



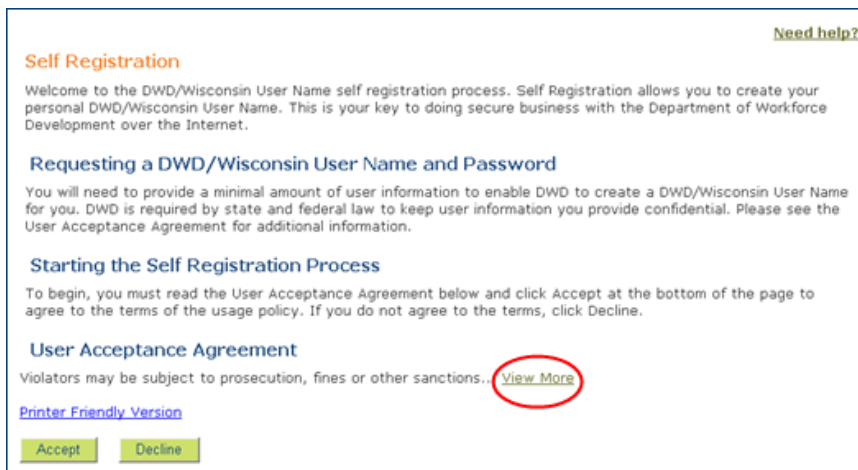
# Job Seeker Logon Creation Instructions

An **account** (User Name and Password) is required to use the My Favorite Job Searches feature.

1. To begin, please go to <http://jobcenterofwisconsin.com>. Click on the 'Set up an account' link 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 \*.

[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.

41339

\* 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 Tip](#)

\* 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 tip](#)). 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: Spot

\* Security Question   
 \* Security Answer

#### Verification

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

\* **41339** 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.**

4. Click on the **Submit** button at the bottom of the page. If there is any missing, required information, or any problems, a **bold red** error message will appear next to the field(s) that need to be corrected.
5. The **DWD/Wisconsin User Name Creation Complete** page will be displayed.

[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	popcorn
First Name	Amanda
Middle Initial	J
Last Name	Jurgens
Suffix	
E-Mail	ajurgens@sample.net
Phone	(608) 555 - 1234
Mailing Address	
Street Address or P.O. Box	1218 Forest St
City	Redgranite
State/Province	Wisconsin
Zip/Postal Code	54970
Security Question	Where was Grandpa born?
Security Answer	Norway

To print the page, click on the **Print icon** on the browser's tool bar, or click on **File**, then on **Print**.



Click on the **Continue** button.