

March 16, 2004

## **ERS and WJOS Training Classes Offered in 2004**

The Division of Workforce Solutions is offering training in March, June, September, and November for business 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.

Classes are scheduled as follows:

<b>Employer Record System Classes</b>	
Tuesday - June 8, 2004	9:00 a.m. – 3:00 p.m.
Tuesday – September 14, 2004	9:00 a.m. – 3:00 p.m.
Tuesday – November 16, 2004	9:00 a.m. – 3:00 p.m.

<b>Wisconsin Job Order System Classes</b>	
Wednesday – June 9, 2004	9:00 a.m. – 3:00 p.m.
Wednesday – September 15, 2004	9:00 a.m. – 3:00 p.m.
Wednesday – November 17, 2004	9:00 a.m. – 3:00 p.m.

In addition to the above dates, there are a few seats still open for the ERS Class on Tuesday, March 30, and the WJOS Class on Wednesday, March 31.

Registration is being handled through DWD Campus. 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 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 FOR WISCONSIN 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 username and password you used the last time you logged into the DWD CAMPUS FOR WISCONSIN. If you cannot remember your username or password, contact Paul Ramsden 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](mailto:Paul.Ramsden@dwd.state.wi.us) or by telephone at 608-267-4278.
- If you have questions about the course, contact Linda Williamson via email at [Linda.Williamson@dwd.state.wi.us](mailto: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.

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This message has been posted to the web site (<http://www.wisconsinjobcenter.org/erswjos>) that holds the WJOS/ERS announcements. The archive holds the current edition, and all previous editions.

These editions are delivered in Adobe PDF format for on-line reading or downloading. The web site has a link to the DWD Viewers Download Page (<http://www.dwd.state.wi.us/viewers.htm>) to find links to software which may be necessary to view the publications.

To subscribe to or unsubscribe from this list, visit <http://www.wisconsinjobcenter.org/signup> and follow the simple steps to complete and submit the on-line form.