

# Registration Instructions for Unemployment Insurance (UI) Claimants

## Instrucciones para Registrarse para los Solicitantes de Desempleo

**Nuevos Usuarios** (nunca han usado JobNet o Job Center of Wisconsin anteriormente) – vaya al paso 1. En la página 4.

**Usuarios Retornando** (han usado JobNet o Job Center of Wisconsin anteriormente) – Comience aquí:

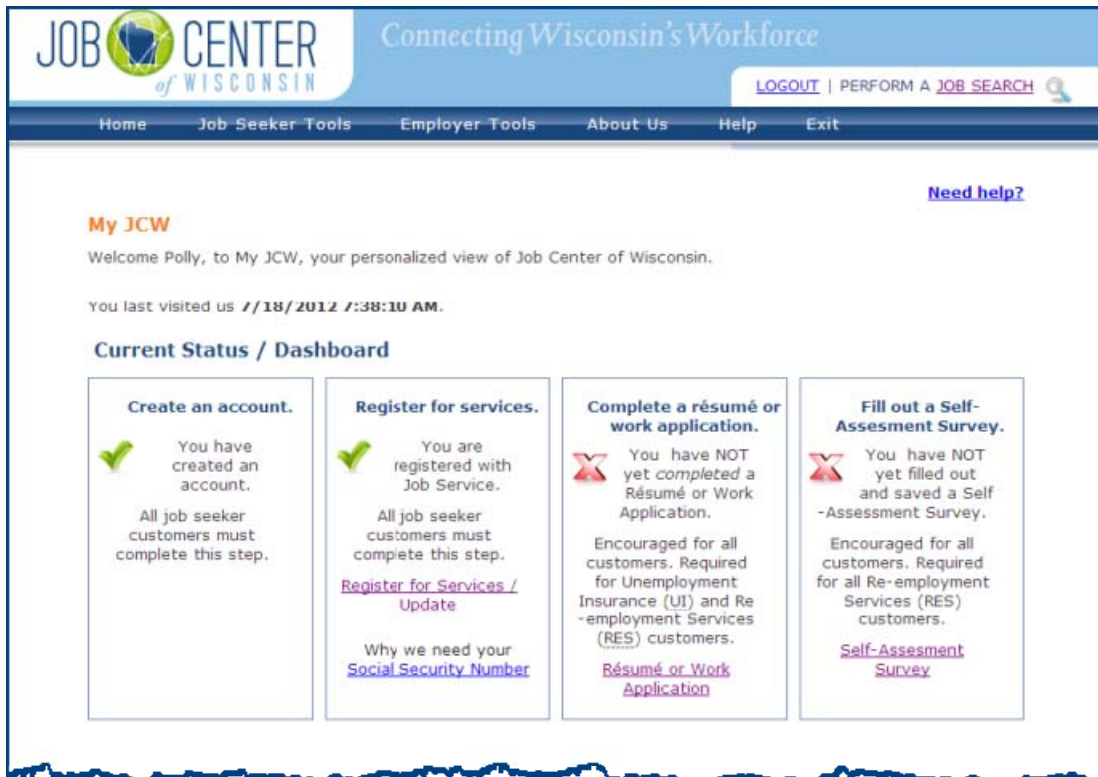
Por favor ir a <https://jobcenterofwisconsin.com/ui>

- Si usted ya tiene un Nombre de Usuario y Contraseña (Username y Password) de Job Center of Wisconsin, ingrese (login) en el área color naranja designada *Secure Login*.
- Si usted cree que tiene el Username y Password de Job Center of Wisconsin, aún si lo creo años atrás, trate de recordarlos. Si cree que los recuerda, trate de ingresar.



- Cuando hace clic en el botón *Login!*, este lo llevará a la página de *My JCW* donde podrá ver su estatus en el *Dashboard*.

El *Dashboard* en *My JCW* es el lugar para ver y verificar que ha completado todos los pasos requeridos. En este ejemplo, como solicitante de Beneficios de Desempleo, el cliente ha completado dos de los tres requisitos – ella ha creado una cuenta y se ha registrado. Ella aún no ha **completado** un **résumé** o solicitud de trabajo.



Usted puede revisar la página My JCW page cuando quiera. Simplemente ingrese con su username y password y escoja **My JCW** del menú/lista Job Seeker Tools.

Como usuario retornando, asumiendo que usted pudo entrar con su username y password, usted podrá mostrar que uno o más de los pasos ya ha sido completado (demostrado por la marca ✓ ).

- Si usted tiene una marca roja ✗ bajo ‘**Register for services**’ y ‘**Complete a résumé or work application**’, haga clic en el enlace [Register for Services / Update](#) (las instrucciones comienzan en la página 8). Después de registrarse, Job Center of Wisconsin le llevara automáticamente por los pasos para completar el **résumé** (las instrucciones comienzan en la página 16).

## Current Status / Dashboard

### Create an account.



You have created an account.

All job seeker customers must complete this step.

### Register for services.



You have NOT yet fully registered with Job Service.

All job seeker customers must complete this step.

[Register for Services / Update](#)

Why we need your [Social Security Number](#).

### Complete a résumé or work application.



You have NOT yet completed a Résumé or Work Application.

Encouraged for all customers. Required for Unemployment Insurance (UI) and Re-employment Services (RES) customers.

[Résumé or Work Application](#)

### Fill out a Self-Assessment Survey.







You have NOT yet filled out and saved a Self-Assessment Survey.





Encouraged for all customers. Required for all Re-employment Services (RES) customers.

[Self-Assessment Survey](#)

- Si tiene una marca roja **X** bajo **‘Complete a résumé or work application’**, haga clic en el enlace [Résumé or Work Application](#). Job Center of Wisconsin le llevará automáticamente por los pasos para completar el résumé (las instrucciones comienzan en la página 16).

Current Status / Dashboard			
<p><b>Create an account.</b></p> <p> You have created an account.</p> <p>All job seeker customers must complete this step.</p>	<p><b>Register for services.</b></p> <p> You are registered with Job Service.</p> <p>All job seeker customers must complete this step.</p> <p><a href="#">Register for Services / Update</a></p> <p>Why we need your <a href="#">Social Security Number</a>.</p>	<p><b>Complete a résumé or work application.</b></p> <p> You have NOT yet completed a Résumé or Work Application.</p> <p>Encouraged for all customers. Required for Unemployment Insurance (UI) and Re-employment Services (RES) customers.</p> <p><a href="#">Résumé or Work Application</a></p>	<p><b>Fill out a Self-Assessment Survey.</b></p> <p> You have NOT yet filled out and saved a Self-Assessment Survey.</p> <p>Encouraged for all customers. Required for all Re-employment Services (RES) customers.</p> <p><a href="#">Self-Assessment Survey</a></p>

Como peticionario de desempleo, usted debe tener la marca verde  en **‘Create an account’**, **‘Register for services’**, y **‘Complete a résumé or work application’**.

Current Status / Dashboard			
<p><b>Create an account.</b></p> <p> You have created an account.</p> <p>All job seeker customers must complete this step.</p>	<p><b>Register for services.</b></p> <p> You are registered with Job Service.</p> <p>All job seeker customers must complete this step.</p> <p><a href="#">Register for Services / Update</a></p> <p>Why we need your <a href="#">Social Security Number</a>.</p>	<p><b>Complete a résumé or work application.</b></p> <p> You have completed 1 Résumé / Work Application(s).</p> <p>Encouraged for all customers. Required for Unemployment Insurance (UI) and Re-employment Services (RES) customers.</p> <p><a href="#">Résumé or Work Application</a></p>	<p><b>Fill out a Self-Assessment Survey.</b></p> <p> You have NOT yet filled out and saved a Self-Assessment Survey.</p> <p>Encouraged for all customers. Required for all Re-employment Services (RES) customers.</p> <p><a href="#">Self-Assessment Survey</a></p>

# Creando una Cuenta

1. Para comenzar, por favor ir a <https://jobcenterofwisconsin.com/ui>

Lea las instrucciones para Clientes del Beneficios de Desempleo (**Unemployment Insurance Customers**). Para comenzar, haga clic sobre la foto de la llave en el área anaranjada designada como *Secure Login*.

The screenshot shows the Job Center of Wisconsin website. At the top, there is a navigation bar with the logo and the tagline "Connecting Wisconsin's Workforce". Below the navigation bar, there is a "SECURE LOGIN" section with a login form and a "Click Here" button pointing to a key icon. To the left of the login form, there is a message stating that the feature requires a login and provides instructions for creating an account. Below the login form, there are three columns of instructions for different customer types: Most Job Seeker Customers, Unemployment Insurance (UI) Customers, and Re-employment Services (RES) Customers. At the bottom, there is a general registration notice and a link to My JCW.

**HOME** > Login

This feature requires a login, or you have timed out due to inactivity. If you do not have a login, click on 'Create an account'.

**SECURE LOGIN**

Username:

Password:

Forgot your ID or password?

**Login!**

**Click Here**

New User? [Create an account](#)

[Change Password/Edit Contact Information](#)

**First Job. Next Job. Right Job.**

**Most Job Seeker Customers**

Two steps to Job Center of Wisconsin registration:

1. Create an account.
2. Register for services.

**Click on the key in the Secure Login area to begin!**

**Unemployment Insurance (UI) Customers**

Three steps to Job Center of Wisconsin registration:

1. Create an account.
2. Register for services.
3. Complete a Résumé / Work Application and Finish / Activate it.

**Click on the key in the Secure Login area to begin!**

**Re-employment Services (RES) Customers**

Four steps to Job Center of Wisconsin registration:

1. Create an account.
2. Register for services.
3. Fill out a Self-Assessment Survey and save it.
4. Complete a Résumé / Work Application and Finish / Activate it.

Remember to **print** your completed Résumé / Work Application and Self-Assessment Survey and take them with you to your RES session.

**Click on the key in the Secure Login area to begin!**

When registering, you must use [your real Social Security Number](#) and date of birth. Your information must be accurate to meet the registration requirement for Unemployment Insurance benefits.

After creating an account, you can check your status anytime by visiting [My JCW](#). Login with your username and password, click on [Job Seeker Tools](#) in the menu bar, and then on My JCW.

1. Lea la información en la página de auto-registro **Self Registration**, y en **User Acceptance Agreement**. Haga clic en el botón que dice **Accept**.

[Need help?](#)

### Self Registration

Welcome to the DWD/Wisconsin User Name self registration process. Self Registration allows you to create your personal DWD/Wisconsin User Name. This is your key to doing secure business with the Department of Workforce Development over the Internet.

#### Requesting a DWD/Wisconsin User Name and Password

You will need to provide a minimal amount of user information to enable DWD to create a DWD/Wisconsin User Name 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:** An account not accessed within the past 26 months will be considered dormant and may be deleted without warning, following security best practices. If you need an account after the original is deleted, you will need to register for a new account and request the required access authorization.

#### 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](#)

2. Llene su información en la página **Logon Creation**. La información requerida está marcada con un asterisco rojo **\***.

Haga clic bajo el botón **Submit** al final de la página.

[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.

82674

\* 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   
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/Postal 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 Tip](#)

\* 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

### Verification

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

\* **82674** 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.**

3. Si el nombre de usuario que usted escogió ya ha sido usado, entonces verá un mensaje en letras de **negrillas rojas** en la página arriba. Entre un nombre de usuario diferente bajo User Name, y enter vuelva a entrar su contraseña donde dice Password.

Haga clic en el botón **Submit** al final de la página.



**Logon Creation** [Need help?](#)

**The User Name groundhog is not available. Please try another User Name.**

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. **84074**

\* Indicates Required Field

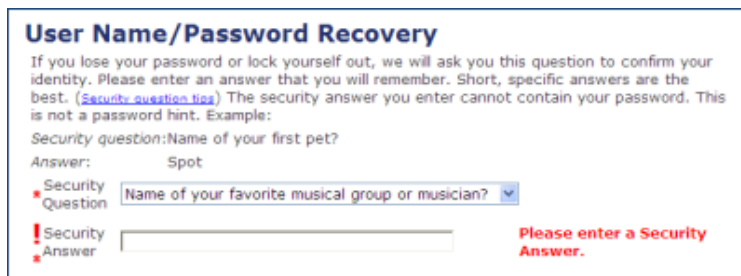
**Profile Information**

**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

4. Si usted no incluye alguna de la información requerida, le parecerá un mensaje en letras de **negrilla roja** indicando error al lado de la información que necesita ser corregida o provista.



**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  **Please enter a Security Answer.**

Corrija o provea la información y haga clic sobre el botón **Submit** al final de la página.

5. El mensaje **DWD/Wisconsin User Name Creation Complete** le aparecerá en la pantalla. Usted ha completado los pasos 1 de 3.

Para imprimir esa página para sus archivos/records, haga clic sobre el botón **Print**.

Haga clic sobre el botón Continue para comenzar el proceso de Registración.



[Need help?](#)

**DWD/Wisconsin User Name Creation Complete**

The DWD/Wisconsin User Name and Password can be used for various DWD systems.

For Unemployment Insurance (UI) purposes, **you have now completed step 1 of 3** [you have set up an account]. We'll now walk you through registering for services.

**In order to be eligible to receive UI benefits you must complete all of the required steps.**

You can print this page for your records, then **click on 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 (you will have 4 steps - the additional step being the completion of your Self-Assessment Survey), or because your case manager instructed you to register, you are not finished. Please click on the Continue button.

**Profile Information**

User Name

First Name

## Registrándose para Servicios

1. Lea la información que se encuentra en la página **More Information Needed**, la cual explica porque usted necesita su Número de Seguro Social y otra información personal. Haga clic sobre el botón **Continue**.

### More Information Needed

To continue, we need to collect some additional information.

Registrants may be eligible for training funded by federal or state programs designed to assist a job seeker in obtaining 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 on the Decline button to return to Job Seeker Tools.  
Please click on the Continue button to proceed.

2. Es sumamente importante que usted entre su Número de Seguro Social **correcto**. Los números que usted entre no aparecerán en la pantalla. Haga clic en el botón **Continue**.

[Need help?](#)

### Register For Services/Update

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.

**You must enter your CORRECT Social Security Number**, which will help us serve you better. This is especially important if you:

- are a military veteran
- are receiving Unemployment Insurance or other public assistance
- want individual help from a Job Center
- need assistance with training

Thank you for your cooperation. Your Social Security Number will be kept confidential.

#### 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.       

Registration Progress:

3. Entre la información **correcta** de su fecha de nacimiento y genero/sexo. Haga clic **en** el botón **Continue**.

[Need help?](#)

### Register For Services/Update

**Identity Info:**

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

\*Gender  Male  Female

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

Registration Progress: █

Si ve un mensaje de error en rojo, siga las instrucciones listadas. **No trate de registrarse otra vez**, ya que eso empeorará la situación . Cuando usted llame al número de teléfono que se le indica, necesita estar cerca de una computadora/ordenador.

[Need help?](#)

### Register For Services/Update

**Identity Info:**

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

\*Gender  Male  Female

STOP

Stop! The information you provided does not match our records. Please call us toll-free at 1-888-513-5633 to have the problem resolved. You will not be able to continue registering until the problem is resolved.

DO NOT create another account. This will not fix the problem, and only makes it worse.

The cause of the problem may be that you registered in the past and already have a username and password, and a registration in our system. If you think you might know what the username and password are, logout now and try logging in with what you think your username and password could be.

If you still cannot login, please call 1-888-513-5633 so we can resolve the problem.

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

Registration Progress: █

4. Revise la información mostrada y actualícela si fuera necesario. La información que es requerida está marcada con un asterisco rojo \*. Haga clic en el botón **Continue**.

[Need help?](#)

### Register For Services/Update

**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.    << Back    Continue >>

Registration Progress: █

5. Revise la información mostrada y actualícela si fuera necesario. La información que es requerida está marcada con un asterisco rojo \*. Haga clic en el botón **Continue**.

[Need help?](#)

**Register For Services/Update**

**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.

Wisconsin County

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

Registration Progress: ■■■■■■■■

6. La información del condado (County) aparece basada en el código postal (Zip Code) que usted provee. Si no es correcto, seleccione el condado correcto. Haga clic en el botón **Continue**.

Si vive fuera de Wisconsin, no se llena la información del condado.

[Need help?](#)

**Register For Services/Update**

**Contact Info:**

\*County:

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

Registration Progress: ■■■■■■■■

7. Seleccione sus respuestas a las preguntas haciendo clic sobre el círculo al frente de sus respuestas. La información que es requerida está marcada con un asterisco rojo \*.

En la pregunta de Raza, puede marcar todas las cajitas que aplican.

## Register For Services/Update

### Demographics:

(Federally Required Information, not shared with employers.)

\*Are you Hispanic or Latino/Latina?  Yes  No  Decline To Respond

\*Race(Select all that apply):

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> White                          | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> American Indian or Alaskan Native         | <input type="checkbox"/> Asian                     |
| <input type="checkbox"/> Hawaiian Native or other Pacific Islander | <input type="checkbox"/> Other                     |
|  | <input type="checkbox"/> Decline To Respond        |

\*Are you 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.

\*Do you have a Disability?  Yes  No  Decline To Respond

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

<< Back

Continue >>

Registration Progress:

Haga clic en el botón **Continue**.

8. Dependiendo de su respuesta a la pregunta de si tiene alguna discapacidad "Do you have a Disability?", podría ser que vea en esta pantalla:

Escoja la respuesta del menú. Haga clic en el botón **Continue**.

9. Seleccione sus respuestas a las preguntas del menú. La información que es requerida está marcada con un asterisco rojo \*.

Haga clic en el botón **Continue**.

10. Seleccione sus respuestas a las preguntas haciendo clic sobre el círculo al frente de sus respuestas. La información que es requerida está marcada con un asterisco rojo \*.

Haga clic en el botón **Continue**.

11. Dependiendo de su respuesta a la pregunta sobre sus habilidades/dominio del ingles, podría ser que vea en su pantalla:

Seleccione sus respuestas a las preguntas haciendo clic sobre el círculo al frente de sus respuestas.

Haga clic en el botón **Continue**.

12. Haga clic en el botón 'Yes' o en 'No' para responder a la pregunta.

13. Dependiendo de su respuesta a la pregunta sobre su estatus militar y a sus respuestas sobre sus estatus de veterano, podría ser que vea todas o algunas de las siguientes preguntas. Haga clic en el botón 'Yes' o en 'No' para responder a cada pregunta y luego haga clic en el botón **Continue**.

**Veteran Status:**

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

Were you discharged or released from military service with a **Dishonorable** discharge? (Reference: Title 38 USC 101-2)

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

**Veteran Status:**

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

Are you the spouse of a veteran?

**Veteran Status:**

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

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.

**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?

Yes No << Back

**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?

Yes No << Back

14. Haga clic en el botón 'Yes' o en 'No' para responder a la pregunta.

[Need help?](#)

**Register For Services/Update**

**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 Progress:

15. Dependiendo de su respuesta a la pregunta acerca de su estatus de trabajador migrante de temporada (Migrant/Seasonal Farm Worker Status), podría ser que vea esta pantalla:

[Need help?](#)

**Register For Services/Update**

**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. << Back Continue >>

Registration Progress:

16. Seleccione sus respuestas a las preguntas haciendo clic sobre el círculo al frente de sus respuestas. La información que es requerida está marcada con un asterisco rojo \*.

La pregunta muestra 'No', pero usted puede cambiar la contestación a Si haciendo clic en el circulo en frente de 'Yes'.

**Register For Services/Update**

**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 >>

Registration Progress: ■■■■■■■■

17. El próximo mensaje se muestra. Usted ha tenido éxito completando los pasos 2 de 3. Vea un ejemplo del e-mail de confirmación que recibirá en la página 32.

**Register For Services/Update**

For Unemployment Insurance (UI) purposes, **you have now completed step 2 of 3** [you have set up an account and registered for services].

The third and final required step is completing your Résumé/Work Application. You will need to accept the Terms of Use for Job Seekers, 'Add' a Résumé/Work Application, and then Finish/Activate it.

**In order to be eligible to receive UI benefits you must complete all of the required steps.**

NOTE: You will receive an e-mail confirmation when you have completed the process.

**Please click on the Continue button to proceed.**

Continue >

Haga clic en el botón **Continue**.

## Complete el Résumé o Solicitud de Trabajo

1. Lea las Condiciones de Uso (Job Seeker Terms of Use). Haga clic en el botón **I Accept** para aceptar las condiciones .

### 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.

2. Para comenzar a crear un résumé, haga clic en el botón **Add** en Job Seeker Profile.

[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.

[Add](#)    [Preview/Print](#)    [Email](#)

Haga clic en el botón 'Save' con frecuencia para asegurarse de que la información que entra se guarda en su résumé. Si usted no guarda la información a menudo, ocurrirá un 'time out' después de 30 minutos y perderá su trabajo.

Use los enlaces [Need help?](#) En cada página para ver ejemplos y clarificar que tipo de información debe entrar.

3. Llene la información que se le pide en la página, tenga el cuidado de deletrear todo correctamente.

Usted debe tener una dirección válida de correo electrónico (email). Es información requerida. Si tiene una dirección de email pero no la ha revisado recientemente, Intente accederla para asegurarse de que su cuenta todavía está activa. Si su cuenta de email no está activa, necesita reactivarla, o crear una cuenta nueva. Asegúrese de que su dirección de email esté deletreada correctamente.

***Vea su cuenta de email regularmente (con frecuencia). El sitio web de Job Center of Wisconsin y empleadores se comunicaran con usted a través de su email.***

Cuando termine de entrar su información en esta página, haga clic en el botón **Save**, y luego en el botón **Continue**.

## Résumé/Application

[Save](#)

[Work with My Résumés/Applications](#)

**Save early, save often. For your security, your session will time out after 30 minutes. Clicking the Save button resets the timeout counter and extends your session time for another 30 minutes.**

The Job Center of Wisconsin résumé and application feature accomplishes two things simultaneously. Enter your information once, and create both a work application form or a résumé, or both. You will be able to choose which item to format and print after you have entered your information. Be sure to review your information for accuracy, spelling, grammar, and capitalization errors.

You may have up to 3 résumés/applications, and you can also create a list of references, and a cover letter.

An asterisk (\*) denotes a required field.

**Step 1**  
**Contact Information**

[Need help?](#)

**Contact information**

First Name:

Last Name:

Middle:

\*Email:   
(abc@def.com)  
[Don't have an email?](#)

Street Address 1:

Street Address 2:

City:

State:

Zip:  -

Home Phone:   
(999 555 1234)

Alt Phone:   
(999 555 1234)

[Click Here](#)

[Then click here](#)

[Save](#)

[Continue](#)

4. Llene la información que se le pide en la página.

Seleccione las ocupaciones en las que usted ahora busca trabajo. No incluya ocupaciones anteriores a menos que busque ese tipo de trabajo ahora.

Select up to three Occupational Categories that you are interested in:

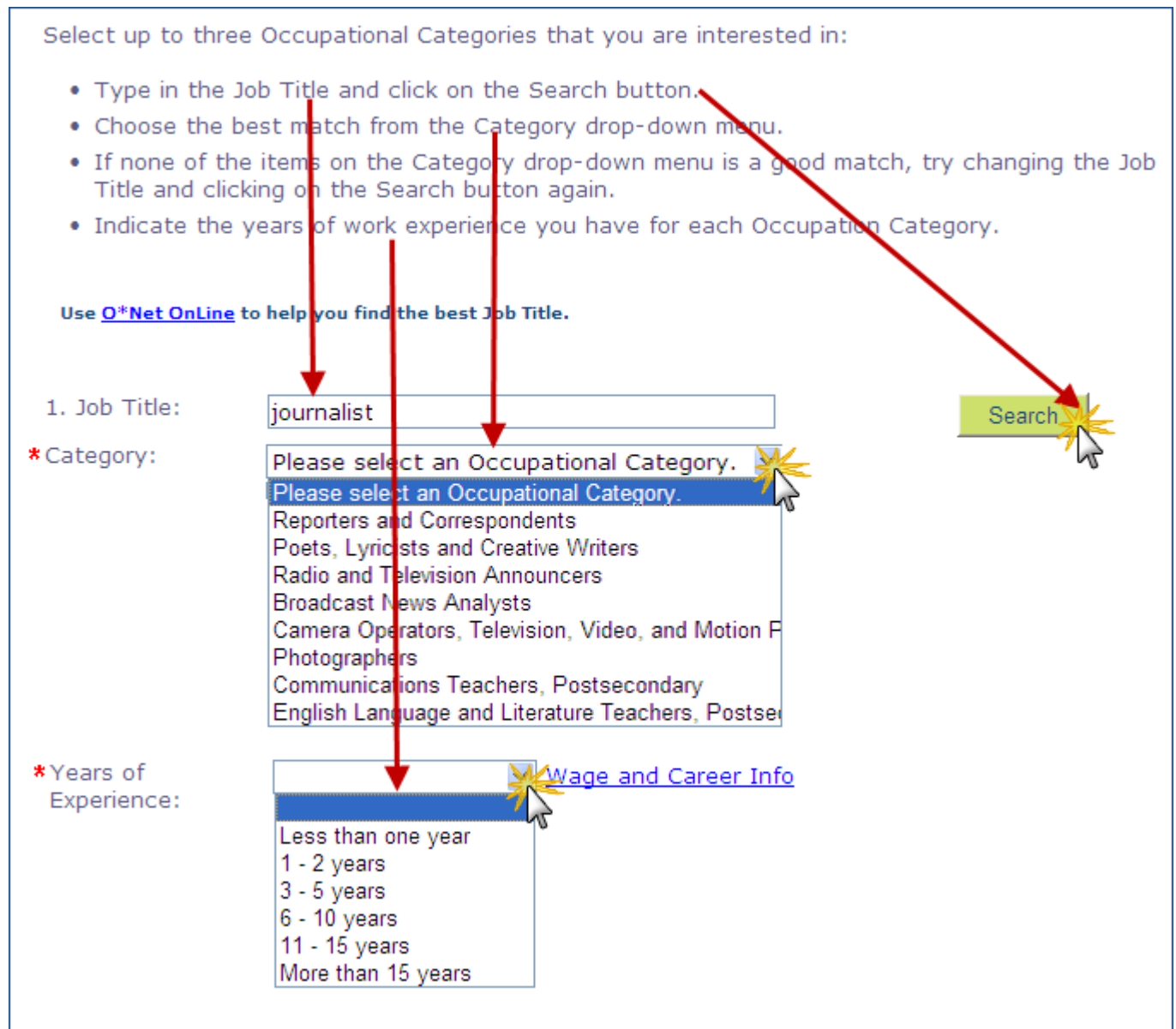
- Type in the Job Title and click on the Search button.
- Choose the best match from the Category drop-down menu.
- If none of the items on the Category drop-down menu is a good match, try changing the Job Title and clicking on the Search button again.
- Indicate the years of work experience you have for each Occupation Category.

Use [O\\*Net OnLine](#) to help you find the best Job Title.

1. Job Title:

\* Category:   
Please select an Occupational Category.  
Reporters and Correspondents  
Poets, Lyricists and Creative Writers  
Radio and Television Announcers  
Broadcast News Analysts  
Camera Operators, Television, Video, and Motion Picture  
Photographers  
Communications Teachers, Postsecondary  
English Language and Literature Teachers, Postsecondary

\* Years of Experience:   
Less than one year  
1 - 2 years  
3 - 5 years  
6 - 10 years  
11 - 15 years  
More than 15 years



Cuando termine de entrar su información en esta página, haga clic en el botón **Save**, y luego en el botón **Continue**. (Vea el ejemplo en la próxima página.)

[Screen Reader Version](#)

[Preview Application](#)  
[Preview Résumé](#)

**Résumé/Application**

[Save](#) [Delete](#)

[Work with My Résumés/Applications](#)

**Save early, save often. For your security, your session will time out after 30 minutes. Clicking the Save button resets the timeout counter and extends your session time for another 30 minutes.**

The Job Center of Wisconsin résumé and application feature accomplishes two things simultaneously. Enter your information once, and create both a work application form or a résumé, or both. You will be able to choose which item to format and print after you have entered your information. Be sure to review your information for accuracy, spelling, grammar, and capitalization errors.

You may have up to 3 résumés/applications, and you can also create a list of references, and a cover letter.

**An asterisk (\*) denotes a required field.**

- [Step 1  
Contact Information](#)
- [Step 2  
Employment Profile](#)**
- [Step 3  
Work Experience](#)
- [Step 4  
Education](#)
- [Step 5  
Availability](#)
- [Step 6  
Finish/Activate](#)

[Need help?](#)

**Employment Profile**

\*Objective:   
Text Limit: 500 | Text Entered: 86

Indicate any specific skills that you have:   
Text Limit: 1000 | Text Entered: 204

Certifications, Licenses, Awards:   
Text Limit: 300 | Text Entered: 48

\*If you have a [National Career Readiness Certificate](#) (NCRC), or if you acquire one, do you want to share that information with employers?  
 Yes  
 No

Looking to have your résumé or work application stand out from the crowd? The [National Career Readiness Certificate](#) is a portable credential that helps build your confidence and verifies that your skills match the employer's needs.

Select up to three Occupational Categories that you are interested in:

- Type in the Job Title and click on the Search button.
- Choose the best match from the Category drop-down menu.
- If none of the items on the Category drop-down menu is a good match, try changing the Job Title and clicking on the Search button again.
- Indicate the years of work experience you have for each Occupation Category.

Use [Q\\*Net OnLine](#) to help you find the best Job Title.

1. Job Title:  [Search](#)

\*Category:

\*Years of Experience:  [Wage and Career Info](#)

2. Job Title:  [Search](#)

Category:

Years of Experience:  [Wage and Career info](#)

3. Job Title:  [Search](#)

Category:

Years of Experience:

**Then click here**

[Click Here](#)

[Save](#)

<< Back

Continue >>

5. Complete el salario deseado, es opcional (no es información requerida).

Para añadir su historial de trabajo, haga clic en el botón **Add Work Experience**.

An asterisk (\*) denotes a required field.

Step 1  
Contact Information

Step 2  
Employment Profile

Step 3  
**Work Experience**

Step 4  
Education

Step 5  
Availability

Step 6  
Finish/Activate

Need help?

**Work Experience**

Desired Salary: \$   ▼

Your information will appear on your résumé or work application in chronological order. Please list information related to your last 10 years of work experience. You may enter up to 10 employers.

Add Work Experience

<< Back Continue >>

Save

Llene la información que se le pide. Haga clic en el botón **Update** para guardar la información de este empleador. Haga clic en el botón **Save** arriba o al final de la página para guardar su resúme.

**Work Experience**

Desired Salary: \$ 55000 Per Year ▼

Your information will appear on your résumé or work application in chronological order. Please list information related to your last 10 years of work experience. You may enter up to 10 employers.

\* Employer: Green Earth Today Magazine  
Text Limit: 70 | Text Entered: 26

City: Golden

State: Colorado ▼

\* Position: Columnist

Use [O\\*Net OnLine](#) to help you find the best Position title. The link also contains information to help you complete the Duties/Responsibilities. Providing detailed information will help employers match you to their open jobs.

\* Dates Employed: Start (Month/Year): ▼ 2003  
End (Month/Year): ▼ 2008  
(Leave End blank if currently employed)

\* Duties/Responsibilities: Environmental columnist for a bi-monthly regional magazine.  
Text Limit: 1000 | Text Entered: 59

Update Cancel

Add Work Experience

Cuando termine de entrar toda la información de su historial de trabajo (hasta un máximo de 10 empleadores), haga clic en el botón **Save**, y después en **Continue**.

[Screen Reader Version](#)

[Preview Application](#)  
[Preview Résumé](#)

### Résumé/Application

[Work with My Résumés/Applications](#)

**Save early, save often. For your security, your session will time out after 30 minutes. Clicking the Save button resets the timeout counter and extends your session time for another 30 minutes.**

The Job Center of Wisconsin résumé and application feature accomplishes two things simultaneously. Enter your information once, and create both a work application form or a résumé, or both. You will be able to choose which item to format and print after you have entered your information. Be sure to review your information for accuracy, spelling, grammar, and capitalization errors.

You may have up to 3 résumés/applications, and you can also create a list of references, and a cover letter.

### Résumé Saved

An asterisk (\*) denotes a required field.

- [Step 1  
Contact Information](#)
- [Step 2  
Employment Profile](#)
- [Step 3  
Work Experience](#)
- [Step 4  
Education](#)
- [Step 5  
Availability](#)
- [Step 6  
Finish/Activate](#)

[Need help?](#)

### Work Experience

Desired Salary: \$  Per Year

Your information will appear on your résumé or work application in chronological order. Please list information related to your last 10 years of work experience. You may enter up to 10 employers.

Employer: Denver Times  
 City: Denver  
 State: Colorado  
 Position: Reporter  
 Dates Employed: 2008 to 2012  
 Duties/Responsibilities: Environmental, local news, and human interest reporter for a large daily newspaper. Circulation: 250,000

Employer: Green Earth Today Magazine  
 City: Golden  
 State: Colorado  
 Position: Columnist  
 Dates Employed: 2003 to 2008  
 Duties/Responsibilities: Environmental columnist for a bi-monthly regional magazine.

Employer: KCVB-TV  
 City: Colorado Springs  
 State: Colorado  
 Position: TV Reporter/Weekend Anchor  
 Dates Employed: 2000 to 2002  
 Duties/Responsibilities: Reported on assigned stories, mainly local events and human interest. Weekend anchor for the 5:00 p.m. and 10:00 p.m. newscasts. Occasionally filled in as anchor through the week.

Employer: Leadville News Leader  
 City: Leadville  
 State: Colorado  
 Position: Reporter  
 Dates Employed: 1996 to 2000  
 Duties/Responsibilities: Covered local and regional news stories for a small weekly newspaper. Circulation: 3500

Then click here

Click Here

6. Del menú seleccione su nivel de educación más alto.

Para añadir escuelas a las que usted asistió, haga clic en el botón **Add Education History**.

An asterisk (\*) denotes a required field.

[Step 1  
Contact Information](#)

[Step 2  
Employment Profile](#)

[Step 3  
Work Experience](#)

**Step 4  
Education**

[Step 5  
Availability](#)

[Step 6  
Finish/Activate](#)

[Need help?](#)

**Education**

\* Highest Grade Completed:

Education History will appear on your résumé or work application in chronological order. You may record up to 5 entries.

<< Back    Continue >>

Llene la información que se le pide. Haga clic en el botón **Update** para guardar la información de la escuela. Haga clic en el botón **Save** arriba o al final de la página para guardar su resúme.

Cuando termine de entrar toda la información de su historial de educación (hasta un máximo de 5), haga clic en el botón **Save**, y después en **Continue**.

**JOB CENTER of WISCONSIN** Connecting Wisconsin's Workforce

LOGOUT | PERFORM A [JOB SEARCH](#)

Home Job Seeker Tools Employer Tools About Us Help Exit

[Screen Reader Version](#)

[Preview Application](#)  
[Preview Résumé](#)

### Résumé/Application

[Save](#) [Delete](#)

[Work with My Résumés/Applications](#)

**Save early, save often. For your security, your session will time out after 30 minutes. Clicking the Save button resets the timeout counter and extends your session time for another 30 minutes.**

The Job Center of Wisconsin résumé and application feature accomplishes two things simultaneously. Enter your information once, and create both a work application form or a résumé, or both. You will be able to choose which item to format and print after you have entered your information. Be sure to review your information for accuracy, spelling, grammar, and capitalization errors.

You may have up to 3 résumés/applications, and you can also create a list of references, and a cover letter.

**An asterisk (\*) denotes a required field.**

[Need help?](#)

**Step 1**  
[Contact Information](#)

**Step 2**  
[Employment Profile](#)

**Step 3**  
[Work Experience](#)

**Step 4**  
[Education](#)

**Step 5**  
[Availability](#)

**Step 6**  
[Finish/Activate](#)

#### Education

\* Highest Grade Completed:

Education History will appear on your résumé or work application in chronological order. You may record up to 5 entries.

\* School Name:

Dates attended: Start (Month/Year):  End (Month/Year):   
(Leave End blank if currently attending)

Course(s) of Study:   
Text Limit: 100 | Text Entered: 10

Degree/Awards:   
Text Limit: 500 | Text Entered: 30

[Update](#) [Cancel](#)

[Add Education History](#)

[Click Here](#) [Save](#)

[Then click here](#) [Continue >>](#)

7. Seleccione el/los condados donde usted esta dispuesto a trabajar hag clic en el nombre del condado y después en el botón **Select**.

Escoja 'yes' o 'no' para contestar la pregunta de la re-locación, basada en su intención de moverse a cualquier otro sitio por motivo de un trabajo. **No escoja 'yes' a menos que usted este dispuesto a moverse por razones de trabajo.**

Haga clic en las casillas para indicar los tipos de trabajo que aceptaría.

The screenshot shows the 'Job Center of Wisconsin' website interface. The header includes the logo and the tagline 'Connecting Wisconsin's Workforce'. Navigation links include 'Home', 'Job Seeker Tools', 'Employer Tools', 'About Us', 'Help', and 'Exit'. A search bar contains 'LOGOUT | PERFORM A JOB SEARCH'. The main content area is titled 'Résumé/Application' and includes 'Save' and 'Delete' buttons. A sidebar on the left lists steps: Step 1 Contact Information, Step 2 Employment Profile, Step 3 Work Experience, Step 4 Education, Step 5 Availability (highlighted), and Step 6 Finish/Activate. The 'Availability' section contains the following fields:

- Availability**
  - ★ Please indicate the county or counties where you will accept work:
    - All Counties
    - Selected Counties
  - Counties Available: [Dropdown menu with Adams, Ashland, Barron, Bayfield]
  - 
  - Counties Selected: [Text box with Dane, Milwaukee, Rock]
  -
- Are you willing to relocate?
  - Yes
  - No
- Type(s) of Employment you are looking for: (Check all that apply)
  - Part-Time
  - Part-Time Temporary
  - Full-Time
  - Full-Time Temporary
  - On Call
  - On Call Temporary
  - Project/Contract
  - Internship
  - Apprentice

Haga clic en las casillas para indicar los días de la semana en los cuales usted está dispuesto a trabajar.

Haga clic en las casillas para indicar los turnos que está dispuesto a trabajar.

Escoja 'yes' o 'no' para contestar las preguntas de transportación y licencia de conducir.

Work Day(s): (Check all that apply)

- Monday-Friday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday
- Weekends only
- Non-Standard (Explanation required below)

Explain:

Text Limit: 300 | Text Entered: 0

Shift(s): (Check all that apply)

- First
- Second
- Third
- Rotating
- Mornings
- Afternoons
- Evenings
- Weekend
- Non-Standard (Explanation required below)

Explain:

Text Limit: 300 | Text Entered: 0

Do you have transportation available?

Yes

No

Do you have a valid driver's license?

Yes

No

Click Here

Save

Then click here

<< Back

Continue >>

Cuando termine de contestar todas las preguntas, haga clic en el botón **Save**, y después en **Continue**.

8. Esta es la última página en el proceso de crear su resúme.

Si usted ya termino de entrar toda su información, seleccione 'yes' para contestar la pregunta.

Si usted **no** ha terminado, seleccione 'no'. Cuando termine de entrar toda la información, regrese al Paso 8, cambie su información de 'no' a 'yes', y haga clic en el botón **Save**.

An asterisk (\*) denotes a required field.

[Step 1  
Contact Information](#) [Need help?](#)

[Step 2  
Employment Profile](#)

[Step 3  
Work Experience](#)

[Step 4  
Education](#)

[Step 5  
Availability](#)

[Step 6  
Finish/Activate](#)

**Finish/Activate**

If you have added *all* of your information in Steps 1 through 5, and are satisfied with the way your information appears, select '**Yes**'. Otherwise select '**No**' and return to Steps 1 through 5 to finish entering your information, or to update or add more detail to your information.

If you're not sure, you can select '**No**' then click on the Preview Application or Preview Resume links in the upper right corner of this page. If you are satisfied, select '**Yes**' to continue.

\*Are you done entering *all* of your information?

Yes

No

Esta pregunta determina si usted ha **completado** su resúme o no. Para llenar el requisito de la División de Seguro de Desempleo (Unemployment Insurance Division), la contestación a esta pregunta tiene que ser 'yes'.

[Screen Reader Version](#)

[Preview Application](#)  
[Preview Résumé](#)

### Résumé/Application

[Save](#) [Delete](#)

[Work with My Résumés/Applications](#)

**Save early, save often. For your security, your session will time out after 30 minutes. Clicking the Save button resets the timeout counter and extends your session time for another 30 minutes.**

The Job Center of Wisconsin résumé and application feature accomplishes two things simultaneously. Enter your information once, and create both a work application form or a résumé, or both. You will be able to choose which item to format and print after you have entered your information. Be sure to review your information for accuracy, spelling, grammar, and capitalization errors.

You may have up to 3 résumés/applications, and you can also create a list of references, and a cover letter.

**An asterisk (\*) denotes a required field.**

[Step 1  
Contact Information](#)

[Step 2  
Employment Profile](#)

[Step 3  
Work Experience](#)

[Step 4  
Education](#)

[Step 5  
Availability](#)

[Step 6  
Finish/Activate](#)

[Need help?](#)

#### Finish/Activate

If you have added *all* of your information in Steps 1 through 5, and are satisfied with the way your information appears, select **'Yes'**. Otherwise select **'No'** and return to Steps 1 through 5 to finish entering your information, or to update or add more detail to your information.

If you're not sure, you can select **'No'** then click on the Preview Application or Preview Resume links in the upper right corner of this page. If you are satisfied, select **'Yes'** to continue.

\* Are you done entering *all* of your information?

Yes

No

**You must answer this question 'yes' to complete your résumé.**

Cuando contesta Si /'yes', aparece una segunda pregunta.

An asterisk (\*) denotes a required field.

[Step 1  
Contact Information](#) [Need help?](#)

[Step 2  
Employment Profile](#)

[Step 3  
Work Experience](#)

[Step 4  
Education](#)

[Step 5  
Availability](#)

[Step 6  
Finish/Activate](#)

### Finish/Activate

If you have added all of your information in Steps 1 through 5, and are satisfied with the way your information appears, select **'Yes'**. Otherwise select **'No'** and return to Steps 1 through 5 to finish entering your information, or to update or add more detail to your information.

If you're not sure, you can select **'No'** then click on the [Preview Application](#) or [Preview Resume](#) links in the upper right corner of this page. If you are satisfied, select **'Yes'** to continue.

\* Are you done entering *all* of your information?  
 Yes  
 No

\* Do you want Employers to match you to their jobs?  
 Yes  
 No

Seleccione 'yes' o 'no' para contestar la pregunta (hay un texto explicativo debajo del botón **Preview Your Match Profile** y haga clic en el botón **Preview Your Match Profile**.

Si usted contesta 'yes' a la segunda pregunta, le muestra su Match Profile. Esto es lo que el empleador ve. Revise cuidadosamente para que no haya errores en lo que está escrito, el formato, y en el contenido.

**Match Profile**  
Looking for work in: Dane, Milwaukee, Rock Counties  
Willing to Relocate

---

**OBJECTIVE**

Seeking a full-time position where I can utilize my 15 years of journalism experience.

---

**WORK EXPERIENCE**

Reporter  
2008 to 2012

Columnist  
2003 to 2008

TV Reporter/Weekend Anchor  
2000 to 2002

Reporter  
1996 to 2000

---

**EDUCATION**

Highest Grade Completed: Bachelors Degree

Course(s) of Study:  
Journalism

---

**OCCUPATION PREFERENCES**

Radio and Television Announcers: 1 - 2 years

Reporters and Correspondents: 11 - 15 years

Desired Salary: \$55,000.00 Per Year

---

**CERTIFICATIONS, LICENSES, AWARDS**

Magazine Columnist of the Year in Colorado, 2005

---

**SKILLS**

Experienced newspaper journalist with excellent credentials. Experienced investigative journalist. First-rate interviewing skills and techniques. Environmental columnist for Green Earth Today magazine.

---

**AVAILABILITY**

Full-Time, Project/Contract

Shift(s): Mornings, Afternoons, Evenings, Weekend

Work Day(s): Monday-Friday, Saturday, Sunday

Has Transportation Available  
Has a Valid Drivers License

Updated 07/19/2012

Si usted contesta 'no' a la segunda pregunta, usted vera el siguiente mensaje. "Employers will not see anything, and employers will not be able to match you to their job openings."  
(Los empleadores no pueden ver nada y no le podrán parear con sus trabajos disponibles.)

**An asterisk (\*) denotes a required field.**

[Step 1 Contact Information](#) [Need help?](#)

[Step 2 Employment Profile](#)

[Step 3 Work Experience](#)

[Step 4 Education](#)

[Step 5 Availability](#)

[Step 6 Finish/Activate](#)

**Finish/Activate**

If you have added all of your information in Steps 1 through 5, and are satisfied with the way your information appears, select 'Yes'. Otherwise select 'No' and return to Steps 1 through 5 to finish entering your information, or to update or add more detail to your information.

If you're not sure, you can select 'No' then click on the Preview Application or Preview Resume links in the upper right corner of this page. If you are satisfied, select 'Yes' to continue.

\*Are you done entering all of your information?

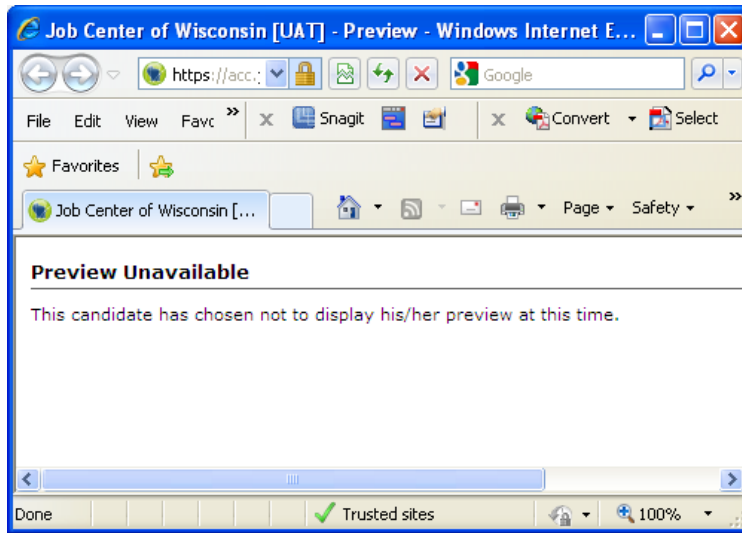
Yes

No

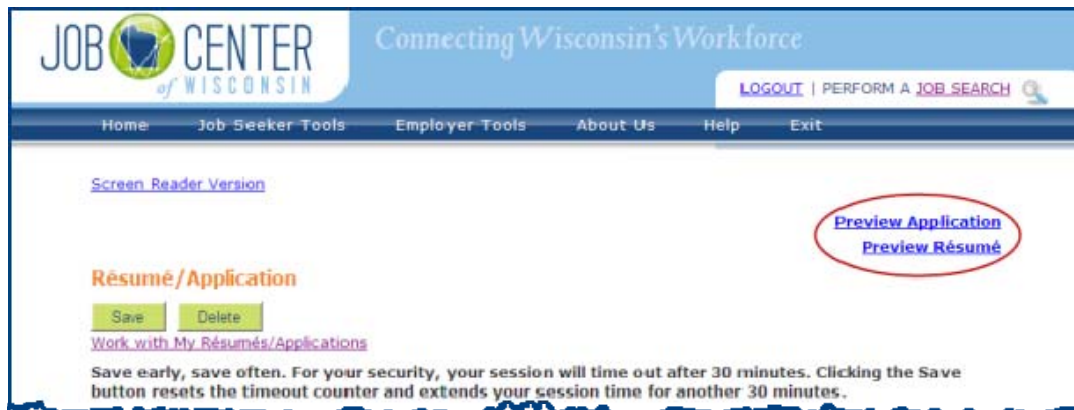
\*Do you want Employers to match you to their jobs?

Yes

No



Usted puede ver su información en forma de **résumé** y como solicitud de trabajo haciendo clic en los enlaces cerca de la parte superior derecha de la página. Es una buena idea revisar ambas para asegurar que no haya errores de ortografía, en el formato y el contenido.



Quando termine de contestar las preguntas y de revisar su trabajo, haga clic en el botón **Save**, y luego en **Finish** para terminar.

**JOB CENTER of WISCONSIN** Connecting Wisconsin's Workforce

LOGOUT | PERFORM A [JOB SEARCH](#)

Home Job Seeker Tools Employer Tools About Us Help Exit

[Screen Reader Version](#)

[Preview Application](#)  
[Preview Résumé](#)

### Résumé/Application

[Save](#) [Delete](#)

[Work with My Résumés/Applications](#)

**Save early, save often. For your security, your session will time out after 30 minutes. Clicking the Save button resets the timeout counter and extends your session time for another 30 minutes.**

The Job Center of Wisconsin résumé and application feature accomplishes two things simultaneously. Enter your information once, and create both a work application form or a résumé, or both. You will be able to choose which item to format and print after you have entered your information. Be sure to review your information for accuracy, spelling, grammar, and capitalization errors.

You may have up to 3 résumés/applications, and you can also create a list of references, and a cover letter.

**An asterisk (\*) denotes a required field.**

[Need help?](#)

**Step 1**  
[Contact Information](#)

**Step 2**  
[Employment Profile](#)

**Step 3**  
[Work Experience](#)

**Step 4**  
[Education](#)

**Step 5**  
[Availability](#)

**Step 6**  
[Finish/Activate](#)

### Finish/Activate

If you have added *all* of your information in Steps 1 through 5, and are satisfied with the way your information appears, select **'Yes'**. Otherwise select **'No'** and return to Steps 1 through 5 to finish entering your information, or to update or add more detail to your information.

If you're not sure, you can select **'No'** then click on the Preview Application or Preview Resume links in the upper right corner of this page. If you are satisfied, select **'Yes'** to continue.

**\*Are you done entering *all* of your information?**

Yes  
 No

**\*Do you want Employers to match you to their jobs?**

Yes  
 No

[Preview Your Match Profile](#)

Click on the Preview Your Match Profile button to view your Match Profile as employers will see it.

If you answer **'Yes'** to this question, review your Match Profile carefully. If you are not satisfied with the way your information appears, return to Steps 1 through 5 to update or add more detail to your information. Employers will be able to view your Match Profile and contact you by email. Your email address will not be displayed to the employer, and you will remain anonymous unless you decide to respond to the employer's email message. Be sure to keep your email address in Step 1 up-to-date.

If you answer **'No'** to this question, employers will *not* be able to see your Match Profile, will *not* be able to match you to their job openings, and you will *not* receive emails from employers.

[Click Here](#)

[Save](#) [Finish](#)

Después de hacer clic en el botón **Finish** usted regresará a la página Job Seeker Profile, donde puede ver el estatus de su **résumé** (haga clic en el enlace [Need help?](#) Para una explicación de la información que muestra la página).

**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					
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent
<input checked="" type="checkbox"/>	2156	Seeking a full-time position where I can utilize my 15 years of journalism experience.	Active	Yes	07/20/2012	Yes	0	0

Buttons: View/Update, Add, Copy, Delete, Preview/Print, Email

Tip: Click [here](#) to complete or update your Self-Assessment Survey. You need to complete the survey in preparation for your Reemployment Services, or your Job Fair Screening session.

Another Tip: Check your status using [My JC](#)

[Need help?](#)

Para ver su estatus en Job Center of Wisconsin, haga clic en el enlace [My JCW](#) y vea su Dashboard.

**My JCW**

Welcome Polly, to My JCW, your personalized view of Job Center of Wisconsin.

You last visited us **7/19/2012 11:18:57 AM**.

**Current Status / Dashboard**

- Create an account.** You have created an account. All job seeker customers must complete this step.
- Register for services.** You are registered with Job Service. All job seeker customers must complete this step. [Register for Services / Update](#). Why we need your [Social Security Number](#).
- Complete a **résumé** or work application.** You have completed 1 **Résumé / Work Application(s)**. Encouraged for all customers. Required for Unemployment Insurance (UI) and Re-employment Services (RES) customers. [Résumé or Work Application](#)
- Fill out a Self-Assessment Survey.** You have NOT yet filled out and saved a Self-Assessment Survey. Encouraged for all customers. Required for all Re-employment Services (RES) customers. [Self-Assessment Survey](#)

[Need help?](#)

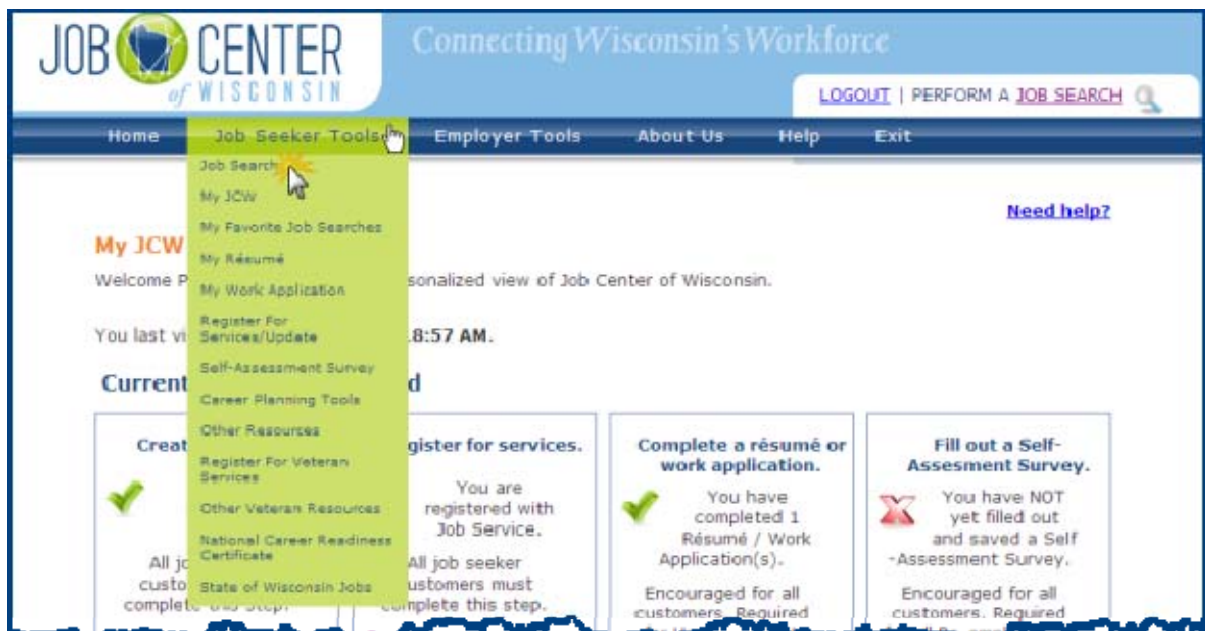
Use los enlaces del menú a lo largo de la página (menu bar)...



...en la esquina superior derecha ...



...o en el menú Job Seeker Tools para navegar a lo que usted desea hacer.



Finalmente, por favor revise su cuenta de email (la que usó en el Paso 1. De su resúme) por un email de [JobCenterofWisconsin@dwd.wisconsin.gov](mailto:JobCenterofWisconsin@dwd.wisconsin.gov) confirmando que usted ahora tiene un resúme.

An asterisk (\*) denotes a required field.

**Step 1**  
**Contact Information**

[Step 2  
Employment Profile](#)

[Step 3  
Work Experience](#)

[Step 4  
Education](#)

[Need help?](#)

**Contact information**

First Name:

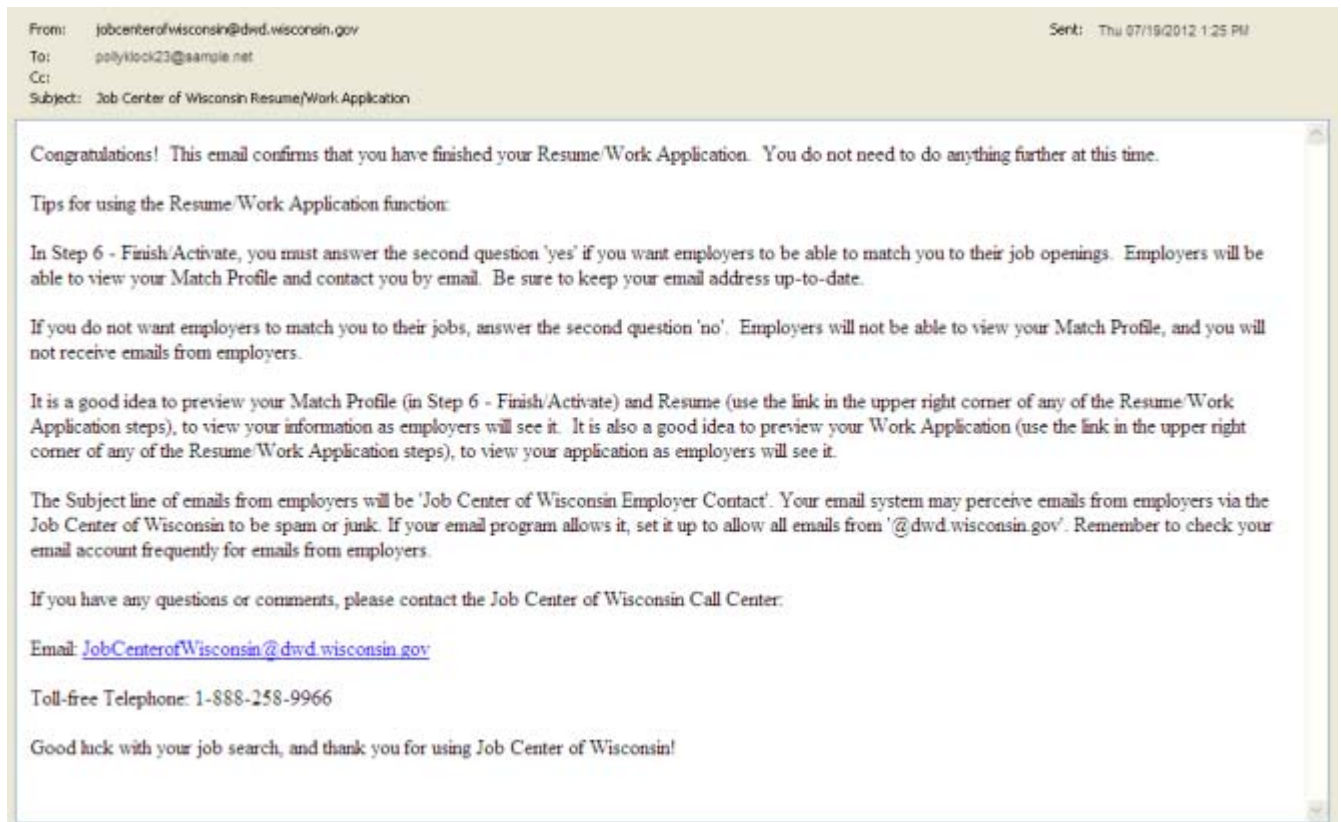
Last Name:

Middle:

\* Email:

(abc@def.com)

[Don't have an email?](#)



El recibo del email se menciona en el mensaje al final del proceso de registro. Para un ejemplo del mensaje vea la página15.