note: *If a currently logged-in user can access other DOL reporting systems, such as the Work Opportunity Tax Credit (WOTC) reporting system, reports from those systems will also appear in this interface.*

5 LEARS Quarterly Reports

5.1 Completing and Submitting Form ETA-5148 Quarterly Report in LEARS

The following steps describe the process that ES staff follow to complete and submit Form ETA-5148, *Services to Migrant and Seasonal Farmworkers Report*, in LEARS.

1. **Access the System**
   Log in to the **State Workforce Agency Portal**. Click **"LEARS"** to navigate to the LEARS home page. See Section 3 for more details.

2. **Navigate to Quarterly Reports**
   Click the navigation button for **"Quarterly Reports"** on the LEARS home page to access the Quarterly Reports interface.

   If you don't see the required reports on the list, click the dropdown menu to select the required list view. See Section 4 for more details.

3. **Open a Report**
   Click on a report name (Figure 14) to open the report editing and submission interface.

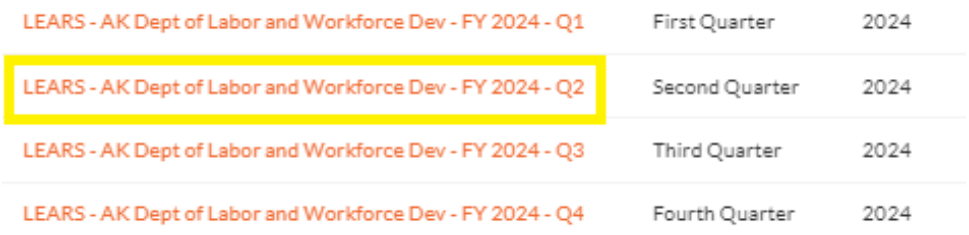


Figure 14 LEARS Report Selection

***Note**: The system automatically generates new quarterly report forms for the upcoming program year on July 1. Users do not need to create reports manually.*

4. **Complete Part 1 - Services To Migrant and Seasonal Farmworkers Reports**

Part 1 includes the following sections:

A. Outreach Services
B. Monitoring System (Federal and state monitoring reviews)
C. Agricultural Recruitment System for U.S. Workers (ARS)
D. Complaint System
E. Apparent Violations

There are three column headings at the top of Part 1 of the report:

- Previous Cumulative Reported
- Report Period
- Cumulative

Input the required data for each field under the second column, "**Report Period**" (Figure 15). The first column, "**Previous Cumulative Reported**", is auto populated from report data from the previous quarter, if available. The third column, "**Cumulative,**" sums the previous two columns.

	Previous Cumulative Reported	Report Period	Cumulative

Figure 15 LEARS Part 1 Column Headings

5. **Complete Part 2 - Narrative Responses**
After completing **Part 1**, click the tab for **"Part 2"** (Figure 16).



Figure 16 Part 2 Tab

Part 2 includes the following sections and is in narrative format:

A. Issues, Accomplishments, and Anecdotes

B. Training and Technical Assistance

C. Other

6. **Complete Part 3 - Services Provided to Migrant and Seasonal Farmworkers Minimum Service Level Indicators**
After completing Part 2, click the tab for **"Part 3"** (Figure 17).



Figure 17 Part 3 Tab

Data in this "Minimum Service Level Indicators" chart will auto-populate, except for the Actual Numerator field for Data Item Number 5. The user must manually enter the numerator for Data Item 4 (number of ES-related

complaints (MSFW and non-MSFW) that were resolved within 45 days). See Figure 18.

Services Provided to Migrant and Seasonal Farmworkers Minimum Service Level Indicators

Data Items	Compliance Level	Actual Level (%)	Actual Denominator	Actual Numerator	Compliant?
1. Reviews of significant offices	100%	100%	7	7	Compliant
2. Field checks conducted when 10 or more job orders have been placed through the Agricultural Recruitment System	25%	Not Applicable	Not Applicable	Not Applicable	Not Applicable
3. Field checks conducted when 9 or fewer job orders (but at least one) have been placed through the Agricultural Recruitment System	100%	78%	9	7	Non-Compliant
4. Outreach contacts per week	100%	2%	40	0.69	Non-Compliant
5. Timely processing of complaints	100%	100%	4	4	Compliant

Figure 18 Data Item Number 5 Numerator

You may also enter comments in this section.

***Note**: Gray fields will not accept user input. Gray fields are auto populated based on data from other fields or reports.*

7. **Add Attachments and Notes**
   Click on the **"Attachments & Related"** tab at the top of the report (Figure 19).



Figure 19 Attachments & Related Tab

This page provides report history. Sections on this page include:

- **Quarterly Report History** – A history of when the report was locked and unlocked and the user that interacted with the report to trigger this state.

- **Approval History** – A history of report submissions, rejections, and approvals. An option to "**Recall**" the report appears here when a report has been submitted but has not yet been rejected or approved. Recalling a report removes the report from the approval queue so it can be edited and resubmitted.

8. **Submit the Report for Approval**
   Click the "Submit for Approval" button at the top of the form to begin the process of sending the completed and certified form for regional approval (Figure 20).

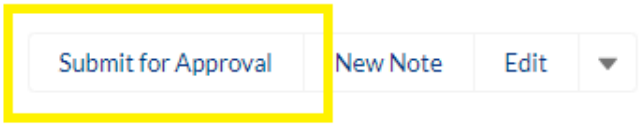


Figure 20 "Submit for Approval" button

9. **Finalize Submission**
   Check the box to certify "that all information contained in this report is accurate and complete to the best of [your] knowledge as of the date of submission" (Figure 21).

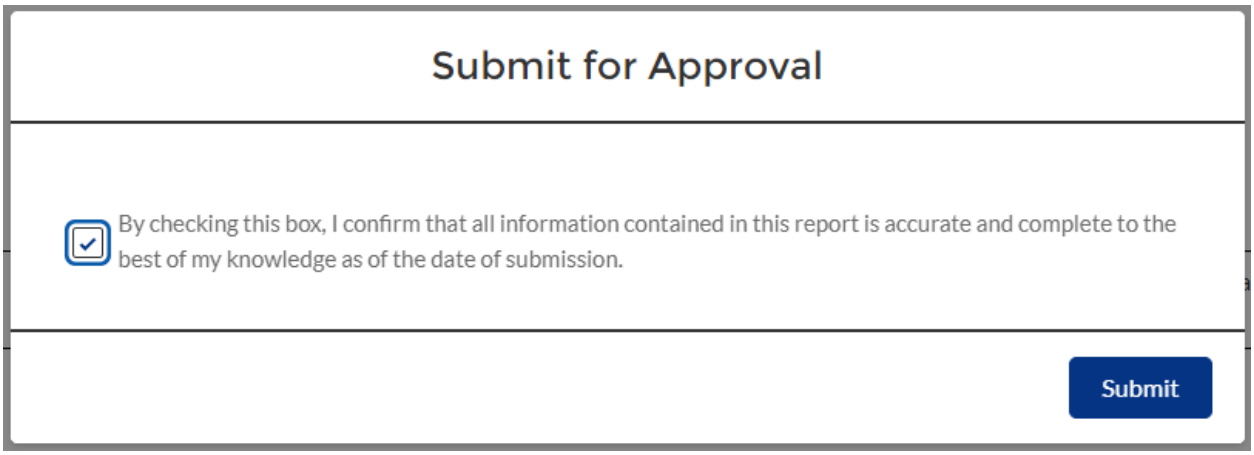


Figure 21 LEARS Submission Certification

Click "**Submit**" to complete the submission of the report.

***Note**: Once a report has been submitted for approval, it will be locked. No edits can be made, unless ETA rejects the report and sends it back to the submitter.*

***Note**: Part 4 of the report, "Services Provided to Migrant and Seasonal Annual Summary," is visible each quarter to SWAs in the reporting system.* **State Monitor Advocates (SMAs)** *edit and submit Part 4 after the 4th quarter ends.*

5.2 LEARS Report Part 4

The reporting feature for Part 4 of **Form ETA-5148, *Services to Migrant and Seasonal Farmworkers Report*,** is under development.

6 Resources

6.1 Acronyms and Definitions

Table 3 lists all the acronyms used in this user guide, along with their definitions.

Table 3: Acronyms and Definitions

Acronym	Definition
CFR	Code of Federal Regulations
ES	Employment Service
ETA	Employment and Training Administration
LEARS	The Labor Exchange Agricultural Reporting System
MSFW	Migrant and Seasonal Farmworkers
SMA	State Monitor Advocate
SWARAS	State Workforce Agency Reporting and Analysis System
WIOA	Workforce Innovation and Opportunity Act
WIPS	Workforce Integrated Performance System