



## Creating a Job Seeker Profile on Job Center of Wisconsin

Follow these instructions carefully. To avoid a delay in completing your resume or work application, do not attempt to create a new registration if you have registered in the past. The system will not allow you to create a new registration, and it will slow down the process. The average time to complete the process is one hour. Please allow ample time to complete the process.

1. Go to <http://jobcenterofwisconsin.com>.
2. Click on **Job Seeker Tools** in the dark blue tool bar near the top of the page. Next, click on either **My Resume** or **My Work Application**, whichever you prefer, in the light blue box on the right side of the page.
3. Login to Job Center of Wisconsin (JCW):
  - a. If you already have a JCW Username and Password, enter them in the orange "Secure Log In" area.
  - b. If you already have a JCW Username and Password, but you have forgotten them, click on **Help** in the dark blue tool bar near the top of the page. Scroll down to the **Password Recovery** section and click on the link. You will be on a light blue page. Click on the "Forget your account information?" link in the white box on the right side of the page.

If you did not provide an E-Mail address, or do not remember the E-Mail address you provided, please call the DWD Service Desk toll-free at 1-888-258-9966 (option 4 at the prompt), Monday through Friday, 6:00 a.m. to 5:00 p.m., to request a password reset. After your password has been reset, login in the orange "Secure Log In" area.

- c. If you are a new user, click on the **Key** icon in the orange "Secure Log In" area. Follow all prompts to create a Username and Password, and to register.

If you wish to have JCW automatically answer some questions with information you have provided to the Unemployment Insurance Division, enter the letter and numbers following the word **TOKEN** printed on the front of this letter, located below the date mailed. If you choose to manually answer the questions, do not use the **TOKEN**.
4. If you are not viewing the **Job Seeker Profile** page, click on **Job Seeker Tools**, then on **My Resume** or **My Work Application**. If you did not complete the Reemployment Services Survey during your registration process, click on the link in the blue tip box and follow the instructions. **Print your Survey and take it with you to your Reemployment Services Orientation.**
5. Complete the resume/work application process. If you are not viewing the **Job Seeker Profile** page, click on **Job Seeker Tools**, then on **My Resume** or **My Work Application**, whichever you prefer.
  - Tip: To enter your resume/work application information you will need an E-Mail address. If you do not have an E-Mail address, you can set up a free E-Mail account by going to [www.yahoo.com](http://www.yahoo.com), or [www.google.com](http://www.google.com), or [www.hotmail.com](http://www.hotmail.com). You can also search the Internet for "free email."
  - Tip: Save often, so you do not lose your work. Your session will time-out after 30 minutes. clicking the Save button restarts the 30-minute session.
6. When you have completed the resume/work application process, click on the **Finish** button in Step 6 "Finish/Activate." Click on the **Preview/Print** button on the **Job Seeker Profile** page. (If you have more than one resume/work application, click the checkbox for the one you want to print.) Click either the **Resume** or **Work Application** radio button to choose what you want to print. Click on the green **Preview/Print** button to print your resume or work application. Take your printed resume or work application to your Reemployment Services Orientation.

Please remember to bring this letter, your Reemployment Services Survey and your [JobCenterOfWisconsin.com](http://JobCenterOfWisconsin.com) Resume or Work Application to your scheduled RES Session.

We look forward to serving you!