


1. <https://education.jobcenterofwisconsin.com/default.aspx?>

2. Portal –

- Can go "home" from any page by clicking the logo in the upper left corner
- Color scheme, look and feel
- Picture changes upon refresh , and each visit to the page
- Statistics - updated hourly
- Menu bar (on every page)
- Quick Job Search (on every page) - searches statewide for the job title or keyword entered
- Footer links (on every page)
- Local customization
 - Statewide Workforce Links
 - Regional Workforce Links
- Need help?
- Find Employees button
- Find a Job button

3. Job Seeker Tools (Job Seeker homepage) –

- Picture changes upon refresh, and each visit to page
- Statistics - updated hourly
- Information under Job Seeker Tools on menu bar matches links in the light blue area on the right side)
- Secure Log In
 - Links to Set up an account and Forgot your ID or password?
- Other Resources
- Veteran Services
- Job Search
- My Favorite Job Searches
- Set up an account
 - Creates an Active Directory Account only (required for Save Searches function)
 - Self Registration page, accepts/declines Job Seeker Terms of Use
 - Complete the Logon Creation process, assigns self a username and password
 - Account Creation is completed, clicks Done button.
 - Automatically logged in; orange Secure Log In box now says LOGOUT.

- Register for Services
 - Creates an Active Directory Account **and** a Title 3 Registration (required for Veterans, case-managed customers, and résumé function)
 - Self Registration page, accepts/declines Job Seeker Terms of Use
 - Complete the Logon Creation process, assigns self a username and password
 - Account Creation is completed, clicks Done button.
 - Automatically logged in and directed to More Information Needed page, which explains why DWD needs the job seeker Social Security number, how we protect data, etc. Job seeker accepts or declines.
 - Remaining screens are the existing Title 3 screens. Upon completing the screens, job seeker is automatically logged in and the orange Secure Log In box now says LOGOUT.
- Create/Update Résumé
 - The first time a job seeker accesses the Résumé feature he/she will see the Job Seeker Terms of Use. When the Accept button is clicked, the date is recorded.
 - See the "Job Seeker Help Text" document for details.

4. Employer Tools (Employer homepage) –

- Picture changes upon refresh, and each visit to page
- Statistics - updated hourly
- Information under Employer Tools on menu bar matches links in the light blue area on the right side)
- Other Resources
- Unemployment Insurance
- New Hire Reporting
- Post a Job and Find a Worker
 - Both take the employer to the JobNet Business Login page
- Search for Candidates
 - This is the only new item for employers in this Release.
 - Employer must have an active JobNet Business registration to use this function.
 - Welcome Screen
 - Statistics on the number of Candidate Profiles is listed on the Welcome screen.
 - A System Message is displayed alerting employers that the "Search for Candidates" feature is now available.
 - The "help" information and links refer employers to the Wisconsin JobNet Call Center telephone number, the WIJobOrders@dwd.state.wi.us email address, and the Job Center of Wisconsin homepage.

- The browser advisory has been moved to the bottom of the screen and is separated from the other text by a solid line. Some employers misinterpreted the text as an error message.
- "Search for Candidates" has been added to the menu tree and marked **New!**
- The first time an employer accesses the Search for Candidates feature he/she will see the Employer Terms of Use. When the Accept button is clicked, the date is recorded.
- See the "Employer Help Text" document for details.

5. Exercises

Job Seeker:

- Create an Active Directory Account only
- Register for Services
- Create a Résumé

Employer:

- Search for Candidates