



Account Creation & Registration

Overview & Instructions

Job Seekers

Overview

Welcome to JobCenterOfWisconsin.com!

The screenshot shows the homepage of JobCenterOfWisconsin.com. At the top, the logo reads "JOB CENTER of WISCONSIN" with the tagline "Connecting Wisconsin's Workforce". A navigation bar includes links for Home, Job Seeker Tools, Employer Tools, About Us, Help, and Exit. A search bar labeled "QUICK JOB SEARCH" is present. The main content area features a "SECURE LOG IN" section with fields for Username and Password, and a "Set up an account" link. Below this, "Job Center stats as of April 21, 2009:" are listed: "TOTAL JOB OPENINGS: 13048" and "TOTAL RESUMES/APPLICATIONS: 12651". Two large orange buttons are labeled "Find a job" and "Find employees". A "Need Help?" section includes a "Click here to get help" link and a photo of a woman on a headset. At the bottom left, a photo of Governor Jim Doyle is accompanied by text stating: "The Job Center of Wisconsin is key to our strategy to keep Wisconsin at the forefront of today's highly competitive global economy. Wisconsin has a talented workforce and the best companies in the world. Together, we can continue to Grow Wisconsin." The Governor's signature and name are also displayed. On the bottom right, a "STATEWIDE WORKFORCE LINKS" section lists various resources like "Find Your Local Job Center", "Information for Laid Off Workers", "Job Fairs", "Labor Market Information", "Unemployment Insurance", "Equal Rights Overview", "Vocational Rehabilitation", and "Job Center Publications".

Overview

- Registering on JobCenterOfWisconsin.com allows you create a résumé or work application, and to save your favorite job search criteria.
- You may be eligible for training funded by federal or state programs that help job seekers get a job. Job Service staff work directly with job seekers to identify specific program-funded services.

Step-by-Step Instructions

Step-by-step instructions that you can print can be found by clicking on Help in the dark blue tool bar.



Let's Get Started

To get started, click on the Key in the orange Secure Log In area.

The screenshot shows the Job Center of Wisconsin website. The header includes the logo and the tagline "Connecting Wisconsin's Workforce". A navigation bar contains links for Home, Job Seeker Tools, Employer Tools, About Us, Help, and Exit. A search bar is located in the top right corner. The main content area features a welcome message on the left and a "SECURE LOG IN" section on the right. The "SECURE LOG IN" section includes fields for Username and Password, a "Go!" button, and a link to "Set up an account" with a key icon circled in red. Below the key icon is the text "Forgot your ID or password?".

WELCOME TO THE JOB CENTER OF WISCONSIN - CONNECTING EMPLOYERS AND JOB SEEKERS IN WISCONSIN. EVERYTHING YOU NEED IS RIGHT HERE - AT NO COST TO YOU.

SECURE LOG IN

Username: Password: [Go!](#)

[Set up an account](#)
Forgot your ID or password?

Set up an Account

Read the information on the Self Registration screen. If you agree, click on the Accept button.



The screenshot shows the Job Center of Wisconsin website interface. At the top, there is a navigation bar with the logo on the left and the tagline "Connecting Wisconsin's Workforce" on the right. Below the tagline is a search bar labeled "QUICK JOB SEARCH" with a "Go!" button. A secondary navigation bar contains links for "Home", "Job Seeker Tools", "Employer Tools", "About Us", "FAQs", and "Exit".

The main content area is titled "Self Registration" in orange. It contains the following text:

Welcome to the DWD/Wisconsin Logon self registration process. Self Registration 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 and Password

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.

Starting the Self Registration 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](#)

At the bottom of the page, there are two buttons: "Accept" and "Decline".

Set up an Account

Type your information in the spaces on the Logon Creation screen. Some information must be provided, and is marked with a red asterisk*.

[Need help?](#)

Logon Creation

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

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

24377

* Indicates Required Field

Profile Information

PLEASE NOTE: This is a personal account 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 self-registration with that business or organization.

* First Name

Middle Initial

* Last Name

Set up an Account

Helpful hints are included to help you choose a Password and Secret Question.

Logon Information

PLEASE NOTE: Your User Name must be between 5-20 characters long and **CAN** be a combination of letters and numbers. Your User Name must not contain spaces or special characters.

* User Name

PLEASE NOTE: Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the User Name.

[Password Tips](#)

* Password

* Re-enter Password

User Name/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

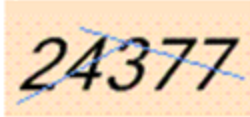
* Security Answer

Set up an Account

In the Verification section, type the number you see in the space provided. Click on the Submit button.

Verification

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

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

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

Set up an Account

- A message is displayed on top of the screen lets you know that you have successfully created an account.
- Click on the Continue button.

DWD/Wisconsin User Name Creation Complete

The DWD/Wisconsin User Name and Password can be used for various DWD systems.
You can print this page for your records, then click the Continue button to proceed.

[Print](#) [Continue >>](#)

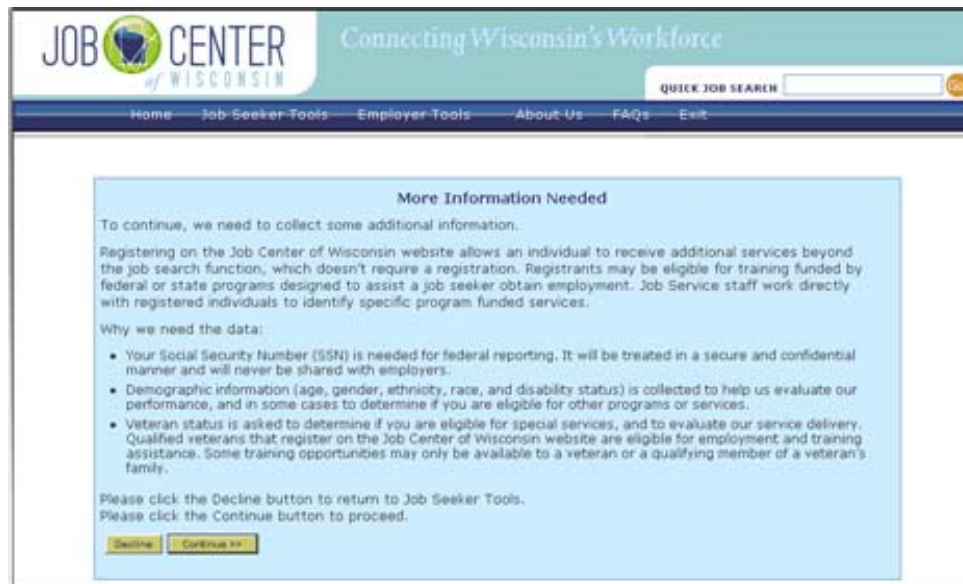
Note to Job Seekers: If you are registering so you can create a résumé or work application, or because you received a Reemployment Services letter from the Unemployment Insurance Division, or because your case manager instructed you to register, you are not finished. Please click on the Continue button.

Profile Information

User Name	minnesota
First Name	Paul
Middle Initial	M
Last Name	Johnston

Registration

- You are automatically logged in with the Username and Password you just created.
- Read the More Information screen, and if you agree, click on the Continue button.



The screenshot shows the Job Center of Wisconsin website interface. At the top, the logo and tagline 'Connecting Wisconsin's Workforce' are visible. A navigation menu includes 'Home', 'Job Seeker Tools', 'Employer Tools', 'About Us', 'FAQs', and 'Exit'. A search bar labeled 'QUICK JOB SEARCH' is present. The main content area is titled 'More Information Needed' and contains the following text:

To continue, we need to collect some additional information.

Registering on the Job Center of Wisconsin website allows an individual to receive additional services beyond the job search function, which doesn't require a registration. Registrants may be eligible for training funded by federal or state programs designed to assist a job seeker obtain employment. Job Service staff work directly with registered individuals to identify specific program funded services.

Why we need the data:

- 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.
- Demographic information (age, gender, ethnicity, race, and disability status) is collected to help us evaluate our performance, and in some cases to determine if you are eligible for other programs or services.
- Veteran status is asked to determine if you are eligible for special services, and to evaluate our service delivery. Qualified veterans that register on the Job Center of Wisconsin website are eligible for employment and training assistance. Some training opportunities may only be available to a veteran or a qualifying member of a veteran's family.

Please click the Decline button to return to Job Seeker Tools.
Please click the Continue button to proceed.

At the bottom of the form, there are two buttons: 'Decline' and 'Continue to'.

Registration

- A series of screens will appear as part of the registration process.
- Type your information in the spaces on each screen.
- Click on the Continue button to move to the next screen.
- To return to any question during the Registration process, use the green Back button on the bottom of the screen.

Identity Info:

Please enter the following to secure your identity within the Job Center of Wisconsin system.

* Social Security #: (###-##-####)

 - -

* Re-Enter Social Security #:

 - -

Use 'Back' and 'Continue' buttons to move from page to page.

<< Back

Continue >>

Registration

If a **bold red** error message is displayed indicating that there is a problem, call the telephone number listed in the error message to have the problem resolved.

Identity Info:

* Date Of Birth: (MM/DD/YYYY)

01 / 18 / 1947

* Gender

Male Female

Information does not match our records. Please call us toll-free at 1-888-513-5633 (press 3 at the prompt) to have this problem resolved. DO NOT create another account - this only adds to the problem.

Use 'Back' and 'Continue' buttons to move from page to page.

<< Back

Continue >>

Registration

- When you see the questions about Military Status and Veteran Status, you are getting close to the end.
- You may see some questions and not others, depending on your responses.

Registration

You are almost done!

The next to last question is about Migrant and Seasonal Farm Worker Status.

Migrant/Seasonal Farm Worker Status:

Have you been working as a seasonal farm worker, or a migrant farm or food processing worker in the last twelve months?

Yes

No

<< Back

Registration

The last question!

Interests, Training, and Experience:

* May the Wisconsin Department of Workforce Development give your contact, career interests, training, and experience information to employers (possibly even your current employer) looking for employees with your career interests, training, or experience?

Yes No

Use 'Back' and 'Continue' buttons to move from page to page.

<< Back

Continue >>

Congratulations!

When you see this message, you have successfully registered. Click on the Continue button.

Registration Complete:

Your Registration has been saved successfully. Please click the Continue button to proceed to the Job Seeker menu.

Continue >>

Connecting Wisconsin's Workforce



**Thank you for using
Job Center of Wisconsin!**