Employee Instructions

Instructions to Check Mandatory Rights:

1. Log onto the State of Connecticut, Online Employment Center at https://jobapscloud.com/ct

2. Select the **My Applications** link *(in the gray box at the top of the page).*

3. Enter your JobAps **User ID and Password** and click **Retrieve Application** *(your personal status board will launch).*

4. Scroll down to the header titled **Submitted and Unfinished Applications**.

5. Under the **Job Title/Bulletin Number** (1st column), locate any Job Number starting with **MAND** (Mandatory Rights). The naming convention will be: MAND-job class code-F.

6. Under the **Status/Disposition** (4th column), select the link titled **View Approved Rights** where you can see the specific right you have to that job class title. If your rights have been denied, expired, or made inactive, the Status/Disposition column will be, **"Inactive Eligible for Referral"**.