State Workforce Agency Reporting and Analysis System (SWARAS) System Access (State) - Quick Reference Guide (QRG)

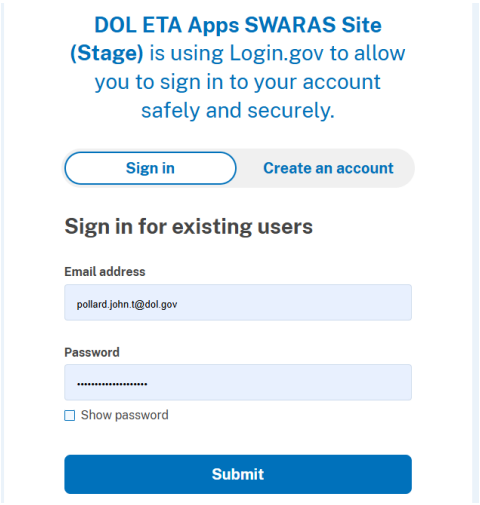
This is a guide for state users to access SWARAS. For more details, see the relevant User Guide.

State Users (SWAs) - dol-eta-apps.my.site.com

1. **Access the SWARAS Portal**
   Navigate to the SWARAS home page. Select "Login with secure" on the sign-in.



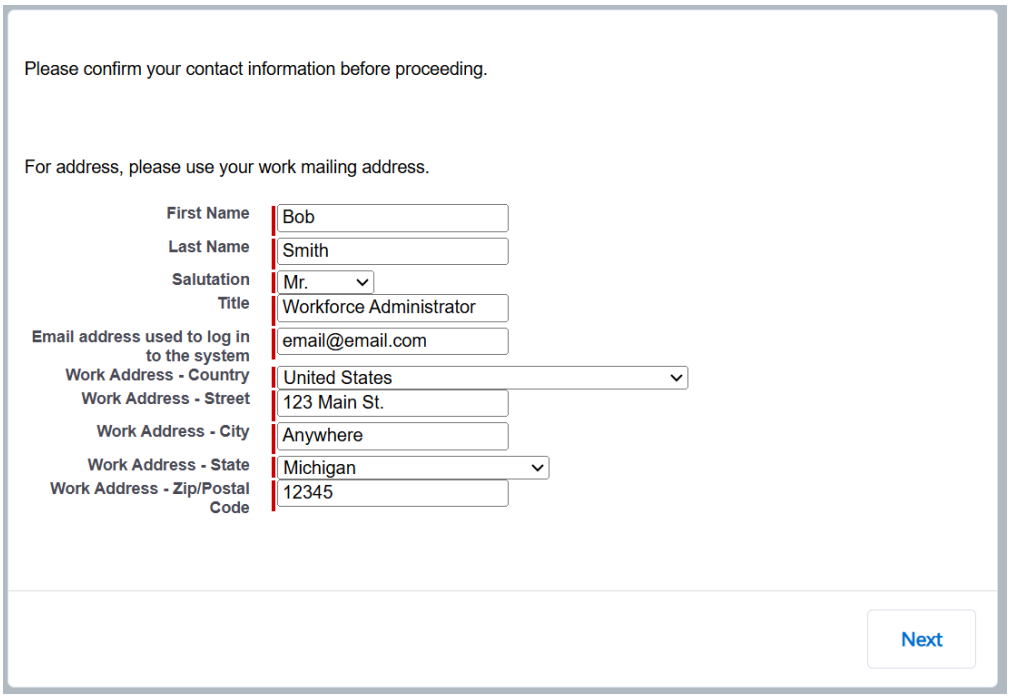
2. **Sign In With login.gov**
   Enter your login.gov email address and password and click "Submit."



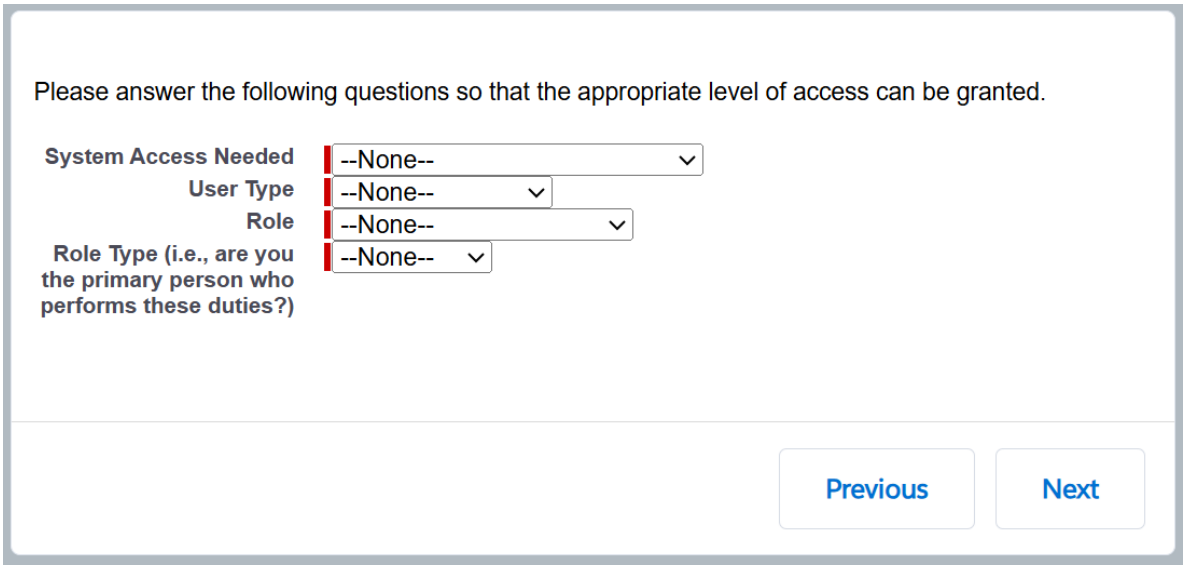
   On the confirmation screen, verify your information and click "Agree and continue." If your user already exists in the system, you will be logged in immediately and no further action is needed. If your account does not exist, continue following the steps below to request access.

3. **Accept Access Conditions**
   Read the access conditions and click the checkbox if you acknowledge and consent to the conditions. Click "Next" to continue.

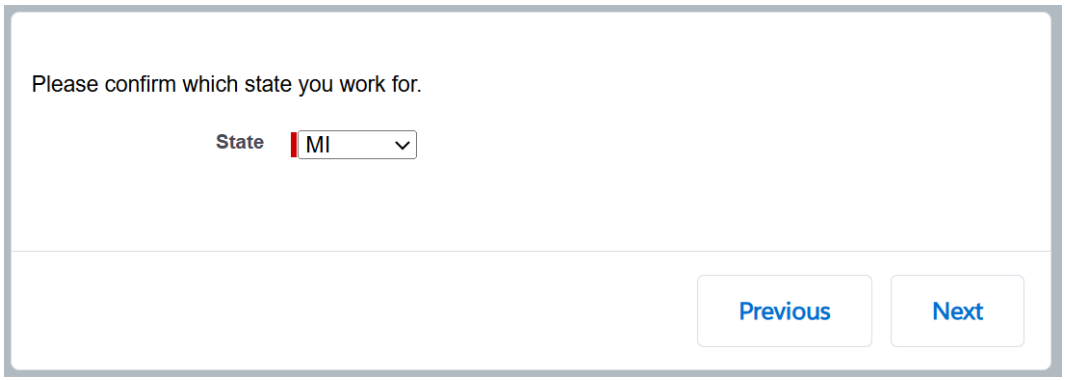
4. **Provide Contact Information**
   Complete the Contact Information form. Click "Next" to continue.



5. **Complete System Access Form**
   Fill out the System Access form. If you are unsure of your response to any field, select the option that most closely matches your required access. All requests will be reviewed by a system administrator and can be modified before access is granted.



6. **Confirm Your State**
   Confirm the state that you work for. This field is auto populated based on the Contact Information but may be changed if required. Click "Next" to continue.



7. **Confirm Your Access Request**
   A confirmation message will appear indicating that your request has been submitted. Your request will be reviewed by a system administrator. Once approved, you can log in to SWSARAS using your login.gov credentials.

