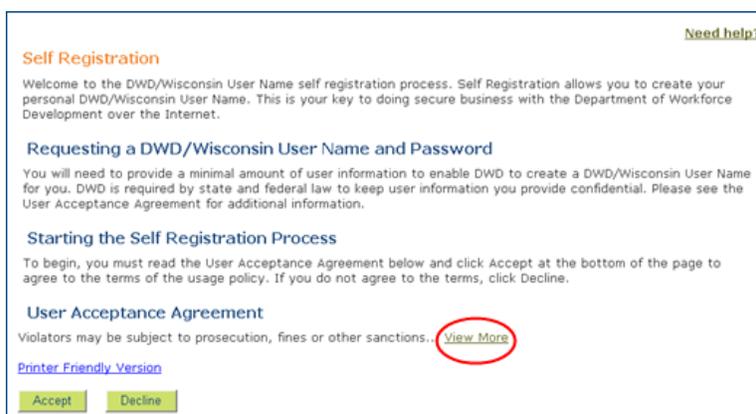


A **registration** is required:

- to use the My Résumé or My Work Application feature, or
  - when it is required for program eligibility, or
  - when required by your case manager.
1. To begin, please go to <http://jobcenterofwisconsin.com> and click on the gold Key in the orange Secure Log In area.



2. Read the information on the **Self Registration** page, and the **User Acceptance Agreement**. Click on the **Accept** button.



- Fill in your information on the **Logon Creation** page. Required fields are marked with a red asterisk \*.

Click on the **Submit** button at the bottom of the page.

[Need help?](#)

## 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.

82674

\* Indicates Required Field

### Profile Information

**PLEASE NOTE:** This is a personal account which you may use for different purposes, so enter your own name, not the business name or your boss's name. If you will be using your DWD/Wisconsin Logon for your work, there will be an additional step later that will connect your self-registration with that business or organization.

\* 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/Postal 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. Short, specific answers are the best. ([Security question box](#)) The security answer you enter cannot contain your password. This is not a password hint. Example:  
Security question: Name of your first pet?  
Answer: Spot

\* Security Question   
\* Security Answer

### Verification

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

\* **82674** 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.**

- If the User Name you entered is already in use, a **bold red** message will appear at the top of the page. Enter a different User Name, and then enter and re-enter your Password.

Click on the **Submit** button at the bottom of the page.

- If any required information is missing, a **bold red** error message will appear next to the field(s) that need to be corrected.

Correct the information and click on the **Submit** button at the bottom of the page.

- The **DWD/Wisconsin User Name Creation Complete** page will be displayed.

Profile Information	
User Name	Portugal
First Name	Madeline
Middle Initial	J
Last Name	Bruce
Suffix	
E-Mail	maddyjb@sample.net
Phone	(608) 555 - 1234
Mailing Address	
Street Address or P.O. Box	1215 N. Elm Avenue
City	Monroe
State/Province	Wisconsin
Zip/Postal Code	53566
Security Question	Name of your favorite musical group or musician?
Security Answer	Rolling Stones

To print the page for your records, click on the **Print** button.

Click on the **Continue** button.

7. Read the **More Information Needed** page, then click on the **Continue** button.

**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.

8. Enter your correct Social Security Number, then re-enter it. Click on the **Continue** button.

**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.

9. Enter your date of birth and gender. Click on the **Continue** button.

**Identity Info:**

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

\* Gender  Male  Female

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

If you see a red error message, follow the instructions listed. Do not attempt to register again, as this will only make the situation worse.

**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.

10. Review the information displayed and update it if necessary. Required fields are marked with a red asterisk \*. Click on the **Continue** button.

**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.

11. Review the information displayed and update if necessary. Required fields are marked with a red asterisk \*. Click on the **Continue** button.

**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.

12. The County is defaulted based on the Zip Code you provided. If it is incorrect, select the correct County from the drop-down menu. Click on the **Continue** button.

If you live outside Wisconsin, the County screen is skipped.

**Contact Info:**

\*County:

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

13. Select your responses to the questions by clicking the circle in front of your response. Required questions are marked with a red asterisk \*.

For Race, you may check all checkboxes that apply.

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

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

\*Race (Select all that apply):

<input type="checkbox"/> White	<input type="checkbox"/> Black or African American
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Asian
<input type="checkbox"/> Hawaiian Native or other Pacific Islander	<input type="checkbox"/> Other
	<input type="checkbox"/> Decline To Respond

\*Are you employed?

\*Unemployment Compensation status?

I am filing for unemployment benefits and was mandated to register as part of my application.

I am receiving unemployment benefits but was not directed to register.

I am receiving unemployment benefits and was instructed to attend a re-employment services orientation.

I am not receiving unemployment.

I have exhausted my unemployment benefits.

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

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

Click on the **Continue** button.

14. Depending on your response to the "Do you have a Disability?" question, you may see this screen:

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

\*Category of Disability?

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

Click on the **Continue** button.

15. Select your responses to the questions from the drop-down menus. Required questions are marked with a red asterisk \*.

Click on the **Continue** button.

**Education Status:**

\* Which of these best describes you?

\* Highest School Grade Completed:

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

16. Select your responses to the questions by clicking the circle in front of your response. Required questions are marked with a red asterisk \*.

Click on the **Continue** button.

**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.

<< Back Continue >>

17. Depending on your responses to the limited English skills questions, you may see this screen:

**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 type="radio"/> German	<input type="radio"/> Greek	<input type="radio"/> Hebrew	<input type="radio"/> Hindi
<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 >>

18. Click on the 'Yes' button or the 'No' button to respond to the question.

**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

19. Depending on your response to the Military Status question, and your responses on the Veteran Status questions, you may see some or all of the following questions. Click on the 'Yes' button or the 'No' button to respond to each question.

**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 from military service with a **Dishonorable** discharge? (Reference: Title 38 USC 101-2)

Yes No << Back

**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)  /  /

<< Back

Submit Service Dates

**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

**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 the spouse of any of the following? (Reference: 20 CFR Part 1010)

(1) Any veteran who died of a service connected disability;

OR

(2) Any member of the Armed Forces serving on active duty who, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:

(i) Missing in action;

(ii) Captured in line of duty by a hostile force; or

(iii) Forcibly detained or interned in line of duty by a foreign government or power;

OR

(3) Any veteran who has a total disability resulting from a service connected disability, as evaluated by the Department of Veterans Affairs;

OR

(4) Any veteran who died while a disability, as indicated in paragraph (3) of this section, was in existence.

Yes

No

<< Back

**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?

Yes

No

<< Back

**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?

20. Click on the 'Yes' button or the 'No' button to respond to the question.

**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?

21. Depending on your response to the Migrant/Seasonal Farm Worker Status question, you may see this screen:

**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.

22. Select your response to the question by clicking the circle in front of your response. Required questions are marked with a red asterisk \*.

The question defaults to 'No', however you can change it to 'Yes' by clicking the circle in front of '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.

[<< Back](#) [Continue >>](#)

23. The following message is displayed. Congratulations! You have successfully created a User Name and Password, and registered.

**Registration Complete:**

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

[Continue >](#)

Click on the **Continue** button.