

July 10, 2001

URGENT! Correct Processing of WJOS Employer Registrations

We have had some phone calls and emails indicating that there seems to be some staff confusion regarding the process for approving employer requests for access to WJOS. Please do the following immediately:

- Click on the Request for Contact list on the WJOS menu tree
- Change the Status field to Inactive.
- Change the Type field to Registration.
- Change the Job Center field (if necessary) to the name of your Job Center. (If you work in more than one Job Center, repeat this process for the other location.)
- Click on the Submit button. This will give you a list of all of the employer registration requests your Job Center has processed, or thinks you have processed.
- Click on the Registration hyperlink in front of each employer name on the list. If the following bright red text (**NOTE: The Employer Contact is authorized to use WJOS.**) is not displayed at the top of the screen, the employer registration has not been processed and this employer representative does not have access to WJOS!

If you or your staff are having problems correctly processing employer registrations, do the following:

- Refer to the folder of training materials received at hands-on training in May and June. Review the detailed instructions provided in the handout (white paper) titled 'Wisconsin Job Order System - Employer Registration'.
- Or, go to the WJOS Manual (a link is provided on the WJOS menu tree), *Completion of the Employer Registration by Staff* section.
- If you still have a question or problem, contact Linda Williamson by email at willili@dwd.state.wi.us or by telephone at 608/264-8167.