



Logon Creation Instructions for Unemployment Insurance (UI) Claimants and Re-Employment Services (RES) Participants

Current UI claimants (have a Logon for filing/claiming Unemployment Insurance) – you do not need to create another Logon. Please go to <http://jobcenterofwisconsin.com/ui> and logon.

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.

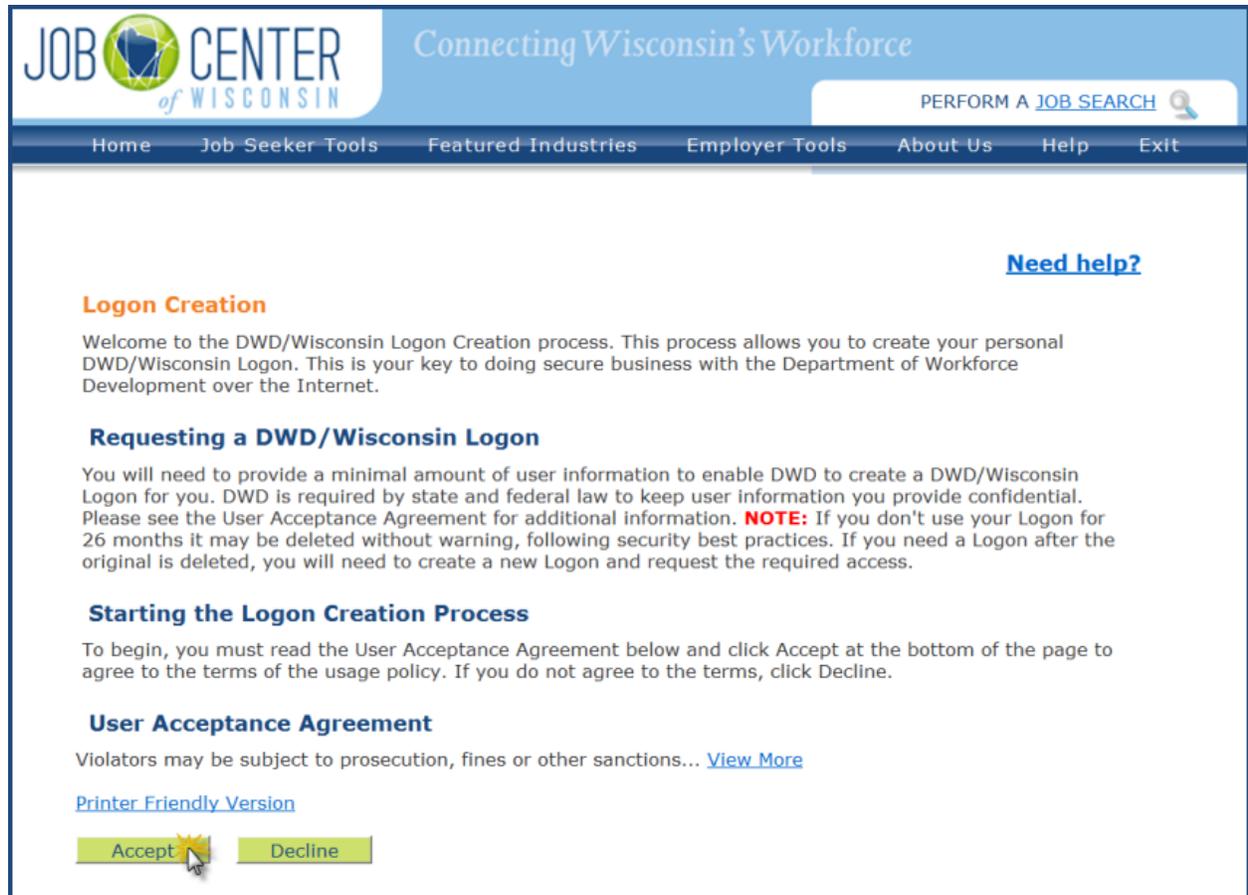
New users (never used JobNet or Job Center of Wisconsin before, and do not have a Logon) – please go to step 1. below.

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

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

The screenshot shows the Job Center of Wisconsin website. At the top, there is a navigation bar with links for Home, Job Seeker Tools, Featured Industries, Employer Tools, About Us, Help, and Exit. Below the navigation bar, there is a section for 'SECURE LOGON' with a key icon. The 'SECURE LOGON' section contains a 'Logon' form with fields for Username and Password, and a 'Logon' button. Below the form, there is a link for 'Forgot your Username or Password?' and a link for 'New User? Create a Logon'. Below the 'SECURE LOGON' section, there are two columns of instructions: 'Unemployment Insurance (UI) Claimants' and 'Re-employment Services (RES) Customers'. Both columns list steps for logging in and creating a logon. At the bottom, there is a note about registration requirements and a link for 'My JCW'.

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



The screenshot shows the 'Logon Creation' page of the Job Center of Wisconsin. 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 contains links for Home, Job Seeker Tools, Featured Industries, Employer Tools, About Us, Help, and Exit. The main content area features a 'Need help?' link, a section titled 'Logon Creation' with a welcome message, a 'Requesting a DWD/Wisconsin Logon' section with instructions and a note, a 'Starting the Logon Creation Process' section with instructions, and a 'User Acceptance Agreement' section with a 'View More' link. At the bottom, there are 'Accept' and 'Decline' buttons, with a mouse cursor hovering over the 'Accept' button. A 'Printer Friendly Version' link is also present.

JOB CENTER
of WISCONSIN

Connecting Wisconsin's Workforce

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[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](#)

[Printer Friendly Version](#)

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

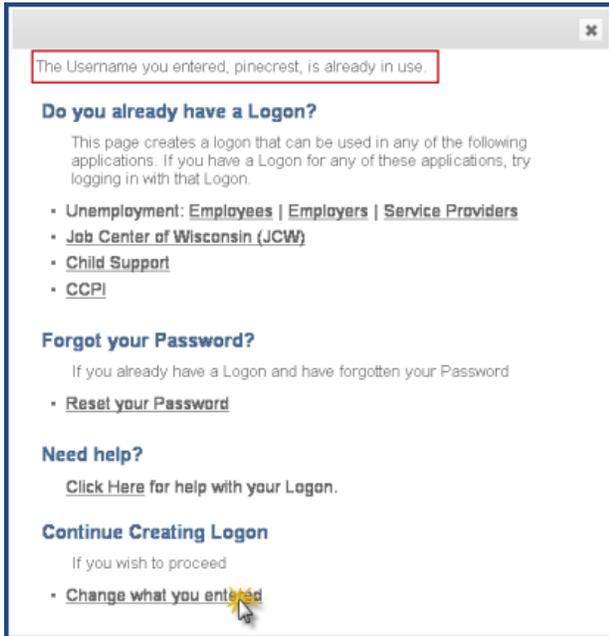
This step helps prevent automated Logon creations.
If you cannot see the number below, [verification assistance](#) is available.

* **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.

