

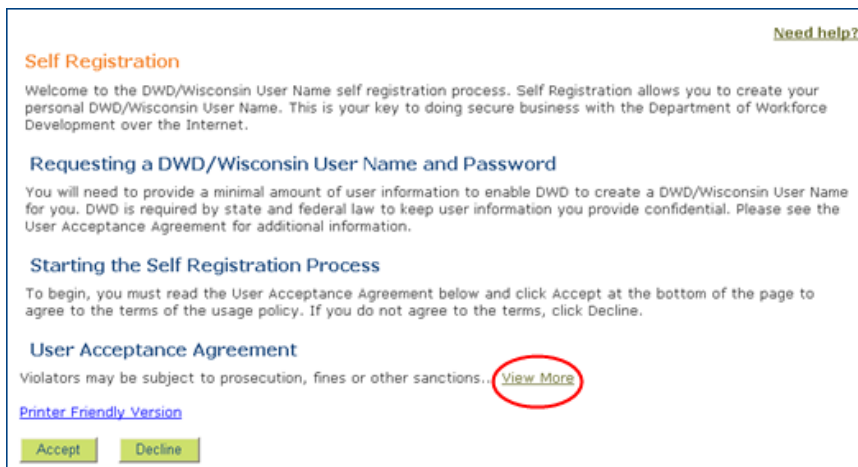
Reemployment Services (RES) Instructions

A **registration** is required for participants of the Reemployment Services program. You will:

- create a User Name and Password,
 - register,
 - complete the RES Survey, and
 - create a résumé or work application.
1. To begin, please go to <http://jobcenterofwisconsin.com> and click on the Key in the orange Secure Log In area.



2. Read the information on the **Self Registration** page, and the **User Acceptance Agreement**. Click on the **Accept** button.

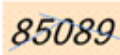


3. Fill in your information on the **Logon Creation** page. Required fields are marked with a red asterisk *.

[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. 

* Indicates Required Field

Profile Information

* 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
Phone 6085551234 ext.

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

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. Specific questions with short answers are best ([Security question tips](#)). Your security question and answer cannot contain your password. This is not a password hint. Example:
Security question: What was the name of my first pet?
Answer: Spot

* Security Question
* Security Answer

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.

4. Click on the **Submit** button at the bottom of the page. If there is any missing, required information, or any problems, a **bold red** error message will appear next to the field(s) that need to be corrected.

5. The **DWD/Wisconsin User Name Creation Complete** page will be displayed.

[Need help?](#)

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.

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	roastbeef
First Name	Todd
Middle Initial	M
Last Name	Meier
Suffix	
E-Mail	tmm@sample.net
Phone	(920) 555 - 1234
Mailing Address	
Street Address or P.O. Box	W50340 Hwy D
City	Fort Atkinson
State/Province	Wisconsin
Zip/Postal Code	53538
Security Question	Where was Grandpa born?
Security Answer	California

To print the page, click on the **Print icon** on the browser's tool bar, or click on **File**, then on **Print**.



Click on the **Continue** button.

Some of the information you have already provided to the Unemployment Insurance Division is available to be defaulted during the registration process if you enter a Token Number. The information can be changed or updated by you as you review each screen.

If you decide not to enter the Token Number, you will need to answer each question.

6. The More Information screen explains why we ask for certain information, and how it is used. Click on the **Continue** button.

More Information Needed

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.

7. Enter your Social Security Number, then re-enter it. Click on the **Continue** button.

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.

8. If you wish, enter the Token Number, which is printed on the front page of the Reemployment Services letter you received. The Token Number is not a required entry. If you choose not to enter the Token Number, click on the **Continue** button.

Identity Info:

Your RES Token Number is located on the front of the letter you received from Unemployment Insurance notifying you of your Reemployment Services participation requirement. If you don't have a Token Number, or don't wish to enter it, please click on the 'Continue' button.

RES Token Number:

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

9. If you provided a Token Number, your date of birth and gender are defaulted from the information you provided to the Unemployment Insurance Division. (The information can be updated.) Otherwise, enter your date of birth and gender. Click on the **Continue** button.

Identity Info:

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

* Gender Male Female

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

10. If you provided a Token Number, contact information is defaulted from the information you provided to the Unemployment Insurance Division. (The information can be updated.) Otherwise, enter your information. Click on the **Continue** button.

Contact Info:

Please enter the following contact information.

* First Name:
 Middle Initial:
 * Last Name:
 Suffix: N/A I II III IV Jr. Sr. V VI VII
 Email:
 (abc@def.com)
 Home Phone: (999 555 1234) Ext:
 Messages: (999 555 1234) Ext:
 Cell Phone: (999 555 1234)

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

11. If you provided a Token Number, contact information is defaulted from the information you provided to the Unemployment Insurance Division. (The information can be updated.) The County is shown on the bottom of the screen. If the county is incorrect, please use the Update County button to select the correct county. Click on the **Continue** button.

Contact Info:

Please give us information about where you LIVE.

* Street Address: (123 Main Street Apt 210)
 More Address: (If your address doesn't fit above)
 * City:
 * State: (example: WI for Wisconsin)
 * Zip code: (####) Extension is optional. -
 Do you want to enter another address where you receive mail? Yes No
 Check this box if you live OUTSIDE the U.S. or its possessions.

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

12. If you provided a Token Number, your demographic information is defaulted from the information you provided to the Unemployment Insurance Division. (The information can be updated.) Otherwise, enter your information. Click on the **Continue** button.

Demographics:

(Federally Required Information, not shared with employers.)

* Are you Hispanic or Latino/Latina? Yes No Decline To Respond
 * Race (Select all that apply):
 White Black or African American
 American Indian or Alaskan Native Asian
 Hawaiian Native or other Pacific Islander Other
 Decline To Respond
 * Are you employed?
 * Unemployment Compensation status?
 Not receiving unemployment
 I have exhausted my unemployment benefits
 I am receiving unemployment benefits and received a letter from Unemployment Insurance instructing me to attend a Re-employment Services orientation
 I am receiving unemployment benefits but have NOT received a letter from Unemployment Insurance instructing me to attend a Re-employment Services orientation
 * Do you have a Disability? Yes No Decline To Respond
 Use 'Back' and 'Continue' buttons to move from page to page.

13. No information is defaulted for the Education Status questions. Choose a response for each question from the drop-down menus. Click on the **Continue** button.

Education Status:

* Which of these best describes you?

* Highest School Grade Completed:

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

14. No information is defaulted for the English Language Proficiency questions, however if the response to either question is 'yes', the primary language is defaulted from the information you provided to the Unemployment Insurance Division.

English Language Proficiency:

* Do you have limited English reading skills? Yes No

* Do you have limited English speaking skills? Yes No

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

English Language Proficiency:

What is your primary Language?

<input type="radio"/> English	<input type="radio"/> Albanian	<input type="radio"/> American Sign/Uses TTY	<input type="radio"/> Arabic
<input type="radio"/> Bosnian/Croatian/Serbian	<input type="radio"/> Cambodian	<input type="radio"/> Chinese	<input type="radio"/> French
<input checked="" type="radio"/> German	<input type="radio"/> Greek	<input type="radio"/> Hebrew	<input type="radio"/> Hindu
<input type="radio"/> Hmong	<input type="radio"/> Italian	<input type="radio"/> Japanese	<input type="radio"/> Korean
<input type="radio"/> Laotian	<input type="radio"/> Norwegian	<input type="radio"/> Persian/Farsi	<input type="radio"/> Polish
<input type="radio"/> Russian	<input type="radio"/> Somali	<input type="radio"/> Spanish	<input type="radio"/> Swedish
<input type="radio"/> Tagalog	<input type="radio"/> Thai	<input type="radio"/> Tibetan	<input type="radio"/> Urdu
<input type="radio"/> Vietnamese	<input type="radio"/> Other		

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

15. Depending on the responses of the participant to Military and Veteran questions, you may see some of the following questions and not others. All of the questions are shown below.

Military Status:

Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Have you served, or are you currently serving on active duty in the U.S. Military?

Note: National Guard and Military Reserve personnel who have been called to active duty should respond "Yes".

 << Back

Veteran Status:

Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Are you the spouse of a veteran?

 << Back

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Are you a service member in active duty status (including separation leave) and is within 24 months of retirement or 12 months of separation?

Military Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Have you served, or are you currently serving on active duty in the U.S. Military?

Note: National Guard and Military Reserve personnel who have been called to active duty should respond "Yes".

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Have you been discharged?

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Were you discharged or released with other than a dishonorable discharge?

16. If you are a veteran, the Active Duty Dates will be defaulted from the information you provided to the Unemployment Insurance Division.

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

* Active Duty Begin Date (mm/dd/yyyy) / /

* Active Duty End Date (mm/dd/yyyy) / /

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Are you entitled to compensation, regardless of rating (including those rated 0%), for a service-connected disability?

OR

If not for the receipt of military retirement pay, would you be entitled to compensation for a service-connected disability?

OR

Were you discharged or released from active duty because of a service-connected disability?

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Is your service connected disability rating 30% or more?
 OR
 Is your service-connected disability rated at 10 or 20 percent, and determined by DVA to be a serious employment handicap?

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Have you been awarded an Armed Forces Campaign Badge or Expeditionary Medal?

17. No information is defaulted for the Migrant/Seasonal Farm Worker Status question. Click on the 'yes' or 'no' button to respond.

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?

18. If your answer to the above question was 'yes', the following screen will appear. Click on the response that fits your situation.

Migrant/Seasonal Farm Worker Status:
 (Select the Option that best describes you.)

Seasonal Farm Worker (must answer "YES" or "TRUE" to all conditions)

- You worked for a total of at least 25 days (or parts of days-not necessarily in a row) in which some work was performed in farm work
- earned at least half of your income or more from farm work
- were not employed in farm work year round by the same employer
- If you were/are a full-time student, you were/are a non-migrant fulltime student

Migrant Farm Worker (must answer "YES" or "TRUE" to all conditions)

- You were a "seasonal farm worker" who had to travel to do the farm work and you were unable to return to your permanent residence within the same day
- If you were a full-time student, you traveled with your family.

Migrant Food Processing (cannery) Worker (must answer "YES" or "TRUE" to all conditions)

- You worked for a total of at least 25 days (or parts of days-not necessarily in a row) in which some work was performed in food processing (including cannery)
- earned at least half of your earned income or more from processing work
- were not employed year round by the same employer
- had to travel to do food processing work and were unable to return to your permanent residence within the same day
- If you were/are a full-time student, you traveled with your family.

None of the above
 Use 'Back' and 'Continue' buttons to move from page to page.

19. This question always defaults to 'no'. You can update it to 'yes' if you wish.

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.

20. You will see one of the following Registration Complete screens:

Registration Complete:

You may be eligible for special services available only to Veterans or Spouses of deceased or disabled Veterans. Please contact a Veteran Representative at a Job Center near you to learn more about those services. You can find a list of Job Centers through a link on the Job Center of Wisconsin home page.

Your Registration has been saved successfully. Please click the Continue button to proceed to the Reemployment Services Survey.

Continue >>

Registration Complete:

Your Registration has been saved successfully. Please click the Continue button to proceed to the Reemployment Services Survey.

Continue >>

21. You will be directed to the RES Survey.

[Need help?](#)

Reemployment Services Survey

[Save](#) [Print Survey](#)

Please answer the following questions. During your Reemployment Services orientation session, a staff person will meet with you to discuss your responses, to better determine your interest or eligibility for Job Center programs and services. All questions can be updated by you at any time.

Save early, save often. For your security, your session will time out after 30 minutes.

After answering the questions, please print this page and take it with you to the Reemployment Services orientation session.

Name: KARI J BERGEN

1. Do you have a resume on JobCenterofWisconsin.com? Yes No
2. Do you have a cover letter on JobCenterofWisconsin.com? Yes No
3. Do you have a professional reference sheet on JobCenterofWisconsin.com? Yes No
4. Are you planning a career change? Yes No No Response
5. Are you currently enrolled in a training program? Yes No No Response
6. Do you have a high school diploma, GED or HSED? Yes No

Do you need assistance with:

7. Using a computer: Yes No No Response
8. Filling out a job application: Yes No No Response
9. Creating a resume: Yes No No Response
10. Interviewing preparation or practice: Yes No No Response
11. Job Search techniques Yes No No Response
12. Information on careers: Yes No No Response

Do you need information on:

13. Housing: Yes No No Response
14. Transportation: Yes No No Response
15. Food Share: Yes No No Response
16. Badgercare/Healthcare: Yes No No Response
17. Obtaining your driver's license for work: Yes No No Response
18. Energy Assistance: Yes No No Response

19. Are you going to need childcare once you become employed? Yes No No Response
20. Would you like individualized assistance with your job search? Yes No No Response
21. Have you been convicted of a felony? Yes No No Response
22. Are you currently working with someone at the Job Center? Yes No No Response

Please print this page. You will need to take it with you to the Reemployment Services orientation session. After printing this page, please click on the Continue button.

[Save](#) [Print Survey](#)

[Continue](#)

DET8-16566-E (N. 5/2009)

22. If you can't finish the survey, or if you want to return to it later to update it, you can access your survey from the Job Seeker Profile.

[Need help?](#)

Job Seeker Profile

Click [here](#) to complete your Re-employment Survey. You need to complete and print the survey in preparation for meeting with staff.

Creating a résumé or work application enhances your opportunities for obtaining employment, and allows employers to match you to their job openings.

Select an item to work with by checking the box in front of the Reference Number. Next, click on a button to perform that function for the selected item.

If a button is inactive or 'grayed' out it means that function cannot be performed at this time.

You may have up to 3 résumés/applications. You will have the choice of printing your data as a résumé, or a work application. A list of references, and a cover letter can also be created and printed.

Résumé/Application		References	Cover Letter					
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent
<input type="checkbox"/>	888	A supervisory position for a Fortune 500 company.	Active	Yes	06/10/2009	Yes	0	0
<input type="checkbox"/>	908	test	Active	No	06/09/2009	No	0	0
<input type="checkbox"/>	890	A Senior Tax Accountant position with a large firm.	Active	Yes	06/08/2009	No	0	0

23. After saving and printing the survey, click on the Continue button to go to the Job Seeker Profile.

If this is your first visit to the Job Seeker Profile, you will see the Job Seeker Terms of Use first.

[Print](#)

Job Center of Wisconsin Terms of Use for Job Seekers

This Terms of Use Statement governs the way Job Center of Wisconsin collects, holds and uses data that you may submit. Please be sure to read this entire Statement before using or submitting information. Job Center of Wisconsin takes every precaution to protect the information of a user. When a user submits sensitive information via the website, the information is protected both on-line and off-line.

Job Seeker Safeguards:

- **Personal Contact Information:** Job seekers control the amount of personal contact information they want made available to employers who access their résumé.
- **User ID and Password:** A job seeker establishes a User ID and Password when signing up. This User ID and Password is required for all future access to their résumé or saved job searches.
- **Privacy:** A job seeker's personal data is never transmitted with the User ID and Password to employers.
- **Fees:** Employers may not charge a fee to provide a job seeker with access to a job referral or as a condition of accepting a job.
- **Labor Dispute:** Employers may not use the service to recruit replacement workers in a labor dispute, either through job postings or résumé searches.
- **Résumé Use:** Employers may not use résumés from this site (whether received by searching or from the job seeker responding to a job posting) for any purpose other than to fill an immediate job opening. Employers may not resell or repost résumés found on this site, whether in whole or in part.
- **Jobs Posted:** Jobs posted must be for an immediate opening. Business opportunities are not considered immediate openings.
- **Monetary Investment:** Employers may not require a significant monetary investment by a job seeker to obtain employment. Usual and customary licensing fees or certifications are acceptable. Application fees, purchasing kits, and work-from-home plans are not acceptable.

Job Seeker Responsibilities

- **Posting of Material:** Job seekers are prohibited from posting or transmitting any material that is obscene, scandalous, inflammatory, pornographic, profane, unlawful, threatening, libelous, defamatory, or otherwise inappropriate language. The Wisconsin Department of Workforce Development will cooperate fully with any law enforcement authorities or court order requesting or directing us to disclose the identity of anyone posting any such information or materials.
- **Reporting:** Job seekers are asked to assist us in maintaining the proper use of the system by reporting employers who do not follow the rules they have agreed to as stated above.

Modifications

The Wisconsin Department of Workforce Development reserves the right to modify or amend this Statement at any time.

[Need help?](#)

Job Seeker Profile

Creating a résumé or work application enhances your opportunities for obtaining employment, and allows employers to match you to their job openings.

Select an item to work with by checking the box in front of the Reference Number. Next, click on a button to perform that function for the selected item.

If a button is inactive or 'grayed' out it means that function cannot be performed at this time.

You may have up to 3 résumés/applications. You will have the choice of printing your data as a résumé, or a work application. A list of references, and a cover letter can also be created and printed.

Résumé/Application	References	Cover Letter
---------------------------	-------------------	---------------------

No résumés/applications found. Press Add to start a new Résumé or Work Application.

24. When at least one set of data has been added, you have successfully created a Job Seeker Profile!

[Need help?](#)

Job Seeker Profile

Click [here](#) to complete your Re-employment Survey. You need to complete and print the survey in preparation for meeting with staff.

Creating a résumé or work application enhances your opportunities for obtaining employment, and allows employers to match you to their job openings.

Select an item to work with by checking the box in front of the Reference Number. Next, click on a button to perform that function for the selected item.

If a button is inactive or 'grayed' out it means that function cannot be performed at this time.

You may have up to 3 résumés/applications. You will have the choice of printing your data as a résumé, or a work application. A list of references, and a cover letter can also be created and printed.

Résumé/Application		References	Cover Letter					
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent
<input type="checkbox"/>	888	A supervisory position for a Fortune 500 company.	Active	Yes	06/10/2009	Yes	0	0
<input type="checkbox"/>	908	test	Active	No	06/09/2009	No	0	0
<input type="checkbox"/>	890	A Senior Tax Accountant position with a large firm.	Active	Yes	06/08/2009	No	0	0

View/Update
Add
Copy
Delete
Preview/Print
Email

Good luck with your job search!