

Employer Record System (ERS) Logon ID and Password for Non-DWD Employees

Logon ID and password for non-DWD employees:

Within the next few days you will receive a Logon ID and password for the Employer Record System (ERS). This password will need to be changed before you can use ERS as it is a temporary password. Then it will be due to change every 90 days.

Getting Started:

1. When you receive your logon ID and password you need to open up Internet Explorer and type in the address for the change password page. The address is

<https://www.dwd.state.wi.us/usermaint/changepassword.asp>

If you have a web-enabled mail program you can click on the address listed above and Internet Explorer will automatically open and take you there.

2. Tips on changing your temporary password to a new password that is good for 90 days.

- a. Verify that the page says "Change Password for DWDPUB" at the top.
- b. Think of a new password. It must be a minimum of 5 characters, no spaces. (In the future it will also have to be brand new. You cannot re-use passwords on the extranet.)
- c. In lower case letters, enter your login ID, enter the temporary password in the "current" password field.
- d. In lower case letters, enter your "new" password that you want to use.
- e. In lower case letters, verify the new password you picked by re-typing it in the "verify" field.

3. Getting through the password screen when logging on to ERS

- a. Open Internet Explorer and key the following address in the Address line: <https://www.dwd.state.wi.us/ers/> Be sure to include the 's' after 'http'. Again, if you have a web enabled mail program you can click on the link listed above and Internet Explorer will open up and take your there.
- b. bWhen you get the sign-in box, you will need to enter your ERS Logon ID in the top space which is labeled "User Name" BUT the system needs to know what group you belong to so the proper syntax for your login id at this login box is `dwdpub\` followed by your login ID. No spaces. Example: `dwdpub\xda123`. DWD partners may be `dilhr\JP1234`. Press the Enter key.

4. Logging on to ERS

The first time you go into ERS you will get a Security warning box that pops up asking you to download some Active X components from the State of Wisconsin Department of Workforce Development. Say YES to this prompt! ERS will not operate without them. You only have to do this the first time.

5. After you download the Active X components, and you have the ERS screen up, add the address to your 'Favorites'.

Manual:

The ERS manual is on the DWD Internet site. It has all the information you will need to navigate and complete the screens. Please add this address to your 'Favorites'. Web-enabled mail users can click on this link to go directly to the manual:
http://www.dwd.state.wi.us/dwepfe/ERS/ERS_Manual%20Index.htm

Contact Person:

Please contact Linda Williamson with any questions you have about ERS and its use. Linda can be contacted via email at willili@dwd.state.wi.us or by telephone at 608/264-8167.