

Registering and Creating a Résumé on Job Center of Wisconsin (JCW)

Please follow these instructions carefully. **To avoid a delay in completing your résumé**, please do not attempt to create a new registration if you have registered in the past. The system will not allow you to create a new registration. Please allow ample time to complete this process.

1. Please go to <https://jobcenterofwisconsin.com> and click on the **Create Resume** button.
2. Login with your Username and Password:
 - a. If you already have a JCW Username and Password, use them to login.
 - b. If you are an Unemployment Insurance (UI) claimant, login with your UI Username and Password.
 - c. If you have a Username and Password but have forgotten them, click on the 'Forgot your Username or Password?' link and follow the instructions.
 - d. If you are a new user, click on the key in the SECURE LOGON area. Registration is a two-step process. First you will create a Username and Password for yourself. Next you will provide some information about yourself that creates your job seeker registration.
3. After logging in you will be directed to the Résumé Posting Tool page to create a résumé. If you are not directed here automatically, please click on **Job Seekers** in the menu bar, and then on **My JCW**. Click on the link in the **Complete a Résumé** section.
4. Click on the **Add** button to begin. Thoroughly complete the information requested in Steps 1-6. Be sure to use the **Save** button often so you do not lose your information. Your session will timeout after 30 minutes if you do not use the **Save** button.

If you already have a résumé you want to upload to display to employers, you will be able to do so after answering the questions in Steps 1–6.

5. When you have completed your résumé, click on the **Finish** button at the bottom of Step 6. You will receive an email confirming that you have successfully completed your résumé.
6. If you are an Unemployment Insurance claimant, we suggest clicking on **Job Seekers** in the menu bar, and then on **My JCW** verify your JCW status.
7. To add another résumé, or to edit, email or print your résumé, click on the **Create Resume** button on the JCW homepage to access the Résumé Posting Tool page.