

# ***DWD Campus Registration Instructions***

The URL for DWD Campus for Wisconsin is:

<http://dwdcampus.dwd.state.wi.us/dwdext/login.jsp>

Do not try to enter a login and password, unless you have already created a profile.  
**Before you can register you must fill out a Profile.**

If you think you may already have a profile in the system, please contact us to check.  
**Please DO NOT create another profile.**

If you have forgotten your username or password, please contact Verna Ruhs to re-set your password. Verna's telephone number is 608-266-3059 and her email address is [Verna.Ruhs@dwd.state.wi.us](mailto:Verna.Ruhs@dwd.state.wi.us).

To create a profile:

- Click on the link "**New User Registration**" that is located below the sign-in box.
- You must fill in all the fields with a red \*.
- If other people from your agency are also creating a profile, you must use the same form of your agency name. If your agency has several physical locations, the system may show one of the other addresses. That is OK with us. Your phone number and e-mail are more important.
- It is very helpful if you include a telephone number.
- In the State field, enter WI.
- You must use a unique e-mail address. Please double check your e-mail address to make sure it is correct.
- You do not need to fill in the credit card information. As yet, we cannot handle credit cards.
- Select a login and password that you will remember. (Please keep a record of the login and password you select so that you can re-enter the system at another time.)
- Click on "submit" when you have filled in all the information fields.

If all of your information has been accepted the system will bring you to your personal "home page".

To register for the class:

- Enter a key word for the course in the search box, then click on search.
- Select the class in which you want to enroll.
- Open the course by clicking on the title and select the class with the date and location you wish to attend.
- Follow the instruction buttons to conclude your registration process.

You will receive 3 electronic notices from the system, through your e-mail address.

1. A "Pending Confirmation" will come to let you know that your registration is successful.
2. A "Confirmation" will come after a person here has confirmed your registration
3. A reminder notice will come a few days before the class.

IF you find that you cannot attend, it is easy to cancel your registration.

- Enter the system with the login and password you remember.
- Search for the course
- Select the class you have registered for....there is a link to click to cancel your registration.

Other tips:

- If you are registering several people at one time, each one will need a profile with a unique e-mail.
- After creating one profile, if you want to create another, you should logout of the system to return to the home page and begin again.

We hope you are successful the second time you try to get into our system. If you have trouble again, please call Verna Ruhs at 608-266-3059 or e-mail Verna at [Verna.Ruhs@dwd.state.wi.us](mailto:Verna.Ruhs@dwd.state.wi.us) with your phone number and she will call you.