

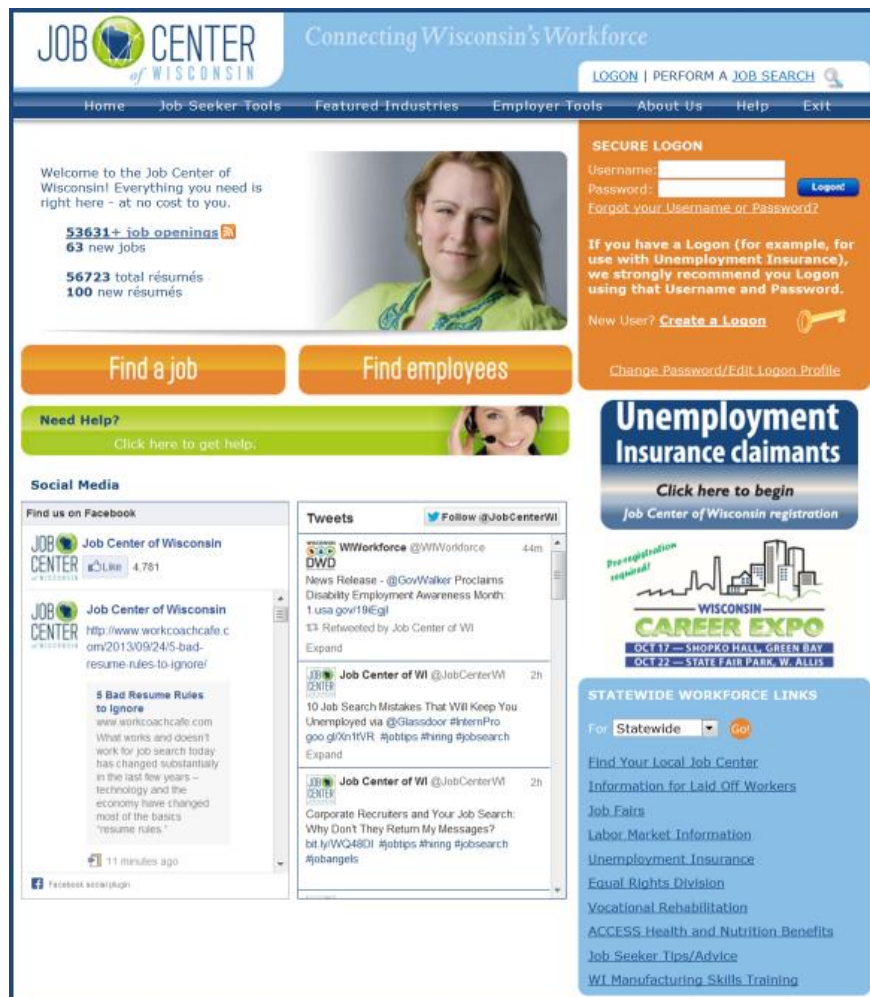
Logon Creation Instructions

Returning users (used JobNet or Job Center of Wisconsin before, have a Logon but forgot your Username and/or Password) – do not create another Logon. Please go to <https://jobcenterofwisconsin.com/accountmanagement/acctrecovery/EmailEntry.aspx> to recover your Username and/or Password.

New users (never used JobNet or Job Center of Wisconsin before, and do not have a Logon) – please go to step 1. below.

1. To begin, please go to <http://jobcenterofwisconsin.com>

Click on the key in the orange **Secure Logon** area.

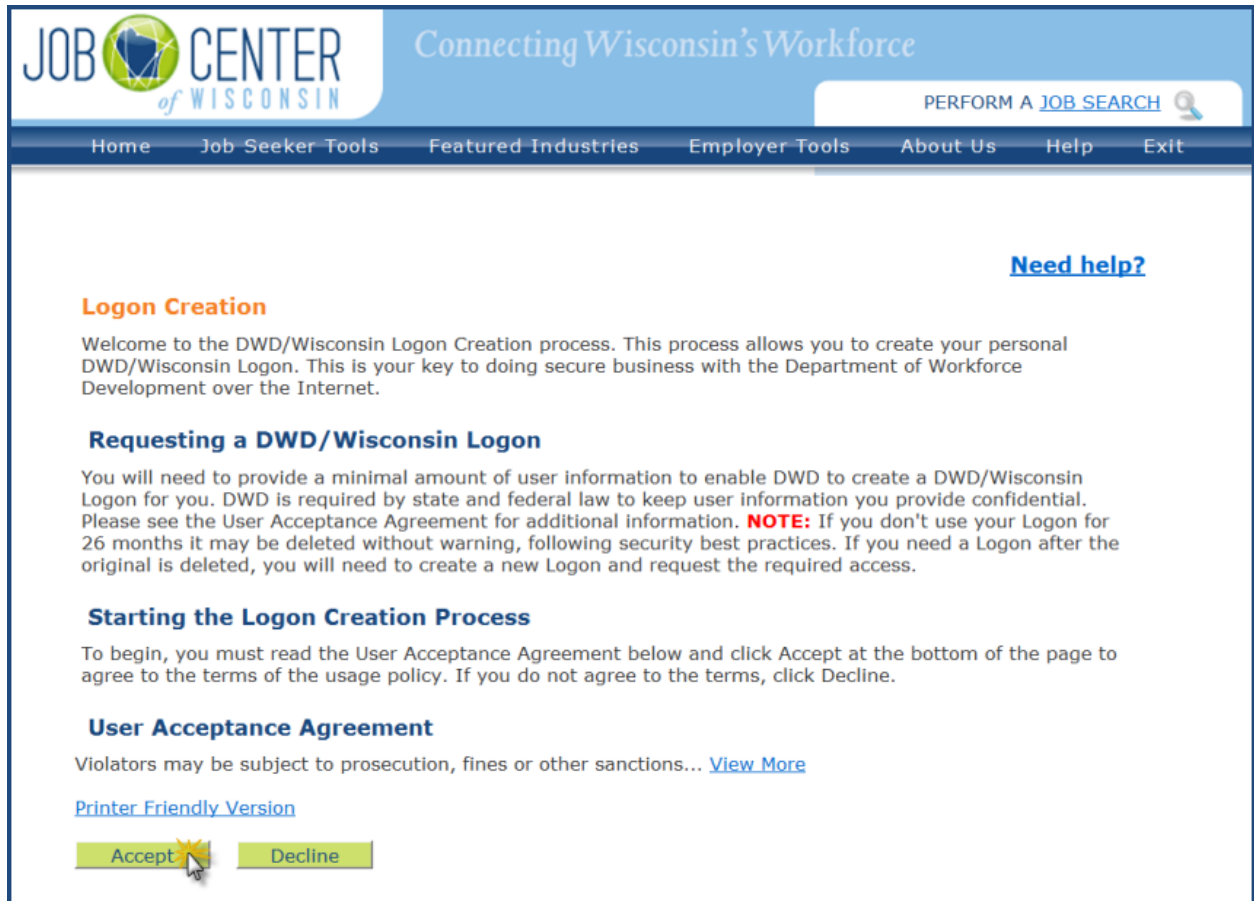


The screenshot shows the Job Center of Wisconsin website interface. At the top, there is a navigation bar with links for Home, Job Seeker Tools, Featured Industries, Employer Tools, About Us, Help, and Exit. A search bar is also present with the text "LOGON | PERFORM A JOB SEARCH".

The main content area is divided into several sections:

- Welcome Message:** "Welcome to the Job Center of Wisconsin! Everything you need is right here - at no cost to you." Below this, it displays statistics: "53631+ job openings" (with 63 new jobs), "56723 total résumés", and "100 new résumés".
- Buttons:** Two large orange buttons labeled "Find a job" and "Find employees".
- Need Help?:** A green button labeled "Click here to get help." with a small image of a person on a headset.
- Social Media:** A section titled "Social Media" containing a Facebook widget and a Twitter widget. The Facebook widget shows the Job Center of Wisconsin profile with 4,781 likes and a recent post about "5 Bad Resume Rules to Ignore". The Twitter widget shows tweets from @WVWorkforce and @JobCenterWI.
- Secure Logon Area:** An orange box on the right side of the page. It contains a "SECURE LOGON" section with input fields for "Username:" and "Password:", a "Logon" button, and a link for "Forgot your Username or Password?". Below this, it states: "If you have a Logon (for example, for use with Unemployment Insurance), we strongly recommend you Logon using that Username and Password." At the bottom of this box is a key icon and a link: "New User? Create a Logon".
- Unemployment Insurance claimants:** A blue box with the text "Unemployment Insurance claimants" and a link: "Click here to begin Job Center of Wisconsin registration".
- Career Expo:** A graphic for the "WISCONSIN CAREER EXPO" with dates: "OCT 17 - SHOPKO HALL, GREEN BAY" and "OCT 22 - STATE FAIR PARK, W. ALLIS".
- STATEWIDE WORKFORCE LINKS:** A blue box at the bottom right containing a dropdown menu set to "Statewide" and a "Go" button. Below this is a list of links: "Find Your Local Job Center", "Information for Laid Off Workers", "Job Fairs", "Labor Market Information", "Unemployment Insurance", "Equal Rights Division", "Vocational Rehabilitation", "ACCESS Health and Nutrition Benefits", "Job Seeker Tips/Advice", and "WI Manufacturing Skills Training".

2. Read the information on the **Logon Creation** page and click on the **Accept** button.



The screenshot shows the Job Center of Wisconsin website. The header includes the logo and the tagline "Connecting Wisconsin's Workforce". A search bar is located in the top right corner. The navigation menu includes Home, Job Seeker Tools, Featured Industries, Employer Tools, About Us, Help, and Exit. The main content area is titled "Logon Creation" and contains the following sections:

Need help?

Logon Creation

Welcome to the DWD/Wisconsin Logon Creation process. This process allows you to create your personal DWD/Wisconsin Logon. This is your key to doing secure business with the Department of Workforce Development over the Internet.

Requesting a DWD/Wisconsin Logon

You will need to provide a minimal amount of user information to enable DWD to create a DWD/Wisconsin Logon for you. DWD is required by state and federal law to keep user information you provide confidential. Please see the User Acceptance Agreement for additional information. **NOTE:** If you don't use your Logon for 26 months it may be deleted without warning, following security best practices. If you need a Logon after the original is deleted, you will need to create a new Logon and request the required access.

Starting the Logon Creation Process

To begin, you must read the User Acceptance Agreement below and click Accept at the bottom of the page to agree to the terms of the usage policy. If you do not agree to the terms, click Decline.

User Acceptance Agreement

Violators may be subject to prosecution, fines or other sanctions... [View More](#)

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3. Fill in your information on the Logon Creation page. Required fields are marked with a red asterisk *.

Click on the **Submit** button at the bottom of the page.

[Need help?](#)

Logon Creation

If you think you may have already completed this process and may be creating a duplicate Logon, please call (608) 266-7252 for more information or for help in setting up or recovering your Logon.

This page uses the graphic to the right to prevent automated Logon creations
If you cannot see the number in that graphic, [verification assistance](#) is available.

19068

* Indicates Required Field

Profile Information

PLEASE NOTE: This is a personal Logon which you may use for different purposes, so enter your own name, not the business name or your boss's name. If you will be using your DWD/Wisconsin Logon for your work, there will be an additional step later that will connect your Logon with that business or organization.

* First Name
Middle Initial
* Last Name
Suffix

E-Mail address is strongly recommended in case you forget your Password. [Don't have an E-Mail?](#)

E-Mail
Confirm E-Mail
Phone 6085551234 ext.

Mailing Address
Street Address or P.O. Box
City
State/Province
Zip/Postal Code

Logon Information

PLEASE NOTE: Your Username:

- Must be 5-20 characters long
- Cannot contain spaces or special characters

* Username

PLEASE NOTE: Your Password:

- Must be 7-20 characters long
- Must have letters and either numbers or special characters (except the @ ? / signs)
- Is case-sensitive
- Cannot contain the Username

[Password Tips](#)

* Password
* Re-enter Password

Username/Password Recovery

If you lose your Password or lock yourself out, we will ask you this question to confirm your identity. Please enter an answer that you will remember. Short, specific answers are the best. ([Security question tips](#)) The security answer you enter cannot contain your Password. This is not a Password hint. Example:

Security question: Name of your first pet?
Answer: Spot


* Security Question
* Security Answer

Verification

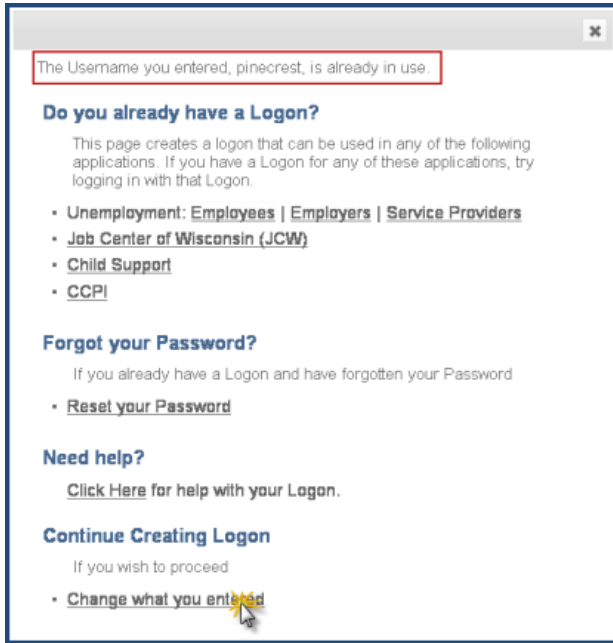
This step helps prevent automated Logon creations.
If you cannot see the number below, [verification assistance](#) is available.

* **19068** Please enter the number as it is shown in the box to the left.

Do not share your Username or Password with anyone. It is your obligation to protect it by keeping it confidential and known only to you.



4. If the Username you entered is already in use, a message will appear. Click on the **Change what you entered** link. Enter a different Username, and then enter and re-enter your Password.



Click on the **Submit** button at the bottom of the **Logon Creation** page.

5. The **Logon Creation Complete** page will be displayed.

Click on the **Continue** button to go to the beginning of the registration process.

