



WisLine Web: Job Order Policies & Procedures Updates

A WisLine Web session covering several new and updated job order policies is scheduled for:

Monday, October 8th: 9:00 - 10:30 a.m.

Topics include a discussion of the items outlined in the September 12th JobNet Business message <http://www.wisconsinjobcenter.org/jobnetbiz/archive/091207JNB.pdf>

Job order staff are strongly encouraged to participate in these sessions. **You must register to participate in the session. The registration deadline is Friday, October 5th.**

To participate in this session you will need a computer and a telephone. If there are several people at one location (same computer/speaker phone), only one person should register and put a list of all other attendees in the "Department/Company Information" text field on the registration form. A limited number of lines are available for this session. If possible, all participants at a location should participate using one computer and speaker phone. This will allow all Job Centers to access the program.

Please register at:

<http://www.uwex.edu/ics/wlwreg/wlwwelcome.cfm>

From the welcome page, you can locate the event you wish to register for using one of these options:

1. Selecting the sponsoring organization (WI Dept of Workforce Devel) Select the date of the event. If you've used the service before, login to the system by entering your username and password. If you've never used the system, just click on the "Sign up" link to set up a new account. After logging in, your account information is displayed on the registration page. You can review your personal information, and add the names of additional attendees at your location if needed. You can also link to more information about the event, or download a file with further information. To finish your registration, click the **Register for this event** button. After submitting your registration, you'll receive a web page confirmation containing the information you submitted and instructions for entering the web conference. You can print this page now or follow the links for further information. You'll also receive an email confirmation for your records.

2. Searching from a list of all events.

3. Searching for the event by name. It is a good idea to review the tips page on the WisLine Web site. Click the tips link: <http://www.uwex.edu/ics/wlweb/tips.htm>