

Workforce Programs Performance Summit Registration Instructions

Register for Wisconsin's Workforce Programs Performance Summit on-line through DWD Campus. DWD staff will register on the DWD Campus and partner agency staff will register using the DWD Campus for Wisconsin.

Search for this training on Campus under "Summit" or "Performance" or "Performance Measures" without the quotation marks.

- ◆ DWD staff should register on the DWD Campus using this link: <http://dwdcampus.dwd.state.wi.us/dwdint/login.jsp>
DWD/DWS staff must have approval from their supervisor before their workshop seat is confirmed.
- ◆ 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> (See the note below regarding approval.)

Note: 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.

- ◆ 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 fields.

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 as instructed below.

Please do not create another profile.

Note: After you have completed the registration process, the CAMPUS system will automatically send you an email indicating that you are registered pending approval. Don't get excited about this message. Our class registrar provides the approval for non-DWD registrants. The registrar typically approves the registrations every few hours throughout the workday. You will receive another email indicating you have a confirmed registration.

If you experience problems using DWD Campus during the registration process, please contact Lorrie Simmons at Lorrie.Simmons@dwd.state.wi.us or Shirley Weidling at Shirley.weidling@dwd.state.wi.us

A final note: If you find that you cannot come to the workshop, please log on the CAMPUS system and withdraw from the workshop as soon as you know that you will not be attending. This will allow another person on the waiting list to receive a confirmed seat. Thank you!