

## CTTS Document Library Instructions

Please go to The State of New Jersey Home Page <http://www.state.nj.us> Documents on library are the latest version. Only applicants or authorized third-party vendors have access to the document library. Once the prequalification is approved, the applicant/vendor will receive two emails to establish a login and access to CTTS. The pre-qualification link is: [https://www6.state.nj.us/DOL\\_CTTS/prequal/prequal2.jsp](https://www6.state.nj.us/DOL_CTTS/prequal/prequal2.jsp)

### Step One:

- o Log on to My New Jersey
- o Enter your Log on.
- o Enter password.

### Step Two:

You should now be on the Customized Training System-CTTS Web Page.

- o Document Library is located on the bottom left of web page.
- o Most recent documents are listed.
- o Click on View all Library Documents for entire list.

The screenshot shows the official website for the State of New Jersey. At the top, it says "THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY" with a logo on the left and "Services A to Z | Departments/Agencies | FAQs" on the right. Below this is a navigation bar with "myNJ Home", "myNJ Business", and "myNewJersey" tabs. A "Welcome" message is followed by links for "logout", "change profile", "enter authorization code", "choose start page", "content", "layout", and "help".

The main content area is divided into three sections:

- Premier E-Business Services:** Includes a message for business owners and a link to "Sign up for Premier E-Business Services".
- Customized Training:** The central focus, titled "New Jersey Department of Labor and Workforce Development, Division of Business Services, Customized Training System, CTTS". It says "WELCOME!" and provides instructions: "When you select the link below, you will be taken to the Customized Training System and your available menus." Below this is a link: "Welcome to the Customized Training System".
- myNJ.earthWatch:** A weather widget showing "View NWS weather for: 08625", "Air Quality: Central Delaware Valley", "Current: Good", and "Forecast: n/a".

At the bottom left, there is a "Document Library" tab. Below it is a search box and a list of documents:

- CTTS\_USER ... [more](#)
- 06/30/08 [Turner Form](#)
- 06/30/08 [Turner Form Descriptions](#)
- 06/30/08 [Grant Conditions](#)
- [View all Library Documents](#)

Red arrows in the image point to the "Document Library" tab and the "View all Library Documents" link.

**Instructions if Document Library is not listed on page.**

- **Please go to content on top of page.**
- **Check Thin Channels.**
- **Please click on Document Library.**

The content on your myNewJersey page is grouped into areas called "channels."

If you don't want a channel to appear on your myNewJersey page, remove it by unchecking the box next to its name in the list at left and then clicking the Finished button.

Later, if you decide you want to display a "removed" channel, come back to this Content page, check its box and click the Finished button.

Premier E-Business Services  
Links to premier E-Business services

New Jersey Events  
Calendar of events

Lottery jackpots  
Current NJ lottery jackpot amounts

myNJ.earthWatch  
Weather and other environmental readings and forecasts

Document Library  
Role-based document access

Customized Training  
Customized Training and Tracking System