

This message is being sent to notify job order staff in Wisconsin Job Centers regarding a change affecting employers with WJOS access. This change will be effective on Monday, January 26, 2004.

These changes affect employers only. Staff security accounts have already been converted.

**If you have contact with employer users of WJOS, please print this email and keep it handy as a reference tool.**

Beginning Monday, January 26, 2004, employers with access to the Wisconsin Job Order System (WJOS) will need to convert their current access to a new (DWD/Wisconsin Logon) Security Account. Employers will need to take this action because the Department of Workforce Development is converting all users of Job Center systems to new, improved security software. Beginning January 26, employers will not be able to access WJOS until they have converted their security access. Employers who currently have WJOS access will be sent an email with the step-by-step instructions for converting their current access to the DWD/Wisconsin Logon Security Account.

**Because of the software conversion process, this system may be unavailable between 5pm Friday, January 23 through 7am Monday, January 26.**

For a copy of the step-by-step instructions employers will use to convert to DWD/Wisconsin Logon Security Account, go to

[http://www.dwd.state.wi.us/dws/manuals/wjos/employer\\_manual/migration\\_instructions.htm](http://www.dwd.state.wi.us/dws/manuals/wjos/employer_manual/migration_instructions.htm).

**You are strongly encouraged to print and read these instructions to familiarize yourself with the employer's conversion process.**

You may experience a surge in contacts from employers asking for their current WJOS Username and Password. Employers need that information in order to convert their current account to a DWD/Wisconsin Logon Security Account. To locate an employer's WJOS Username, or to reset the employer's old site server password, go to <http://www.dwd.state.wi.us/dws/manuals/wjos/forgot.htm>.

Once an employer has converted his/her WJOS account to a DWD/Wisconsin Logon Security Account, Job Center staff will no longer be able to reset the employer's password. When an employer with a DWD/Wisconsin Logon Security Account forgets his/her password, they must call the DWD Service Desk at 608.266.7252 for assistance.

An automated password recovery tool will be available to employers in late March, 2004.

### **New Employer WJOS Users**

Beginning January 26, 2004, new employers who register to use WJOS Employer will be asked to create a DWD/Wisconsin Logon Security Account. After creating a DWD/Wisconsin Logon Security Account, the employer will need to return to the WJOS Employer Login Page to

request WJOS access. Job Center staff will continue to approve employers to access WJOS, just as they have in the past.

When you approve a new employer for WJOS access on or after January 26, and contact the employer to let them know they are approved, make sure you tell the employer that they should choose Option 1 when logging in to use WJOS.

### **WJOS Request for Contact List**

**Please process all Registration requests on your office's Request for Contact List by close of business on Friday, January 23, 2003.** It is essential that these requests be processed before changes are made in the system on Saturday, January 24. Thank you for your cooperation!

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