

February 13, 2009

## Job Seeker Account Creation & Registration Instructions; Resource Room Tent Card Template

[Step-by-step instructions](#) for job seekers, explaining how to create an account and how to register are now available. Feel free to copy and distribute these instructions to job seekers, use them in workshops and presentations, etc.

Also available is a short, concise [explanation for staff](#) that explains the Job Center of Wisconsin's 3-tiered, function-driven security/access process. Please share this handout with Resource Room staff and others who work with job seekers.

A [tent card](#) for Resource Rooms and other locations is available. The tent card is a colorful and eye-catching reminder to customers to logout when they are done using JCW.

During the next few weeks the Division of Employment & Training will be putting together a Workweb page with links to JCW-related materials, such as these three items. A listserv message will be sent notifying staff when the page is ready.

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This message has been posted to the web site (<http://www.wisconsinjobcenter.org/jobnetbiz>) that holds the JobNet Business 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 web site 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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