

December 18, 2003

ERS and WJOS Training in early 2004

The Division of Workforce Solutions is offering training in January, March, and April for employer services staff on the Employer Record System (ERS) and the Wisconsin Job Order System (WJOS). Both classes will also have a section on WebIntelligence (Webi). The goal of the training is to introduce recently hired staff to these systems and show them how the systems are utilized by Job Centers. The classes are also open to staff who have been trained in the past but need a refresher on the use of the systems.

Each training session is limited to 14 people. Sessions will be conducted with a positive manner and tone, and will be interactive. This is a hands-on computer training session.

No registration fee is being charged for these training sessions. The training will be conducted by Linda Williamson at the GEF 1 State Office Building in Madison. These are one day classes.

Registration on DWD Campus is now open! DWD staff will register on the DWD CAMPUS and partner agency staff will register using the DWD Campus For Wisconsin. Use the keyword search feature within DWD CAMPUS to locate the list of classes. Search for "employer" without the quotation marks.

- DWD staff should register on the DWD Campus using this link: <http://dwdcampus.dwd.state.wi.us/dwdint/login.jsp>
- Partner agency staff should go to the DWD CAMPUS FOR WISCONSIN to create a profile and register at this link: <http://dwdcampus.dwd.state.wi.us/dwdext/login.jsp>

If you have not previously used the DWD CAMPUS FOR WISCONSIN, you need to complete the following steps to create your "user profile" and to register for the class(es).

- Click on the New User Registration link in the User Login Box.
- All staff from the same agency should use the same "company name" when completing the New User Sign Up page.
- Select a username and password when registering. Choose a username and password that you can remember. DWD Campus is not tied in with your local LAN so your username and password will not be changed when your local LAN username and password are updated.
- You do not need to fill in the credit card information. There is no charge to attend this training session.

If you have previously used the DWD CAMPUS FOR WISCONSIN, you need to log in using the user name and password you used the last time you logged into the DWD CAMPUS FOR WISCONSIN. If you cannot remember your user name or password, contact Paul Ramsden or Linda Williamson as instructed below.

- If you experience problems using DWD Campus during the registration process, contact Paul Ramsden via email at Paul.Ramsden@dwd.state.wi.us or by telephone at 608-267-4278.
- If you have questions about the course, contact Linda.Williamson@dwd.state.wi.us or by telephone at 608-264-8167.

All participants of the ERS classes must have access to ERS and WebIntelligence, and have an up-to-date User ID and password for each system.

All participants of the WJOS classes must have access to WJOS and WebIntelligence, and have an up-to-date User ID and password for each system.