

June 12, 2009

JobCenterOfWisconsin.com (JCW) Release**JobCenterOfWisconsin.com Enhancements & Changes**

The following enhancements will be implemented in JobCenterofWisconsin.com starting at 4:30 p.m. on Friday, June 12th. Deployments typically take 2-3 hours, so ASSET, JobNet Business-Staff and JobCenterOfWisconsin.com should be available again sometime later that evening.

- **New** Reemployment Services (RES) (page 1)
- **New** RES Registration (page 4)
- **Updated** Logon Creation Changes (page 12)
- **Updated** Registration Changes (page 14)
- **Updated** Job Seeker Profile (page 20)

Reemployment Services (RES)

Part of the American Recovery & Reinvestment Act (ARRA) (also known as the "stimulus package") is an increased focus on serving more Unemployment Insurance recipients in the Reemployment Services (RES) program. Reemployment Services has been provided for many years by the Job Service Bureau. Beginning in July, approximately 10,000 to 12,000 Unemployment Insurance recipients per month will be participating in RES workshops across the state. Participants are identified for RES by the Unemployment Insurance Division.

As a result, beginning next week you will see a steady increase in the number of people using Resource Room computers to access JobCenterofWisconsin.com to register and create a résumé or work application. RES recipients will receive a [letter](#) that includes the instructions for registering and creating a résumé or work application.

Letters are mailed once a week, on Mondays. The first invitation letters will be mailed on June 15th. Smaller batches of letters will be mailed during the first few weeks, working up to the anticipated 2,500 to 3,000 letters per week in late July.

Several changes will be made in JobCenterofWisconsin.com (JCW) and ASSET:

1. Some of the participants' data from the Unemployment system will be brought into a "staging area" in ASSET. The information will be defaulted on the RES participants' JCW registration, however the information can be changed or updated by the participant.
2. After successfully completing the JCW registration process, RES participants will see the one of the following Registration Complete screens. The text the participant sees is determined by his responses to the registration questions. After clicking on the Continue button, the participant will be directed to the RES Survey.

Registration Complete:

Your Registration has been saved successfully. Please click the Continue button to proceed to the Job Seeker menu.

[Continue >>](#)

Registration Complete:

You may be eligible for special services available only to Veterans or Spouses of deceased or disabled Veterans. Please contact a Veteran Representative at a Job Center near you to learn more about those services. You can find a list of Job Centers through a link on the Job Center of Wisconsin home page.

Your Registration has been saved successfully. Please click the Continue button to proceed to the Reemployment Services Survey.

Continue >>

3. The survey will only appear for RES participants. The responses for questions 1., 2., and 3. are defaulted from information in Job Center of Wisconsin. The response for question 6. is defaulted from the registration.

The participant will complete the survey, print it, and take it with them to the RES orientation session.

Reemployment Services Survey

[Save](#)

[Print Survey](#)

Please answer the following questions. During your Reemployment Services orientation session, a staff person will meet with you to discuss your responses, to better determine your interest or eligibility for Job Center programs and services. All questions can be updated by you at any time.

Save early, save often. For your security, your session will time out after 30 minutes.

After answering the questions, please print this page and take it with you to the Reemployment Services orientation session.

Name: KARI J BERGEN

- 1. Do you have a resume on JobCenterofWisconsin.com? Yes No
- 2. Do you have a cover letter on JobCenterofWisconsin.com? Yes No
- 3. Do you have a professional reference sheet on JobCenterofWisconsin.com? Yes No
- 4. Are you planning a career change? Yes No No Response
- 5. Are you currently enrolled in a training program? Yes No No Response
- 6. Do you have a high school diploma, GED or HSED? Yes No

Do you need assistance with:

- 7. Using a computer: Yes No No Response
- 8. Filling out a job application: Yes No No Response
- 9. Creating a resume: Yes No No Response
- 10. Interviewing preparation or practice: Yes No No Response
- 11. Job Search techniques Yes No No Response
- 12. Information on careers: Yes No No Response

Do you need information on:

- 13. Housing: Yes No No Response
- 14. Transportation: Yes No No Response
- 15. Food Share: Yes No No Response
- 16. Badgercare/Healthcare: Yes No No Response
- 17. Obtaining your driver's license for work: Yes No No Response
- 18. Energy Assistance: Yes No No Response

- 19. Are you going to need childcare once you become employed? Yes No No Response
- 20. Would you like individualized assistance with your job search? Yes No No Response
- 21. Have you been convicted of a felony? Yes No No Response
- 22. Are you currently working with someone at the Job Center? Yes No No Response

Please print this page. You will need to take it with you to the Reemployment Services orientation session. After printing this page, please click on the Continue button.

[Save](#)

[Print Survey](#)

[Continue](#)

4. After clicking on the Continue button, the RES participant will go to the Job Seeker Profile.

If this is the first time the RES participant is accessing the Job Seeker Profile, the participant will see the Job Seeker Terms of Use first.

[Need help?](#)

Job Seeker Profile

Click [here](#) to complete your Re-employment Survey. You need to complete and print the survey in preparation for meeting with staff.

Creating a résumé or work application enhances your opportunities for obtaining employment, and allows employers to match you to their job openings.

Select an item to work with by checking the box in front of the Reference Number. Next, click on a button to perform that function for the selected item.

If a button is inactive or 'grayed' out it means that function cannot be performed at this time.

You may have up to 3 résumés/applications. You will have the choice of printing your data as a résumé, or a work application. A list of references, and a cover letter can also be created and printed.

Résumé/Application	References	Cover Letter
--------------------	------------	--------------

No résumés/applications found. Press Add to start a new Résumé or Work Application.

AddPreview/PrintEmail

[Print](#)

Job Center of Wisconsin Terms of Use for Job Seekers

This Terms of Use Statement governs the way Job Center of Wisconsin collects, holds and uses data that you may submit. Please be sure to read this entire Statement before using or submitting information. Job Center of Wisconsin takes every precaution to protect the information of a user. When a user submits sensitive information via the website, the information is protected both on-line and off-line.

Job Seeker Safeguards:

- **Personal Contact Information:** Job seekers control the amount of personal contact information they want made available to employers who access their résumé.
- **User ID and Password:** A job seeker establishes a User ID and Password when signing up. This User ID and Password is required for all future access to their résumé or saved job searches.
- **Privacy:** A job seeker's personal data is never transmitted with the User ID and Password to employers.
- **Fees:** Employers may not charge a fee to provide a job seeker with access to a job referral or as a condition of accepting a job.
- **Labor Dispute:** Employers may not use the service to recruit replacement workers in a labor dispute, either through job postings or résumé searches.
- **Résumé Use:** Employers may not use résumés from this site (whether received by searching or from the job seeker responding to a job posting) for any purpose other than to fill an immediate job opening. Employers may not resell or repost résumés found on this site, whether in whole or in part.
- **Jobs Posted:** Jobs posted must be for an immediate opening. Business opportunities are not considered immediate openings.
- **Monetary Investment:** Employers may not require a significant monetary investment by a job seeker to obtain employment. Usual and customary licensing fees or certifications are acceptable. Application fees, purchasing kits, and work-from-home plans are not acceptable.

Job Seeker Responsibilities

- **Posting of Material:** Job seekers are prohibited from posting or transmitting any material that is obscene, scandalous, inflammatory, pornographic, profane, unlawful, threatening, libelous, defamatory, or otherwise inappropriate language. The Wisconsin Department of Workforce Development will cooperate fully with any law enforcement authorities or court order requesting or directing us to disclose the identity of anyone posting any such information or materials.
- **Reporting:** Job seekers are asked to assist us in maintaining the proper use of the system by reporting employers who do not follow the rules they have agreed to as stated above.

Modifications

The Wisconsin Department of Workforce Development reserves the right to modify or amend this Statement at any time.

I AcceptI Decline

If the RES participant can't finish the survey, she can save it by clicking on the Save button, and access it later by clicking on the link in the blue tip box on the Job Seeker Profile page. The blue tip box will only appear for RES participants.

Job Seeker Profile

Creating a résumé or work application enhances your opportunities for obtaining employment, and allows employers to match you to their job openings.

Select an item to work with by checking the box in front of the Reference Number. Next, click on a button to perform that function for the selected item.

If a button is inactive or 'grayed' out it means that function cannot be performed at this time.

You may have up to 3 résumés/applications. You will have the choice of printing your data as a résumé, or a work application. A list of references, and a cover letter can also be created and printed.

Résumé/Application		References	Cover Letter						
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent	
<input checked="" type="checkbox"/>	889	A customer service position with an internet retailer.	Active	No	06/08/2009	No	0	0	

View/Update Add Copy Delete Preview/Print Email

RES Registration

The registration path for RES participants differs from what non-RES job seekers see when registering. Some information can be defaulted and some cannot, even though the participant provided the information to the Unemployment Insurance Division. The reasons are that either the information is not collected, or collected in a different way by Unemployment Insurance and cannot be defaulted, or the Job Center of Wisconsin question requires a 'yes' or 'no' response, which cannot be defaulted.

The RES Registration path is outlined below.

- The More Information screen explains why we ask for certain information, and how it is used.

More Information Needed

To continue, we need to collect some additional information.

Registering on the Job Center of Wisconsin website allows an individual to receive additional services beyond the job search function, which doesn't require a registration. Registrants may be eligible for training funded by federal or state programs designed to assist a job seeker obtain employment. Job Service staff work directly with registered individuals to identify specific program funded services.

Why we need the data:

- Your Social Security Number (SSN) is needed for federal reporting. It will be treated in a secure and confidential manner and will never be shared with employers.
- Demographic information (age, gender, ethnicity, race, and disability status) is collected to help us evaluate our performance, and in some cases to determine if you are eligible for other programs or services.
- Veteran status is asked to determine if you are eligible for special services, and to evaluate our service delivery. Qualified veterans that register on the Job Center of Wisconsin website are eligible for employment and training assistance. Some training opportunities may only be available to a veteran or a qualifying member of a veteran's family.

Please click the Decline button to return to Job Seeker Tools.
Please click the Continue button to proceed.

Decline Continue >>

- The job seeker must enter his Social Security Number, then re-enter it. The Social Security Number identifies him as an RES participant by comparing the SSN to the data in the "staging area".

Identity Info:

Please enter the following to secure your identity within the Job Center of Wisconsin system.

* Social Security #: (###-##-####) - -

* Re-Enter Social Security #: - -

Use 'Back' and 'Continue' buttons to move from page to page. << Back Continue >>

- The RES participant can enter his Token Number, which is printed on the front page of the Reemployment Services letter he received. The Token Number is not a required entry. If the participant chooses not to enter the Token Number, or tries twice and is unsuccessful, he will go on to the next screen.

Identity Info:

Your RES Token Number is located on the front of the letter you received from Unemployment Insurance notifying you of your Reemployment Services participation requirement. If you don't have a Token Number, or don't wish to enter it, please click on the 'Continue' button.

RES Token Number:

Use 'Back' and 'Continue' buttons to move from page to page. << Back Continue >>

- The RES participant's date of birth and gender are defaulted from the information he provided to the Unemployment Insurance Division. The information can be updated.

Identity Info:

* Date Of Birth: (MM/DD/YYYY) / /

* Gender Male Female

Use 'Back' and 'Continue' buttons to move from page to page. << Back Continue >>

- The RES participant's contact information is defaulted from the information he provided to the Unemployment Insurance Division. The information can be updated.

Contact Info:

Please enter the following contact information.

* First Name:

Middle Initial:

* Last Name:

Suffix: N/A I II III IV Jr. Sr. V VI VII

Email:
(abc@def.com)

Home Phone: (999 555 1234) Ext:

Messages: (999 555 1234) Ext:

Cell Phone: (999 555 1234)

Use 'Back' and 'Continue' buttons to move from page to page. << Back Continue >>

- The county is shown on the bottom of this screen, instead of on a separate screen. It is defaulted from the information the RES participant provided to the Unemployment Insurance Division. If the county is incorrect, the participant should use the Update County button to select the correct county.

Contact Info:

Please give us information about where you LIVE.

* Street Address: (123 Main Street Apt 210)

More Address: (If your address doesn't fit above)

* City:

* State: (example: WI for Wisconsin)

* Zip code: (####) Extension is optional. -

Do you want to enter another address where you receive mail? Yes No

Check this box if you live OUTSIDE the U.S. or its possessions.

Wisconsin County Milwaukee

Use 'Back' and 'Continue' buttons to move from page to page.

- The RES participant's demographic information is defaulted from the information he provided to the Unemployment Insurance Division. The information can be updated.

Demographics:

(Federally Required Information, not shared with employers.)

* Are you Hispanic or Latino/Latina? Yes No Decline To Respond

* Race(Select all that apply):

White Black or African American

American Indian or Alaskan Native Asian

Hawaiian Native or other Pacific Islander Other

Decline To Respond

* Are you employed?

* Unemployment Compensation status? Not receiving unemployment I have exhausted my unemployment benefits I am receiving unemployment benefits and received a letter from Unemployment Insurance instructing me to attend a Re-employment Services orientation I am receiving unemployment benefits but have NOT received a letter from Unemployment Insurance instructing me to attend a Re-employment Services orientation

* Do you have a Disability? Yes No Decline To Respond

Use 'Back' and 'Continue' buttons to move from page to page.

- No information is defaulted for the Education Status questions.

Education Status:

* Which of these best describes you?

* Highest School Grade Completed:

Use 'Back' and 'Continue' buttons to move from page to page.

- No information is defaulted for the English Language Proficiency questions, however if the response to either question is 'yes', the participant's primary language is defaulted from the information he provided to the Unemployment Insurance Division.

English Language Proficiency:

* Do you have limited English reading skills? Yes No

* Do you have limited English speaking skills? Yes No

Use 'Back' and 'Continue' buttons to move from page to page.

English Language Proficiency:
What is your primary language?

<input type="radio"/> English	<input type="radio"/> Albanian	<input type="radio"/> American Sign/Uses TTY	<input type="radio"/> Arabic
<input type="radio"/> Bosnian/Croatian/Serbian	<input type="radio"/> Cambodian	<input type="radio"/> Chinese	<input type="radio"/> French
<input checked="" type="radio"/> German	<input type="radio"/> Greek	<input type="radio"/> Hebrew	<input type="radio"/> Hindu
<input type="radio"/> Hmong	<input type="radio"/> Italian	<input type="radio"/> Japanese	<input type="radio"/> Korean
<input type="radio"/> Laotian	<input type="radio"/> Norwegian	<input type="radio"/> Persian/Farsi	<input type="radio"/> Polish
<input type="radio"/> Russian	<input type="radio"/> Somali	<input type="radio"/> Spanish	<input type="radio"/> Swedish
<input type="radio"/> Tagalog	<input type="radio"/> Thai	<input type="radio"/> Tibetan	<input type="radio"/> Urdu
<input type="radio"/> Vietnamese	<input type="radio"/> Other		

Use 'Back' and 'Continue' buttons to move from page to page. << Back Continue >>

- Depending on the responses of the RES participant to Military and Veteran questions, the participant may see some of the following questions and not others. All of the questions are shown below.

Military Status:
Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Have you served, or are you currently serving on active duty in the U.S. Military?

Note: National Guard and Military Reserve personnel who have been called to active duty should respond "Yes".

Yes No << Back

Veteran Status:
Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Are you the spouse of a veteran?

Yes No << Back

Veteran Status:
Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Are you a service member in active duty status (including separation leave) and is within 24 months of retirement or 12 months of separation?

Yes No << Back

Military Status:
Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Have you served, or are you currently serving on active duty in the U.S. Military?

Note: National Guard and Military Reserve personnel who have been called to active duty should respond "Yes".

Yes No << Back

Veteran Status:
Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Have you been discharged?

Yes No << Back

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.
 Were you discharged or released with other than a dishonorable discharge?

- If the RES participant is a veteran, the Active Duty Dates will be defaulted from the information the participant provided to the Unemployment Insurance Division.

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

* Active Duty Begin Date (mm/dd/yyyy) / /

* Active Duty End Date (mm/dd/yyyy) / /

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Are you entitled to compensation, regardless of rating (including those rated 0%), for a service-connected disability?

OR

If not for the receipt of military retirement pay, would you be entitled to compensation for a service-connected disability?

OR

Were you discharged or released from active duty because of a service-connected disability?

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Is your service connected disability rating 30% or more?

OR

Is your service-connected disability rated at 10 or 20 percent, and determined by DVA to be a serious employment handicap?

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Have you been awarded an Armed Forces Campaign Badge or Expeditionary Medal?

- No information is defaulted for the Migrant/Seasonal Farm Worker Status questions.

Migrant/Seasonal Farm Worker Status:

Have you been working as a seasonal farm worker, or a migrant farm or food processing worker in the last twelve months?

Migrant/Seasonal Farm Worker Status:
(Select the Option that best describes you.)

Seasonal Farm Worker (must answer "YES" or "TRUE" to all conditions)

- You worked for a total of at least 25 days (or parts of days-not necessarily in a row) in which some work was performed in farm work
- earned at least half of your income or more from farm work
- were not employed in farm work year round by the same employer
- If you were/are a full-time student, you were/are a non-migrant fulltime student

Migrant Farm Worker (must answer "YES" or "TRUE" to all conditions)

- You were a "seasonal farm worker" who had to travel to do the farm work and you were unable to return to your permanent residence within the same day
- If you were a full-time student, you traveled with your family.

Migrant Food Processing (cannery) Worker (must answer "YES" or "TRUE" to all conditions)

- You worked for a total of at least 25 days (or parts of days-not necessarily in a row) in which some work was performed in food processing (including cannery)
- earned at least half of your earned income or more from processing work
- were not employed year round by the same employer
- had to travel to do food processing work and were unable to return to your permanent residence within the same day
- If you were/are a full-time student, you traveled with your family.

None of the above

Use 'Back' and 'Continue' buttons to move from page to page.

- This question always defaults to 'no'. The RES participant can update it to 'yes'.

Interests, Training, and Experience:

*May the Wisconsin Department of Workforce Development give your contact, career interests, training, and experience information to employers (possibly even your current employer) looking for employees with your career interests, training, or experience?

Yes No

Use 'Back' and 'Continue' buttons to move from page to page.

- The RES participant will see one of the following Registration Complete screens:

Registration Complete:

Your Registration has been saved successfully. Please click the Continue button to proceed to the Reemployment Services Survey.

Registration Complete:

You may be eligible for special services available only to Veterans or Spouses of deceased or disabled Veterans. Please contact a Veteran Representative at a Job Center near you to learn more about those services. You can find a list of Job Centers through a link on the Job Center of Wisconsin home page.

Your Registration has been saved successfully. Please click the Continue button to proceed to the Reemployment Services Survey.

- The RES participant will be directed to the RES Survey.

[Need help?](#)

Reemployment Services Survey

Save
Print Survey

Please answer the following questions. During your Reemployment Services orientation session, a staff person will meet with you to discuss your responses, to better determine your interest or eligibility for Job Center programs and services. All questions can be updated by you at any time.

Save early, save often. For your security, your session will time out after 30 minutes.

After answering the questions, please print this page and take it with you to the Reemployment Services orientation session.

Name: KARI J BERGEN

- Do you have a resume on JobCenterofWisconsin.com? Yes No
- Do you have a cover letter on JobCenterofWisconsin.com? Yes No
- Do you have a professional reference sheet on JobCenterofWisconsin.com? Yes No
- Are you planning a career change? Yes No No Response
- Are you currently enrolled in a training program? Yes No No Response
- Do you have a high school diploma, GED or HSED? Yes No

Do you need assistance with:

- Using a computer: Yes No No Response
- Filling out a job application: Yes No No Response
- Creating a resume: Yes No No Response
- Interviewing preparation or practice: Yes No No Response
- Job Search techniques Yes No No Response
- Information on careers: Yes No No Response

Do you need information on:

- Housing: Yes No No Response
- Transportation: Yes No No Response
- Food Share: Yes No No Response
- Badgercare/Healthcare: Yes No No Response
- Obtaining your driver's license for work: Yes No No Response
- Energy Assistance: Yes No No Response

- Are you going to need childcare once you become employed? Yes No No Response
- Would you like individualized assistance with your job search? Yes No No Response
- Have you been convicted of a felony? Yes No No Response
- Are you currently working with someone at the Job Center? Yes No No Response

Please print this page. You will need to take it with you to the Reemployment Services orientation session. After printing this page, please click on the Continue button.

Save
Print Survey

Continue

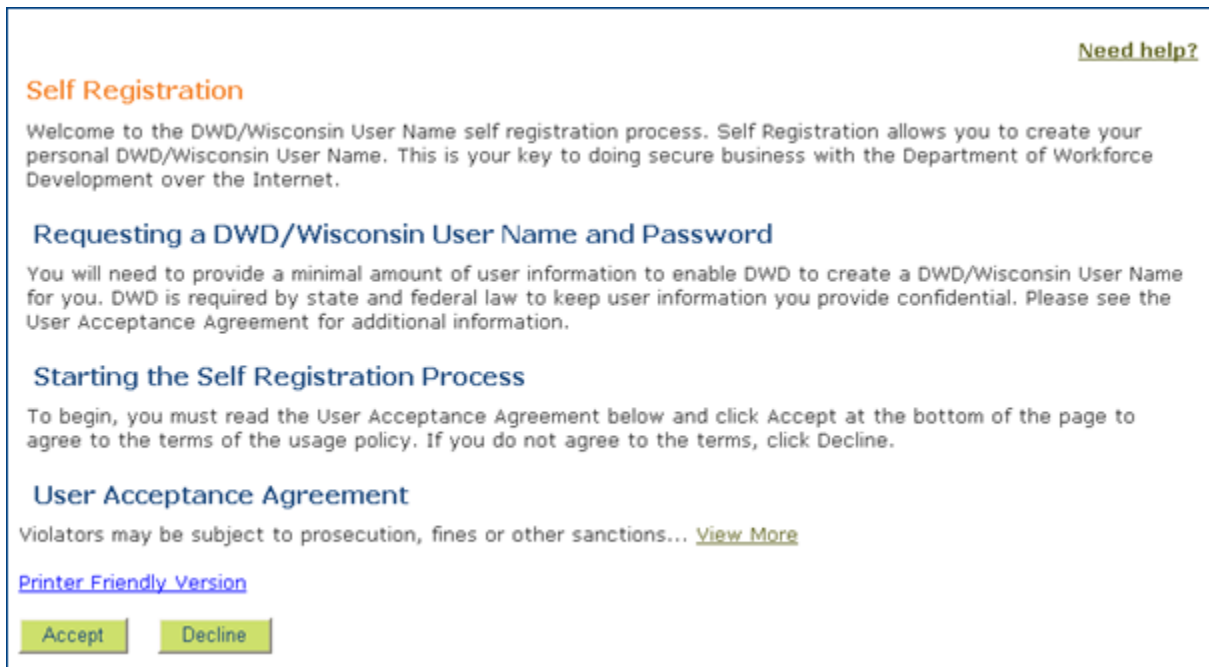
DETB-16566-E (N. 5/2009)

- After saving and printing the survey, the RES participant clicks on the Continue button and is directed to the Job Seeker Profile.

Logon Creation Changes

The Logon Creation process has been updated with several features that will make the process easier for all customers, and cut down on errors and problems.

- All three screens have a 'Need help?' link in the upper right corner.



The screenshot shows a web page titled "Self Registration" for the DWD/Wisconsin User Name self-registration process. It includes a "Need help?" link in the top right corner. The main content is organized into sections: "Self Registration" (orange header), "Requesting a DWD/Wisconsin User Name and Password" (blue header), "Starting the Self Registration Process" (blue header), and "User Acceptance Agreement" (blue header). The "User Acceptance Agreement" section includes a "View More" link and a "Printer Friendly Version" link. At the bottom, there are two buttons: "Accept" and "Decline".

- The Logon Creation page has been updated as follows:
 - Text has been added to the top of the page:
 - advising what to do if you think you already have an account, and
 - explaining the number graphic and how it is used.
 - A link has been added to instructions for creating a free email account.
 - The red asterisks* denoting required fields have been added before the questions, instead of after.
 - A **bold red** warning message has been added near the Submit button, reminding the customer not to share his or her User Name and Password.

Logon Creation

If you think you may have already completed this process and may be creating a duplicate account, please call (608) 266-7252 for more information or for help in setting up or recovering your account.

This page uses the graphic to the right to prevent automated registrations. If you cannot see the number in that graphic, [verification assistance](#) is available.

46277

* Indicates Required Field

Profile Information

* First Name

Middle Initial

* Last Name

Suffix

E-Mail address is strongly recommended in case you forget your password. [Don't have an E-Mail?](#)

E-Mail

Phone 6085551234 ext.

Mailing Address

Street Address or P.O. Box

City

State/Province

Zip Code -

Logon Information

PLEASE NOTE: Your User Name must be between 5-20 characters long and **CAN** be a combination of letters and numbers. Your User Name must not contain spaces or special characters.

* User Name

PLEASE NOTE: Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the User Name.

[Password Tips](#)

* Password

* Re-enter Password

User Name/Password Recovery

If you lose your password or lock yourself out, we will ask you this question to confirm your identity. Please enter an answer that you will remember. Specific questions with short answers are best ([Security question tips](#)). Your security question and answer cannot contain your password. This is not a password hint. Example:

Security question: What was the name of my first pet?

Answer:

* Security Question

* Security Answer

Verification

This step helps prevent automated registrations. If you cannot see the number below, [verification assistance](#) is available.

* **46277** Please enter the number as it is shown in the box to the left.

Do not share your User Name or Password with anyone. It is your obligation to protect it by keeping it confidential and known only to you.

- When an email address is entered that is already in use, the system warns the customer and gives him or her options for handling the situation:

Logon Creation

You may already have registered. Your email address is already on file with an existing user name and password. This means you may have already created a DWD/Wisconsin User Name. Please click on one of the following options:

- [Cancel and contact the help desk](#)
- [Cancel and go to "Forgot your password?"](#)
- [Continue and create a new user name](#)
- [View a list of applications that use this type of security](#)

- The customer has successfully created a User Name and Password when he or she sees this page.

[Need help?](#)

DWD/Wisconsin User Name Creation Complete

The DWD/Wisconsin User Name and Password can be used for various DWD systems.
You can print this page for your records, then click the Continue button to proceed.

Note to Job Seekers: If you are registering so you can create a résumé or work application, or because you received a Reemployment Services letter from the Unemployment Insurance Division, or because your case manager instructed you to register, you are not finished. Please click on the Continue button.

Profile Information

User Name	mconnors
First Name	Michelle
Middle Initial	A
Last Name	Connors
Suffix	
E-Mail	mconnors@sample.net
Phone	(920) 555 - 1234
Mailing Address	
Street Address or P.O. Box	7100 N Third St
City	Milwaukee
State/Province	Wisconsin
Zip/Postal Code	53204
Security Question	Where was Grandpa born?
Security Answer	Norway

Registration Changes

The registration screens have been changing over the last few releases, and this release is no exception. (1) The screen that used to have the Social Security Number, Date of Birth and Gender has been broken out into two screens. (2) The message displayed to job seekers when the system detects a duplicate account has been changed and gives the job seeker additional options. (3) A minor wording change was made on the Registration Complete screen.

The registration screens for non-RES job seekers now read (see pages 4-10 for RES participant registration screens):

- The More Information screen explains why we ask for certain information, and how it is used.

More Information Needed

To continue, we need to collect some additional information.

Registering on the Job Center of Wisconsin website allows an individual to receive additional services beyond the job search function, which doesn't require a registration. Registrants may be eligible for training funded by federal or state programs designed to assist a job seeker obtain employment. Job Service staff work directly with registered individuals to identify specific program funded services.

Why we need the data:

- Your Social Security Number (SSN) is needed for federal reporting. It will be treated in a secure and confidential manner and will never be shared with employers.
- Demographic information (age, gender, ethnicity, race, and disability status) is collected to help us evaluate our performance, and in some cases to determine if you are eligible for other programs or services.
- Veteran status is asked to determine if you are eligible for special services, and to evaluate our service delivery. Qualified veterans that register on the Job Center of Wisconsin website are eligible for employment and training assistance. Some training opportunities may only be available to a veteran or a qualifying member of a veteran's family.

Please click the Decline button to return to Job Seeker Tools.
Please click the Continue button to proceed.

- The Social Security Number is on a separate screen from Date of Birth and Gender.

Identity Info:

Please enter the following to secure your identity within the Job Center of Wisconsin system.

* Social Security #: (###-##-####) - -

* Re-Enter Social Security #: - -

Use 'Back' and 'Continue' buttons to move from page to page.

Identity Info:

* Date Of Birth: (MM/DD/YYYY) / /

* Gender Male Female

Use 'Back' and 'Continue' buttons to move from page to page.

- A Job Seeker Home button and a Recover Logon button have been added to the message that is displayed when the system detects that a duplicate registration has been created.

An Account Exists For this SSN:

Information does not match our records.

If you think you have already completed this process and already have a User Name and Password, please click on the Recover Logon button to try and recover your account using the email address you used when you created your previous account.

If you didn't use an email address when you set up your previous account, or you don't remember the email address you used, please call us toll-free at 1-888-513-5633 (press 3 at the prompt) to have this problem resolved.

Clicking on the Job Seeker Home button takes the customer to the Job Seeker homepage.

Click on the Recover Logon button takes the customer through the User Name/Password recovery process.

[Need help?](#)

DWD/Wisconsin User Name/Password Recovery Process

Please enter the E-Mail address you entered when you created your DWD/Wisconsin User Name.
We will send a message to this address with instructions on how to recover your DWD/Wisconsin User Name and Password.

Please enter your E-Mail Address:

If you did not provide an E-Mail address or do not remember the E-Mail address you provided please contact the [DWD Service Desk](#).

- The Contact Information is defaulted from the Logon Creation process. The information can be updated.

Contact Info:

Please enter the following contact information.

* First Name:
 Middle Initial:
 * Last Name:
 Suffix: N/A I II III IV Jr. Sr. V VI VII
 Email:
 (abc@def.com)
 Home Phone: (999 555 1234) Ext:
 Messages: (999 555 1234) Ext:
 Cell Phone: (999 555 1234)

Use 'Back' and 'Continue' buttons to move from page to page.

Contact Info:

Please give us information about where you LIVE.

* Street Address: (123 Main Street Apt 210)
 More Address: (If your address doesn't fit above)
 * City:
 * State: (example: WI for Wisconsin)
 * Zip code: (####) Extension is optional. -
 Do you want to enter another address where you receive mail? Yes No
 Check this box if you live OUTSIDE the U.S. or its possessions.
 Wisconsin County
 Use 'Back' and 'Continue' buttons to move from page to page.

- The County is defaulted, based on the address information provided by the job seeker. It can be updated.

Contact Info:

* County:

Use 'Back' and 'Continue' buttons to move from page to page.

- Demographic information.

Demographics:
(Federally Required Information, not shared with employers.)

*Are you Hispanic or Latino/Latina? Yes No Decline To Respond

*Race(Select all that apply):

White Black or African American
 American Indian or Alaskan Native Asian
 Hawaiian Native or other Pacific Islander Other
 Decline To Respond

*Are you employed?

*Unemployment Compensation status? Not receiving unemployment
 I have exhausted my unemployment benefits
 I am receiving unemployment benefits and received a letter from Unemployment Insurance instructing me to attend a Re-employment Services orientation
 I am receiving unemployment benefits but have **NOT** received a letter from Unemployment Insurance instructing me to attend a Re-employment Services orientation

*Do you have a Disability? Yes No Decline To Respond

Use 'Back' and 'Continue' buttons to move from page to page.

- Education Status questions.

Education Status:

* Which of these best describes you?

* Highest School Grade Completed:

Use 'Back' and 'Continue' buttons to move from page to page.

- English Language Proficiency questions. If either question is answered 'yes', a 'primary language' list appears.

English Language Proficiency:

*Do you have limited English reading skills? Yes No

*Do you have limited English speaking skills? Yes No

Use 'Back' and 'Continue' buttons to move from page to page.

English Language Proficiency:

What is your primary Language?

English Albanian American Sign/Uses TTY Arabic
 Bosnian/Croatian/Serbian Cambodian Chinese French
 German Greek Hebrew Hindu
 Hmong Italian Japanese Korean
 Laotian Norwegian Persian/Farsi Polish
 Russian Somali Spanish Swedish
 Tagalog Thai Tibetan Urdu
 Vietnamese Other

Use 'Back' and 'Continue' buttons to move from page to page.

- Depending on the job seeker's responses to Military and Veteran questions, the job seeker may see some of the following questions and not others. All of the questions are shown below.

Military Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Have you served, or are you currently serving on active duty in the U.S. Military?

Note: National Guard and Military Reserve personnel who have been called to active duty should respond "Yes".

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Are you the spouse of a veteran?

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Are you a service member in active duty status (including separation leave) and is within 24 months of retirement or 12 months of separation?

Military Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Have you served, or are you currently serving on active duty in the U.S. Military?

Note: National Guard and Military Reserve personnel who have been called to active duty should respond "Yes".

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Have you been discharged?

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Were you discharged or released with other than a dishonorable discharge?

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

* Active Duty Begin Date (mm/dd/yyyy) / /

* Active Duty End Date (mm/dd/yyyy) / /

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Are you entitled to compensation, regardless of rating (including those rated 0%), for a service-connected disability?
 OR
 If not for the receipt of military retirement pay, would you be entitled to compensation for a service-connected disability?
 OR
 Were you discharged or released from active duty because of a service-connected disability?

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Is your service connected disability rating 30% or more?
 OR
 Is your service-connected disability rated at 10 or 20 percent, and determined by DVA to be a serious employment handicap?

Veteran Status:
 Use 'Yes' or 'No', and 'Back' buttons to move from page to page.

Have you been awarded an Armed Forces Campaign Badge or Expeditionary Medal?

- Migrant/Seasonal Farm Worker Status questions.

Migrant/Seasonal Farm Worker Status:

Have you been working as a seasonal farm worker, or a migrant farm or food processing worker in the last twelve months?

Migrant/Seasonal Farm Worker Status:
 (Select the Option that best describes you.)

Seasonal Farm Worker (must answer "YES" or "TRUE" to all conditions)

- You worked for a total of at least 25 days (or parts of days-not necessarily in a row) in which some work was performed in farm work
- earned at least half of your income or more from farm work
- were not employed in farm work year round by the same employer
- If you were/are a full-time student, you were/are a non-migrant fulltime student

Migrant Farm Worker (must answer "YES" or "TRUE" to all conditions)

- You were a "seasonal farm worker" who had to travel to do the farm work and you were unable to return to your permanent residence within the same day
- If you were a full-time student, you traveled with your family.

Migrant Food Processing (cannery) Worker (must answer "YES" or "TRUE" to all conditions)

- You worked for a total of at least 25 days (or parts of days-not necessarily in a row) in which some work was performed in food processing (including cannery)
- earned at least half of your earned income or more from processing work
- were not employed year round by the same employer
- had to travel to do food processing work and were unable to return to your permanent residence within the same day
- If you were/are a full-time student, you traveled with your family.

None of the above
 Use 'Back' and 'Continue' buttons to move from page to page.

- This question always defaults to 'no'. The job seeker can change it to 'yes'.

Interests, Training, and Experience:

*May the Wisconsin Department of Workforce Development give your contact, career interests, training, and experience information to employers (possibly even your current employer) looking for employees with your career interests, training, or experience?

Yes No

Use 'Back' and 'Continue' buttons to move from page to page.

- For consistency in the use of terms, the word "Account" has been changed to "Registration" on the Registration Complete screen. The job seeker will see one of the following screens, depending on where he started from when registering.

Registration Complete:

Your **Registration** has been saved successfully. Please click the Continue button to proceed to the Job Seeker menu.

Registration Complete:

Your **Registration** has been saved successfully. Please click the Continue button to proceed to your original destination.

Job Seeker Profile

The "My Resumes / My Work Application" page has been renamed "Job Seeker Profile".

Connecting Wisconsin's Workforce

[LOGOUT](#) | [PERFORM A JOB SEARCH](#)

Home
Job Seeker Tools
Employer Tools
About Us
Help
Exit

[Need help?](#)

Job Seeker Profile

Creating a résumé or work application enhances your opportunities for obtaining employment, and allows employers to match you to their job openings.

Select an item to work with by checking the box in front of the Reference Number. Next, click on a button to perform that function for the selected item.

If a button is inactive or 'grayed' out it means that function cannot be performed at this time.

You may have up to 3 résumés/applications. You will have the choice of printing your data as a résumé, or a work application. A list of references, and a cover letter can also be created and printed.

Résumé/Application		References	Cover Letter						
Select	Reference Number	Objective	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent	
<input checked="" type="checkbox"/>	888	A supervisory position for a Fortune 500 company.	Active	Yes	06/07/2009	Yes	0	0	

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This message has been posted to the website (<http://www.wisconsinjobcenter.org/jobnetbiz>) that holds the Job Center of Wisconsin announcements. The archive holds the current edition, and all previous editions.

These editions are delivered in Adobe PDF format for online reading or downloading. The website has a link to the DWD Viewers Download Page (<http://dwd.wisconsin.gov/viewers.htm>) to find links to software which may be necessary to view the publications.

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