

"Schedule a Virtual Meeting" instructions for Job Seekers

1. Log into JobCenterofWisconsin.com (JCW) with JCW username and password.
2. Select "Schedule a Virtual Meeting" from the Job Seekers menu

The screenshot shows the Job Center of Wisconsin website. At the top right, there is a navigation bar with links for MyLMI, Online Workshops, Resources, and Help. A red box highlights the 'Login' button, with a circled '1' next to it. Below the navigation bar, there is a main menu with 'Home', 'Employers', 'Job Seekers', and 'Featured Industries'. The 'Job Seekers' menu is open, showing options like 'My JCW', 'Schedule a Virtual Meeting', 'Search for Jobs', 'My Favorite Job Searches', 'Create/Edit Resume', and 'Veterans'. The 'Schedule a Virtual Meeting' option is highlighted with a red box and a circled '2'. Below the menu, there is a search bar with a 'Search Now' button. The main content area features a large banner for 'Lower prices on health insurance for everyone.' and several service tiles for Employers, Job Seekers, and Labor Market Exploration. At the bottom, there is a footer with icons for Workforce Events, Job Loss Resources, Education & Training, Unemployment Insurance, Veteran Services, and Job Center Locations.

3. Re-enter JCW username and password to continue to virtual meeting scheduling page.

The screenshot shows the 'SECURE LOGON' page on the Job Center of Wisconsin website. The page has a white background with a blue header. The 'JOB CENTER of WISCONSIN' logo is in the top left. The main content area is a large orange box with the text 'SECURE LOGON' and a sub-header 'To access your virtual meetings, enter your username and password.' Below this, there are two input fields: 'Username:' and 'Password:'. A blue 'Login' button is positioned to the right of the password field. Below the input fields, there are three links: 'Forgot your Username or Password?', 'Create a Logon', and 'Change Password/Edit Logon Profile'. At the bottom of the page, there is the logo for the 'STATE OF WISCONSIN DWD Department of Workforce Development' and a footer that reads 'A proud partner of the americanjobcenter network'.

4. Click Schedule Meeting.

Back to My JCW My Schedule Sign Out

My Schedule

Up Next
Other Services

OCT 15 1:1 Meeting with Job Coach Two
12:00 PM

Video Meeting
Join Meeting
Cancel Meeting

4 **Schedule Meeting**

Connect with a Career Planner to get personalized assistance

We provide a wide variety of targeted services to help you get a job or get a better job.

My Meetings

Upcoming Past

Name	Date	Time	Service	Comments	
Job Coach Two	10/15/21	12:00 PM	Other Services		Cancel

5. Confirm contact information. Click Save and Continue.

Back to My JCW My Schedule Sign Out

Meet with a Career Planner

Get matched with someone who has the right skills to help you.

Your Information Service Additional Information Date & Time Meeting Confirmation

Please confirm we have the right contact information for you.

Preferred Email: Phone number:

Address: Unit (optional):

City: State: ZIP:

Any updates you make here will be saved to your JCW profile.

5 **Save and Continue**

6. Select the service that best matches your needs. Click Continue.

Meet with a Career Planner

Get matched with someone who has the right skills to help you.

Your Information Service Additional Information Date & Time Meeting Confirmation

What can we help you with?

Employment Services for Veterans

Services for Spouses of Veterans

Finding a job

Writing a resume

Interviewing

Exploring other careers

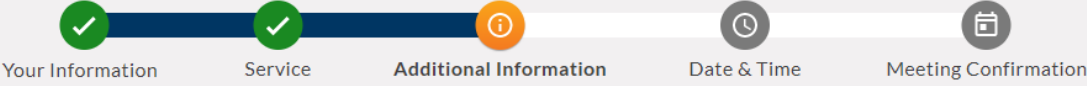
Learning about Apprenticeships

6 Continue

7. Select the button or buttons that apply to you. Most customers will choose "Neither of these apply to me." Click Continue.

Meet with a Career Planner

Get matched with someone who has the right skills to help you.




Your Information Service Additional Information Date & Time Meeting Confirmation

Select any of these that apply to you.

Employment impacted by foreign competition (Trade Adjustment Assistance).

I would prefer a Spanish speaking staff member if available.

Neither of these apply to me.

7 Continue 

[Back to Service](#)

8. Use drop-down to select a date. Only dates in **bold** have available appointment slots.

The screenshot shows a form titled "What date would you like to meet with the career planner?". Below the title is a date selection interface. It includes a calendar icon, a dropdown menu showing "OCT 2021", and buttons for "AM" and "PM". A calendar grid for October 2021 is displayed, with dates 18, 19, 20, and 21 highlighted in a red box. A red arrow points from the text "Dates in bold have available appointment slots" to the bolded dates 18, 19, 20, and 21. A black circle with the number "8" is positioned near the calendar.

9. Select AM or PM. If no times are available in AM, change to PM (or vice-versa.)

The screenshot shows the "Meet with a Career Planner" progress bar. The progress bar has five steps: "Your Information", "Service", "Additional Information", "Date & Time", and "Meeting Confirmation". The first three steps are marked with green checkmarks, while "Date & Time" is marked with an orange clock icon. Below the progress bar, the question "What date would you like to meet with the career planner?" is displayed. A date selection interface shows "October 20, 2021" selected, with "AM" and "PM" buttons. A mouse cursor is hovering over the "PM" button. A red box highlights the message "There are no available times. Please make another selection." with a black circle containing the number "9" next to it.

10. Select your desired time slot and click "Schedule Meeting."

Meet with a Career Planner

Get matched with someone who has the right skills to help you.

Your Information Service Additional Information **Date & Time** Meeting Confirmation

What date would you like to meet with the career planner?

October 20, 2021 AM PM

Select an available time

All meetings are 45 minutes long.

12:00 PM

10 Schedule Meeting

[Back to Additional Information](#)

You will receive a confirmation email with the meeting link to the email address in your profile. Check your junk mail folder if you don't see the confirmation email in your inbox.

Meet with a Career Planner

Get matched with someone who has the right skills to help you.

Your Information Service Additional Information Date & Time Meeting Confirmation

Your 1-1 meeting with a Career Planner has been scheduled!

October 20, 2021 12:00 PM

You will receive a confirmation email shortly with meeting details.

Check your junk mail folder if you don't see the confirmation email in your inbox.

Back to My Schedule

Back to My JCW