

Change Implementation

Implementation Update

Project Name: Universal Jobmatch (part of the Transforming Labour Market Services Project)

Reference: IU 022

Date: 21 November 2012

Business:

Pensions	Benefits	Work Services	Contracted Customer Services	Contact Centre Services	Operational Excellence
		✓			

Audience: Work Service Directorate

To: **Group SEO Leads**

From: [REDACTED]

Cc:

	Update	For action/information
1	Staff accessing their own UJ accounts	Information
2	Learning Product webpage	Information
3	Gov.UK Information	Information
4	Government Digital Services	Information

Personal details redacted as Section 40 (2) of the Freedom of Information Act applies – Personal Information

Update

- Staff accessing their own UJ accounts** - It has been identified some staff are accessing their own UJ accounts via the UJ ICON on their desktop. The desktop UJ ICON is for business related access only and staff should only access their own account or perform their own jobsearch in their own time, via the usual route e.g. select Mozilla Firefox > Gov.UK
- Learning Product** – The TLMS website is now closed and all relevant information has moved to the Universal Jobmatch, you can access the website [here](#). If the link does not work access DWP A-Z and select 'U' for Universal Jobmatch
- Gov.Uk** – staff should not be giving out the .GOV.UK contact telephone number and/or email address to employers and jobseekers. If an employer or jobseeker is unable to use 'Government Gateway' please raise an incident on their behalf using the [Service Helpdesk Contact Us Guidance](#) and complete the form

Contact Us	OPD Change Team		
	Team Project Lead	Enter 1st Lead Name	Enter 2nd Lead name
	Telephone		

If you have any queries about this communication, please contact your local change team as follows