



Registration Instructions

1. Read the **More Information Needed** page, which explains why we need your Social Security Number and other personal information. Click on the **Continue** button.

A screenshot of a web page titled "More Information Needed". The page has a light blue background. At the top, it says "To continue, we need to collect some additional information." Below that, it explains that registrants may be eligible for training funded by federal or state programs. It then lists reasons why data is needed: Social Security Number (SSN) for federal reporting, demographic information for program evaluation, and veteran status for special services. It also mentions a privacy policy. At the bottom, it says "Please click on the Continue button to proceed." and shows two buttons: "Decline" and "Continue >>". The "Continue >>" button is highlighted with a mouse cursor.

2. It is extremely important that you enter your **correct** Social Security Number. The numbers you enter will not appear on the screen. Click on the **Continue** button.

A screenshot of a web page titled "Register For Services/Update". The page has a light blue background. At the top right, there is a link "Need help?". Below the title, it says "Your Social Security Number (SSN) is needed for federal reporting. It will be treated in a secure and confidential manner and will never be shared with employers." It then states "You must enter your CORRECT Social Security Number, which will help us serve you better." and lists reasons why it's important: military veteran, receiving unemployment insurance, want individual help, or need assistance with training. It then says "Thank you for your cooperation. Your Social Security Number will be kept confidential." Below this is a section titled "Identity Info:" with the instruction "Please enter the following to secure your identity within the Job Center of Wisconsin system." It shows two input fields for Social Security Number, each with a mask "###-##-####". Below these are "Back" and "Continue >>" buttons. At the bottom, there is a "Registration Progress:" bar with several empty boxes.

3. Enter your **correct** date of birth and gender. Click on the **Continue** button.

A screenshot of the same "Register For Services/Update" page, but now showing the "Identity Info:" section with the date of birth and gender fields filled in. The date of birth is "09 / 17 / 1960" and the gender is "Male". The "Back" and "Continue >>" buttons are still present. The "Registration Progress:" bar at the bottom shows the first two boxes filled.

If you see a red error message, follow the instructions listed. **Do not attempt to register again**, as this will only make the situation worse. When you call the telephone number that is listed you will need to be at a computer.

This screenshot shows the 'Identity Info' section of the registration page. A red error message states: 'The information you provided does not match our records. Please call us toll-free at 1-888-258-9966 to have the problem resolved. You will not be able to continue registering until the problem is fixed.' The form fields for Date Of Birth (09 / 17 / 1960) and Gender (Male) are visible. Navigation buttons '<< Back' and 'Continue >>' are present, along with a 'Registration Progress' bar showing 1 of 8 steps completed.

4. Review the information displayed and update it if necessary. Required fields are marked with a red asterisk *. Click on the **Continue** button.

This screenshot shows the 'Contact Info' section. It prompts the user to enter contact information. Fields include First Name (William), Middle Initial (F), Last Name (Eastwood), Email (willameastwood@sample.net), and various phone numbers. A 'Continue' button is highlighted with a mouse cursor. The 'Registration Progress' bar shows 2 of 8 steps completed.

5. Review the information displayed and update it if necessary. Required fields are marked with a red asterisk *. Click on the **Continue** button.

This screenshot shows the 'Contact Info' section with a focus on the address. It prompts the user to give information about where they live. Fields include Street Address (560 Georgian Way), City (Deforest), State (WI), and Zip code (53532). A 'Continue' button is highlighted with a mouse cursor. The 'Registration Progress' bar shows 3 of 8 steps completed.

6. The County is defaulted based on the Zip Code you provided. If it is incorrect, select the correct County from the drop-down menu. Click on the **Continue** button.

If you live outside Wisconsin, the County question is skipped.

This screenshot shows the 'Contact Info' section of the 'Register For Services/Update' form. It includes a 'County' dropdown menu with 'Dane' selected. Below the dropdown is a blue instruction: 'Use \'Back\' and \'Continue\' buttons to move from page to page.' To the right are two green buttons: '<< Back' and 'Continue >>'. At the bottom, a 'Registration Progress' bar shows four filled blue squares followed by four empty white squares. A 'Need help?' link is in the top right corner.

7. Select your responses to the questions by clicking the circle in front of your response. Required questions are marked with a red asterisk *. For Race, you may check all checkboxes that apply. Click on the **Continue** button.

This screenshot shows the 'Demographics' section of the registration form. It contains several questions with radio button or checkbox options. The questions are: 'Are you Hispanic or Latino/Latina?' (Yes, No, Decline To Respond), 'Race (Select all that apply):' (White, American Indian or Alaskan Native, Hawaiian Native or other Pacific Islander, Black or African American, Asian, Other, Decline To Respond), 'Are you employed?' (Not Employed), 'Unemployment Insurance status?' (I am filing for unemployment benefits and was mandated to register as part of my application, I am receiving unemployment benefits but was not directed to register, I am receiving unemployment benefits and was instructed to attend a re-employment services orientation, I am not receiving unemployment, I have exhausted my unemployment benefits), and 'Do you have a Disability?' (Yes, No, Decline To Respond). At the bottom, there is a blue instruction, green 'Back' and 'Continue' buttons, a 'Registration Progress' bar, and a 'Need help?' link.

8. Depending on your response to the “Do you have a Disability?” question, you may see this question. Choose an answer from the drop-down menu. Click on the **Continue** button.

This screenshot shows a specific question within the 'Demographics' section: 'Category of Disability?'. It features a text input field with a cursor and a small icon to its right. Below the input field is a blue instruction, green 'Back' and 'Continue' buttons, a 'Registration Progress' bar, and a 'Need help?' link.

9. Select your responses to the statements from the drop-down menus. Required questions are marked with a red asterisk *. Click on the **Continue** button.

This screenshot shows the 'Education Status' section of a registration form. It includes two required questions marked with red asterisks: '* I currently:' and '* The highest grade I have completed is:'. Both questions have drop-down menus. Below the questions, there is a instruction: 'Use 'Back' and 'Continue' buttons to move from page to page.' and two buttons: '<< Back' and 'Continue >>'. At the bottom, a 'Registration Progress' bar shows 8 steps, with the first 6 steps filled in black and the last 2 steps empty.

10. Select your responses to the questions by clicking the circle in front of your response. Required questions are marked with a red asterisk *. Click on the **Continue** button.

This screenshot shows the 'English Language Proficiency' section of a registration form. It includes two required questions marked with red asterisks: '* Do you have limited English reading skills?' and '* Do you have limited English speaking skills?'. Each question has radio buttons for 'Yes' and 'No'. Below the questions, there is a instruction: 'Use 'Back' and 'Continue' buttons to move from page to page.' and two buttons: '<< Back' and 'Continue >>'. At the bottom, a 'Registration Progress' bar shows 8 steps, with the first 6 steps filled in black and the last 2 steps empty.

11. Depending on your responses to the limited English skills questions, you may see this question. Select your response to the question by clicking the circle in front of your response. Click on the **Continue** button.

This screenshot shows the 'What is your primary Language?' section of a registration form. It includes a list of languages with radio buttons for selection: English, Albanian, American Sign/Uses TTY, Arabic, Bosnian/Croatian/Serbian, Cambodian, Chinese, French, German, Greek, Hebrew, Hindi, Hmong, Italian, Japanese, Korean, Lao/Tian, Norwegian, Persian/Farsi, Polish, Russian, Somali, Spanish, Swedish, Tagalog, Thai, Tibetan, Urdu, Vietnamese, and Other. Below the list, there is a instruction: 'Use 'Back' and 'Continue' buttons to move from page to page.' and two buttons: '<< Back' and 'Continue >>'. At the bottom, a 'Registration Progress' bar shows 8 steps, with the first 6 steps filled in black and the last 2 steps empty.

12. Click on the “Yes” button or the “No” button to respond to the question.

This screenshot shows the 'Military Status' section of a registration form. At the top right is a 'Need help?' link. The title 'Register For Services/Update' is in orange. The section title 'Military Status:' is in bold. The question is 'Have you served, or are you currently serving on active duty in the U.S. Military?'. A note states: 'Note: National Guard and Military Reserve personnel who have been called to active duty should respond "Yes".'. Below the note, it says 'Use 'Yes' or 'No', and 'Back' buttons to move from page to page.'. There are three buttons: 'Yes', 'No', and '<< Back'. At the bottom, a 'Registration Progress' bar shows 10 steps, with the first 9 steps filled and the 10th step empty.

13. Depending on your response to the Military Status question, and your responses on the Veteran Status questions, you may see some or all of the following questions. Click on the “Yes” button or the “No” button to respond to each question, and then click on the **Continue** button.

This screenshot shows the 'Military Status' section of a registration form. At the top right is a 'Need help?' link. The title 'Register For Services/Update' is in orange. The section title 'Military Status:' is in bold. The question is 'Have you attended a Transition Assistance Program (TAP) Workshop within the last 3 years?'. Below the question, it says 'Use 'Yes' or 'No', and 'Back' buttons to move from page to page.'. There are three buttons: 'Yes', 'No', and '<< Back'. At the bottom, a 'Registration Progress' bar shows 10 steps, with the first 9 steps filled and the 10th step empty.

This screenshot shows the 'Veteran Status' section of a registration form. At the top right is a 'Need help?' link. The title 'Register For Services/Update' is in orange. The section title 'Veteran Status:' is in bold. The question is 'Have you been discharged?'. Below the question, it says 'Use 'Yes' or 'No', and 'Back' buttons to move from page to page.'. There are three buttons: 'Yes', 'No', and '<< Back'. At the bottom, a 'Registration Progress' bar shows 10 steps, with the first 9 steps filled and the 10th step empty.

This screenshot shows the 'Veteran Status' section of a registration form. At the top right is a 'Need help?' link. The title 'Register For Services/Update' is in orange. The section title 'Veteran Status:' is in bold. The question is 'Are you a service member in active duty status (including separation leave) and is within 24 months of retirement or 12 months of separation?'. Below the question, it says 'Use 'Yes' or 'No', and 'Back' buttons to move from page to page.'. There are three buttons: 'Yes', 'No', and '<< Back'. At the bottom, a 'Registration Progress' bar shows 10 steps, with the first 9 steps filled and the 10th step empty.

[Need help?](#)

Register For Services/Update

Veteran Status:
 Were you discharged or released from military service with a **Dishonorable** discharge? (Reference: Title 38 USC 101-2)
Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Registration Progress:

[Need help?](#)

Register For Services/Update

Veteran Status:
 *Active Duty Begin Date / /
 (mm/dd/yyyy)
 *Active Duty End Date (mm/dd/yyyy) / /
Use 'Back' and 'Continue' buttons to move from page to page.

Registration Progress:

[Need help?](#)

Register For Services/Update

Veteran Status:
 Are you the spouse of a veteran?
Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Registration Progress:

[Need help?](#)

Register For Services/Update

Veteran Status:
 Are you the spouse of any of the following? (Reference: 20 CFR Part 1010)
 (1) Any veteran who died of a service connected disability;
 OR
 (2) Any member of the Armed Forces serving on active duty who, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 (i) Missing in action;
 (ii) Captured in line of duty by a hostile force; or
 (iii) Forcibly detained or interned in line of duty by a foreign government or power;
 OR
 (3) Any veteran who has a total disability resulting from a service connected disability, as evaluated by the Department of Veterans Affairs;
 OR
 (4) Any veteran who died while a disability, as indicated in paragraph (3) of this section, was in existence.
Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Registration Progress:

14. Click on the “Yes” button or the “No” button to respond to the question.

The screenshot shows a web form titled "Register For Services/Update" with a "Need help?" link. The main heading is "Migrant/Seasonal Farm Worker Status:". Below it, the text asks: "Have you been working as a seasonal farm worker, or a migrant farm or food processing worker in the last twelve months?". A instruction says: "Use 'Yes' or 'No', and 'Back' buttons to move from page to page." There are three buttons: "Yes", "No", and "<< Back". A "Registration Progress:" bar shows 8 bars, with the first 4 filled. A mouse cursor is pointing at the "No" button.

15. Depending on your response to the Migrant/Seasonal Farm Worker Status question, you may see this question. Select your response by clicking the circle in front of your response. Click on the **Continue** button.

The screenshot shows the same web form as before, but with radio button options. The heading is "Migrant/Seasonal Farm Worker Status:". Below it, the text says: "(Select the Option that best describes you.)". There are three radio button options: "Seasonal Farm Worker (must answer 'YES' or 'TRUE' to all conditions)", "Migrant Farm Worker (must answer 'YES' or 'TRUE' to all conditions)", and "Migrant Food Processing (cannery) Worker (must answer 'YES' or 'TRUE' to all conditions)". Each option has a list of conditions. There is also a "None of the above" option. Below the options, the text says: "Use 'Back' and 'Continue' buttons to move from page to page." There are two buttons: "<< Back" and "Continue >>". A "Registration Progress:" bar shows 8 bars, with the first 4 filled. A mouse cursor is pointing at the "Continue >>" button.

16. The following message is displayed. Click on the **Continue** button to go to the My JCW dashboard.

The screenshot shows a web form titled "Register For Services/Update". The main text says: "You have now completed step 2 of 2 [you have created a Lagon and registered for services]. Please click on the Continue button to proceed." There is a "Continue >>" button. A mouse cursor is pointing at the "Continue >>" button.