

# Hands-on Practice Exercises

## Attention

The information and text you enter for these exercises will be viewed by staff in Job Centers, and by DWD staff who have pre-loaded some resumes.

Be sure that the information you enter is appropriate, and be sure to enter only your own email address when asked to provide it or change it.

Thank you!

## Job Seeker: Create an Active Directory Account

1. Go to <https://education.jobcenterofwisconsin.com/default.aspx?>
2. Click on Job Seeker Tools on the menu bar, and then click on "Set up an account".
3. Review the Self Registration text, then click the "View More" link and review the text. At the bottom of the screen, click the Accept button.
4. The Logon Creation page will appear. Complete the fields (you must complete at least the required items, which are marked with a red asterisk \*).

**Caution: If you choose to enter an email address, use your own email address only.**

5. Click the Submit button.
6. If the username you entered is already in use, the message shown below will be displayed. Scroll down and enter a different username, and complete the Password and Verification fields. Click the Submit button.



**Logon Creation**

The Logon ID LindaLeeB is not available. Please try another Logon ID.

\* Indicates Required Field

**Profile Information**

First Name  \*

Middle Initial

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7. If the username you entered is not in use, the following screen will be displayed. Click the Done button. You will be taken to the Job Seeker homepage.

The screenshot shows the Job Center of Wisconsin website. The header includes the logo and the text "Connecting Wisconsin's Workforce". A navigation bar contains links for Home, Job Seeker Tools, Employer Tools, About Us, and Exit. A "QUICK JOB SEARCH" button is also present. The main content area displays a confirmation message: "Logon Creation" followed by "Your DWD/Wisconsin Logon profile was successfully created." Below this, it states "Account Creation Complete" and asks the user to print the page for records. A green "Done" button is provided. A "Profile Information" table lists the user's details.

Profile Information	
Logon Id	LindaLeeBr
First Name	Linda
Middle Initial	
Last Name	Bredeson
Suffix	
E-Mail	<a href="mailto:linda.williamson@dwd.state.wi.us">linda.williamson@dwd.state.wi.us</a>
Phone	(608) 261 - 6394
Mailing Address	
Street Address	201 E Washington Ave
City	Madison
State/Province	Wisconsin
Zip/Postal Code	53702
Secret Question	What color is a banana?
Secret Answer	Yellow

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## Job Seeker: Register for Services

1. If you are completing this exercise immediately after the "Create an Active Directory Account" exercise, go to the menu bar and click Exit. Go to Step 3.
2. Go to <https://education.jobcenterofwisconsin.com/default.aspx?>
3. Click on Job Seeker Tools on the menu bar, and then click on "Register for Services/Update". Don't reuse the username and password you created in the previous exercise. The purpose of this exercise is to show you how smoothly a job seeker goes through the entire process of creating an Active Directory Account **and** a Title 3 registration.

Any job seeker who is a Veteran, has a case manager, or wants to create a résumé will need both an Active Directory Account **and** a Title 3 registration.

4. In the orange Secure Log In box, click on the "Set up an account" link.
5. Review the Self Registration text, then click the "View More" link and review the text. At the bottom of the screen, click the Accept button.
6. The Logon Creation page will appear. Complete the fields (you must complete at least the required items, which are marked with a red asterisk \*).

**Caution: If you choose to enter an email address, use your own email address only.**

7. Click the Submit button.
8. If the username you entered is already in use, the message shown below will be displayed. Scroll down and enter a different username, and complete the Password and Verification fields. Click the Submit button.



**Logon Creation**

The Logon ID LindaLeeB is not available. Please try another Logon ID.

\* Indicates Required Field

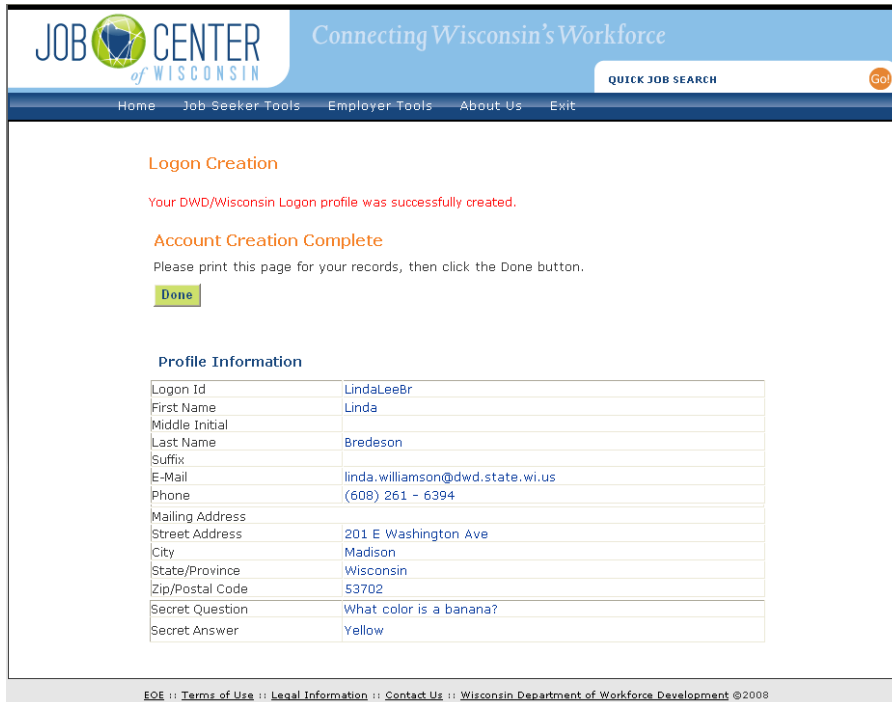
**Profile Information**

First Name  \*

Middle Initial

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9. If the username you entered is not in use, the following screen will be displayed. Click the Done button.



The screenshot shows the Job Center of Wisconsin website. The header includes the logo and navigation links. The main content area displays a confirmation message for logon creation, followed by a table of profile information.

**Logon Creation**  
Your DWD/Wisconsin Logon profile was successfully created.

**Account Creation Complete**  
Please print this page for your records, then click the Done button.

[Done](#)

**Profile Information**

Logon Id	LindaLeeBr
First Name	Linda
Middle Initial	
Last Name	Bredeson
Suffix	
E-Mail	<a href="mailto:linda.williamson@dwd.state.wi.us">linda.williamson@dwd.state.wi.us</a>
Phone	(608) 261 - 6394
Mailing Address	
Street Address	201 E Washington Ave
City	Madison
State/Province	Wisconsin
Zip/Postal Code	53702
Secret Question	What color is a banana?
Secret Answer	Yellow

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10. The job seeker is automatically logged in and goes to the More Information Needed screen. Review the text and click the Continue button.
11. The remaining screens are the current Title 3 registration screens that appear to job seekers who register using JobNet 3.0. Complete at least the minimum information required on each screen.

**Caution: If you choose to enter an email address, use your own email address only.**

12. After completing the process you will be taken to the Job Seeker homepage. The orange Secure Log In box has changed to LOGOUT. The text to the left of the picture has been updated with the first name of the job seeker you used to create the Active Directory Account.

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### Job Seeker: Create a Résumé

1. If you are still logged in after completing the exercise on pages 3 and 4, go to the Job Seeker Tools menu and click on Create/Update Résumé. Go to Step 4 of these instructions.
2. If you want to create a résumé for the account you created in the exercise on page 1, go to the Job Seeker Tools menu and click on Create/Update Résumé. You will be taken to the More Information Needed screen. Review the text and click the Continue button.

**Caution: If you choose to enter an email address, use your own email address only.**

3. The remaining screens are the current Title 3 registration screens that appear to job seekers who register using JobNet 3.0. Complete at least the minimum information required on each screen. Go to Step 4 of these instructions.

If you want to create an entirely new account, go to <https://education.jobcenterofwisconsin.com/default.aspx?> and click on the Job Seeker Tools menu, and then click on Create/Update Résumé. You will be taken through the screens to set up an Active Directory account, then through the Title 3 registration screens. After completing all items, go to Step 4 of these instructions.

**Caution: If you choose to enter an email address, use your own email address only.**

4. The first time a job seeker accesses the Résumé system, the Job Center of Wisconsin Terms of Use for Job Seekers page will appear.

Review the text. Click the Decline button to see the message that appears. Review the text. Click the Return to Résumé /Use Agreement link in the lower left corner.

5. You are again on the Job Center of Wisconsin Terms of Use for Job Seekers page. Click the Accept button.
6. Follow each step in the Résumé process. Click on the "Need help with this section?" link in the upper right corner of each step.

In Step 1, the information from the Active Directory account you created is shown. If you want to change the information, it will only affect the résumé. The changes will not update the ASSET Customer record, nor the Active Directory account.

**Caution: Make sure the email address listed in Step 1 is your own email address only.**

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7. In Step 7, take time to look at your résumé and references in each of the three options - HTML, Word and PDF.

Preview your Match Profile.

Make changes to any of the documents by editing the information in Steps 1-6.

8. In Step 8, enter your own email address in the Employer Email Address field. When you check your email, the message will be there.
9. Click Exit on the menu bar.

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### Employer: Search for Candidates

1. Go to <https://education.jobcenterofwisconsin.com/default.aspx?>
2. Click on the orange Find Employees button.
3. Click on the Find a Worker link in the blue area on the right side.
4. The JobNet Business employer login page will open in a new window. Maximize the window.
5. Click on the yellow Login button.
6. Enter the employer username and password you selected from the list of logins/passwords when the pop-up box appears, then click on the OK button:



7. Click on Search for Candidates on the menu tree.
8. The first time an employer accesses the Search for Candidates feature, the Job Center of Wisconsin Terms of Use for Employers page will appear.  
  
Review the text. Click the Decline button to see the message that appears. Review the text. Click the "Return to Terms of Use" link in the lower left corner.
9. You are again on the Job Center of Wisconsin Terms of Use for Employers page. Click the Accept button.

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10. Search for candidates using various combinations to see the differing results. Click on the "How does this work?" link in the upper left corner.

**Caution: Before using the Email Selected Candidates feature, click on My Company Information on the menu tree, then on Manage Contacts. Find the name associated with your employer username and password (see list). Click on the person's name to go to his/her Contact record. Scroll down to the Email field and change the email address to your own email address. Click on the Save button.**

Click on Search for Candidates on the menu tree.

11. Click the Preview link to review the person's Candidate Profile. For security reasons, no personally identifiable information will be listed
12. To email candidates, check the Email checkbox for at least one candidate. Your email address should be displayed in the Sender's E-Mail Address field. If it isn't, go to Step 10 and follow the instructions listed in the red text.
13. Enter text in the Subject and Message fields. Click the Preview E-mail button.

**E-mail Selected Candidates**

An asterisk (\*) denotes a required field.

Sender's E-mail Address: linda.williamson@dwd.state.wi.us

\* Subject: Accounting Job Opening

\* Message: responding. Thank you.  
If you'd like to learn more about our company, check out our website at www.glorifiedrice.com

Text Limit: 5000 | Text Entered: 241

Sender's Name: LAURIE BROWN  
Sender's Job Title: OWNER-OPERATOR  
Sender's Business: GLORIFIED RICE CO

Preview E-mail

14. A new window will open. Review the text of your message. Note that each candidate will receive a separate email (for security and privacy reasons). Note the footer text that will appear on every email sent.
15. If you like the way the message looks, click the Send E-mail button. **E-mail sent** will be displayed next to the inactivated Send E-mail button.

The employer does not know who the email was sent to. It is up to the job seeker whether he/she will respond.