MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY | EMPLOYMENT & TRAINING

Pure Michigan Talent Connect – Employer User Guide

Pure Michigan Talent Connect is your launch pad for new jobs, careers and talent. It is a tool connecting Michigan's job seekers and employers and serves as a central hub linking all public and private stakeholders who support Michigan's workforce. Pure Michigan Talent Connect serves as the state's labor exchange system.

To reach Pure Michigan Talent Connect assistance, call our Customer Contact Center Monday – Friday 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m. EST at 888-522-0103.

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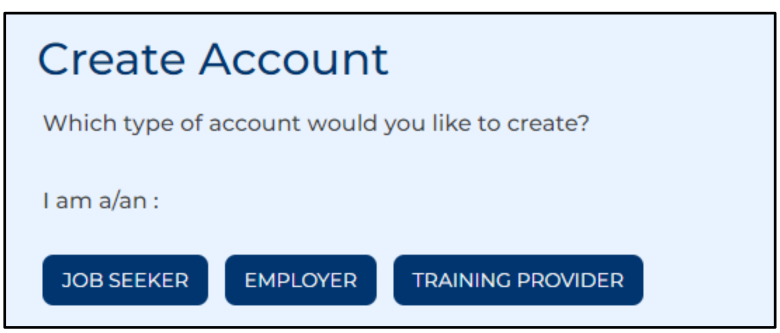
GETTING STARTED

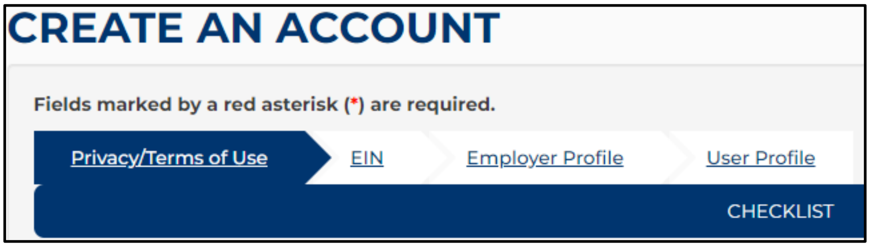
Start at www.mitalent.org by clicking “Create Account” button at the top right corner of the home screen.

Create An Account

Select “Employer” from the Create Account box.



You will be directed to the Create Account screen. Please read through the directions and fill out all required fields for Privacy/Terms of Service, EIN, Employer Profile and User Profile.



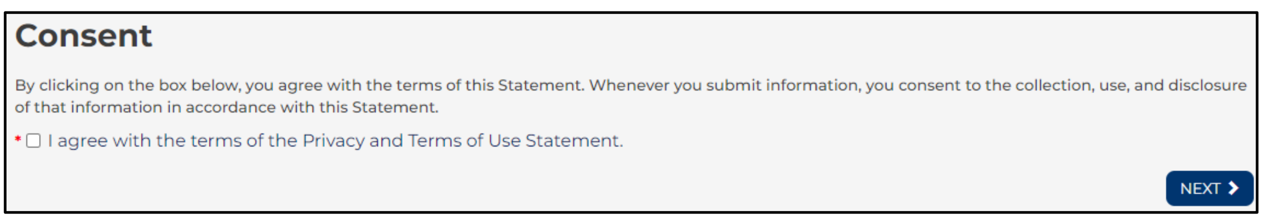
Employer Before You Get Started

Required information you will need to create an account:

- Federal Employer Identification Number (EIN)
- Contact Information
- Organization Description
- Number of Employees
- Valid Email Address (should include company domain if available)

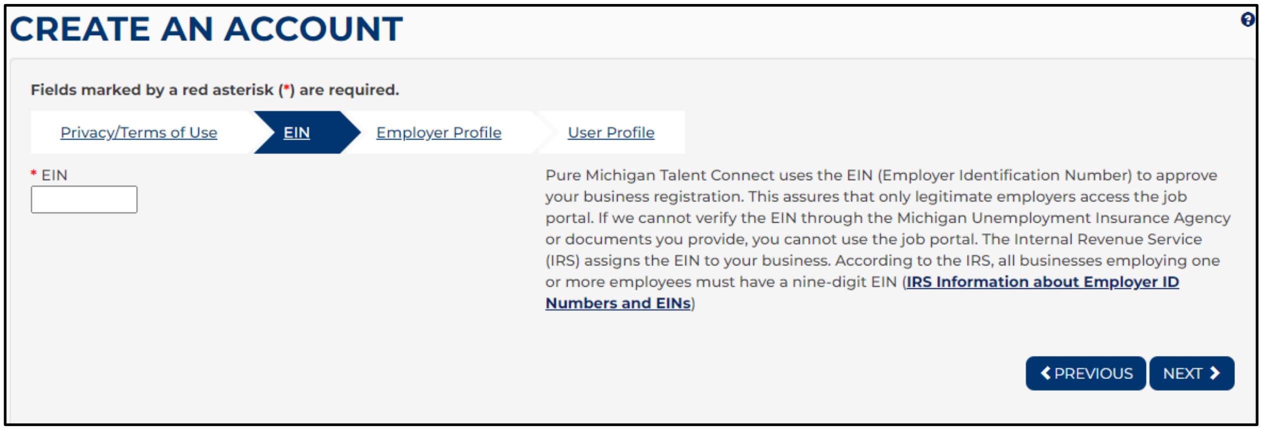
Privacy/Terms of Use

Read the Privacy and Terms of Use Statement for Employers. Including Safeguards, Employer Responsibilities, Modifications and Contact information. At the end, please select the checkbox for Privacy and Terms of Use Statement to authorize your consent and click “Next”.



Federal Employer Identification Number (EIN)

Enter your 9-digit EIN. This number will be used to verify that your organization meets the criteria for using the system as indicated in the Terms of Use. Click “Next”.



Michigan Department of Labor and Economic Opportunity staff will match your EIN information with Michigan Unemployment Insurance Agency records for validation.

If your EIN cannot be verified, you will be requested to provide proof of your company’s EIN. Acceptable forms of documentation as proof of your company’s FEIN are:

- SS-4 IRS Confirmation Letter (Excluding W9-form and any additional documents that would accompany your application to the IRS). If you need a replacement copy of your FEIN, contact the IRS at 1-800-829-4933.
- DBA papers and SS-4
- Correspondence from the IRS or the Department of Treasury
- Sales Tax License
- Tax Withholding - W2 Verification (omit/remove financial and sensitive information)

Employer Profile

On the following page is an example of the Employer Profile page. Enter your organization’s demographic information such as your company’s name, address, number of employees, website and a description of the organization. Select your business category from the dropdown menu. Select all that apply regarding military or federal information and click “Next”.

Fields marked by a red asterisk (*) are required.

Privacy/Terms of Use | EIN | **Employer Profile** | User Profile

Fields marked by a red asterisk (*) are required.

* Organization Name

Enter the Organization Name Associated with your IRS EIN Number

* Address Line 1

Enter the Address Associated with your IRS EIN Number

Street address, P.O. box, company name, c/o

Address Line 2

Enter Address Line 2

Street address, P.O. box, company name, c/o

* City

City

* State/Province/Region

Enter State

* Zip/Postal Code

Enter Postal Code

* Country

United States

* # of Employees

Enter Number of Employees

Website

Enter Website

Use this field to link job seekers directly to your company's career or internship page.

Alternate Website

Enter Alternate Website

* Organization Description

* Business Category/NAICS **(Census.gov NAICS code information)**

-- Select Business Category --

Additional Questions (Check all that apply)

☐ Are you a Military Recruiter?

☐ Are you a Federal Contractor (FCJL)?

☐ Are you a Federal Contractor (FCJL) receiving federal funds?

TAPS/MRS Questions (Check all that apply)

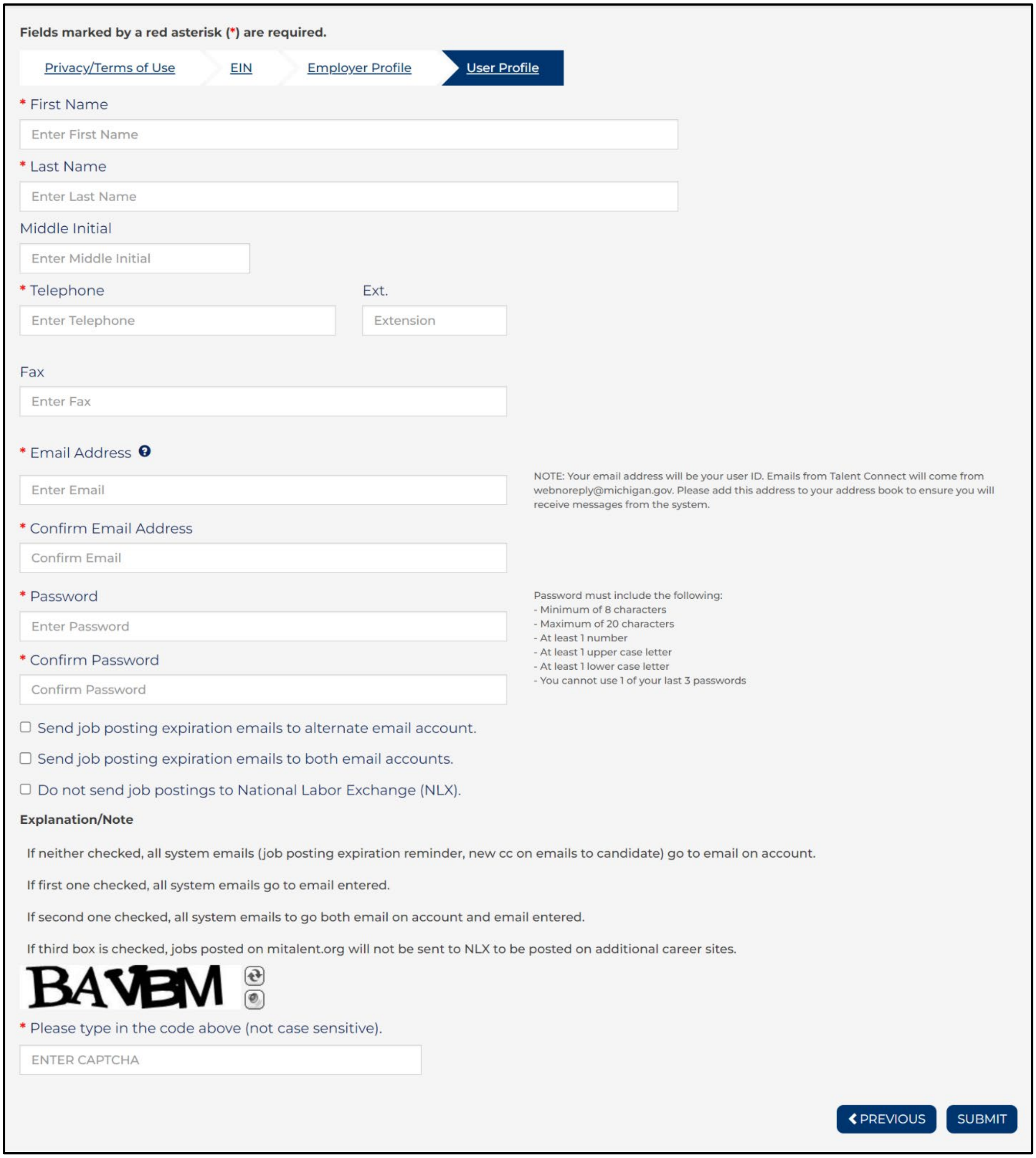
☐ The Bureau of Services for Blind Persons provides specialized employment and education-related services and training to employers recruiting, accommodating and retaining the talent of employees who are significantly visually impaired, or blind. These services can assist employers in retaining talent and increasing the productivity of employees without vision. By checking this box, you agree to receive communications from the Bureau of Services for Blind Persons. You will be able to unsubscribe from these emails at any time.

☐ Michigan Rehabilitation Services provides specialized employment and education-related services training to employers in recruiting, accommodating and retaining the talent of employees with disabilities. By checking this box, you agree to receive communications from Michigan Rehabilitation Services. You will be able to unsubscribe from these emails at any time.

PREVIOUS | NEXT

User Profile

Enter your full name, phone number, email address (which will become your User ID) and a password. Passwords must be eight (8) characters long, with one upper case letter, one lower case letter and one number.


Fields marked by a red asterisk (*) are required.

Privacy/Terms of Use | EIN | Employer Profile | User Profile

* First Name

Enter First Name

* Last Name

Enter Last Name

Middle Initial

Enter Middle Initial

* Telephone

Enter Telephone

Ext.

Extension

Fax

Enter Fax

* Email Address

Enter Email

NOTE: Your email address will be your user ID. Emails from Talent Connect will come from webnoreply@michigan.gov. Please add this address to your address book to ensure you will receive messages from the system.

* Confirm Email Address

Confirm Email

* Password

Enter Password

* Confirm Password

Confirm Password

Password must include the following:
- Minimum of 8 characters
- Maximum of 20 characters
- At least 1 number
- At least 1 upper case letter
- At least 1 lower case letter
- You cannot use 1 of your last 3 passwords

☐ Send job posting expiration emails to alternate email account.

☐ Send job posting expiration emails to both email accounts.

☐ Do not send job postings to National Labor Exchange (NLX).

Explanation/Note

If neither checked, all system emails (job posting expiration reminder, new cc on emails to candidate) go to email on account.

If first one checked, all system emails go to email entered.

If second one checked, all system emails to go both email on account and email entered.

If third box is checked, jobs posted on mitalent.org will not be sent to NLX to be posted on additional career sites.

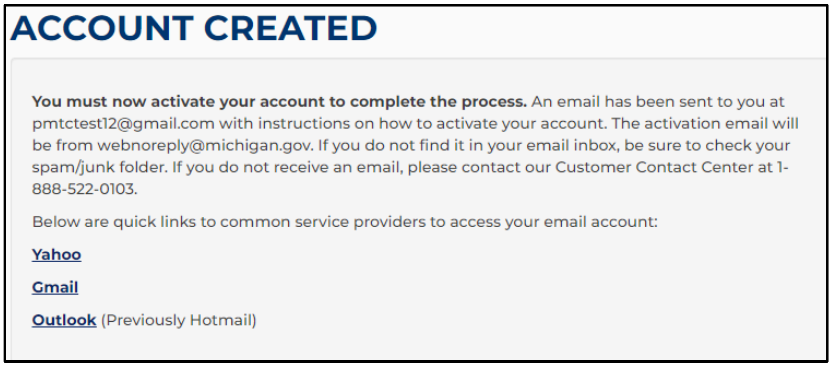
BAVBM

* Please type in the code above (not case sensitive).

ENTER CAPTCHA

PREVIOUS | SUBMIT

Account Created
A message will appear to indicate the account has been created. This message will also include links to Yahoo, Google and Outlook to finish the activation process by checking your inbox for the activation email.

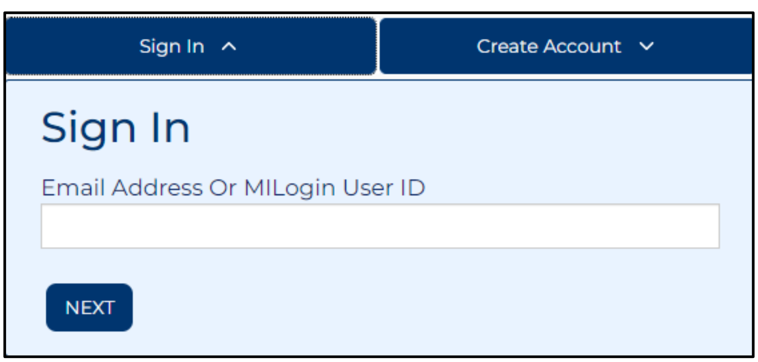


Activate Your Account
The activation email from ***webnoreply@michigan.gov*** will be sent to the email address on the account. Click the URL in the email to activate account. If you have not received the activation email, be sure to check your spam or junk email folder.

Once activated, you can update your account information. You will not be able to post jobs or search for candidates until your account is validated. This process may take up to three (3) business days.

NOTE: If you fail to log in to your account at least one time after validation, your account will deactivate after 60 days.

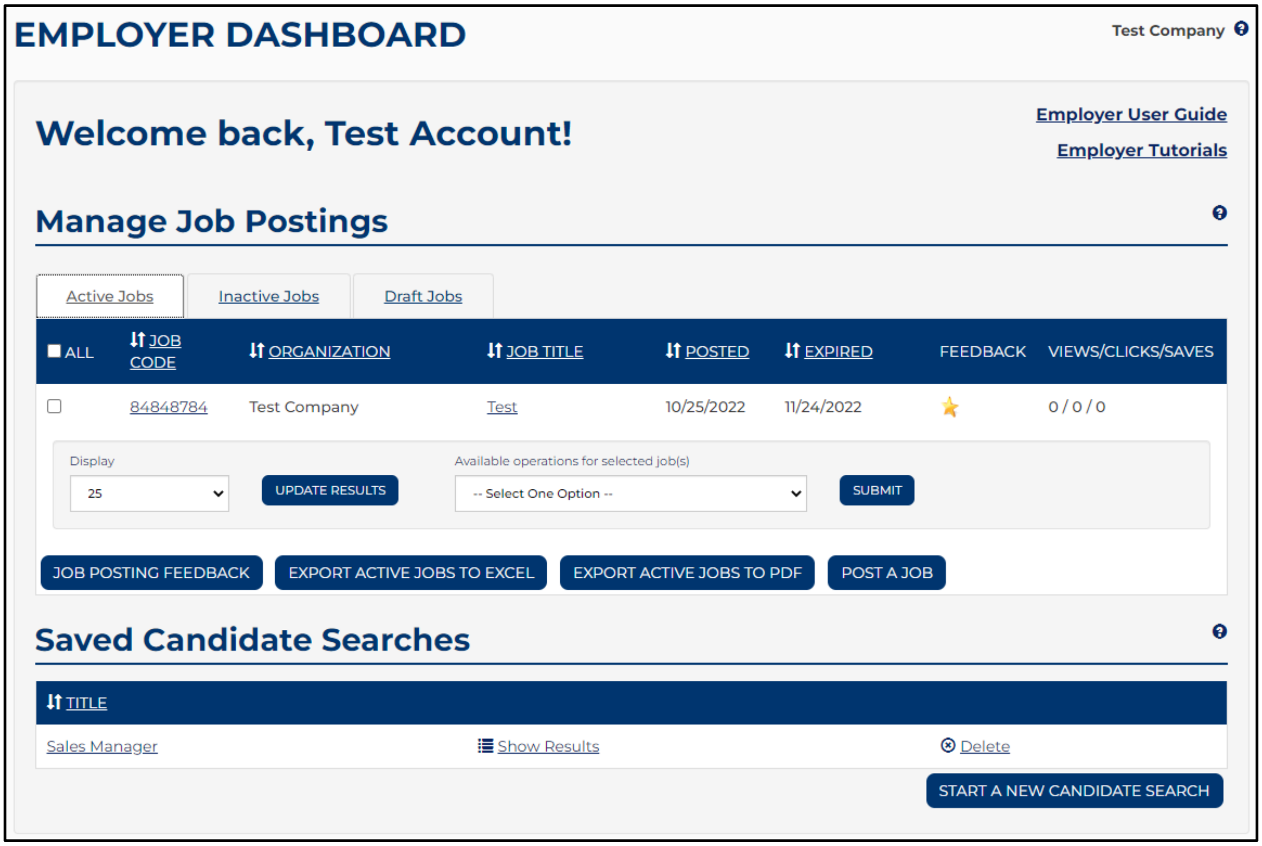
Sign In
Go to www.mitalent.org and click "Sign In" in the upper right corner.



Enter your email address and click "Next". Then, enter your password and click the "Submit" button. This will bring you to the Employer Dashboard.

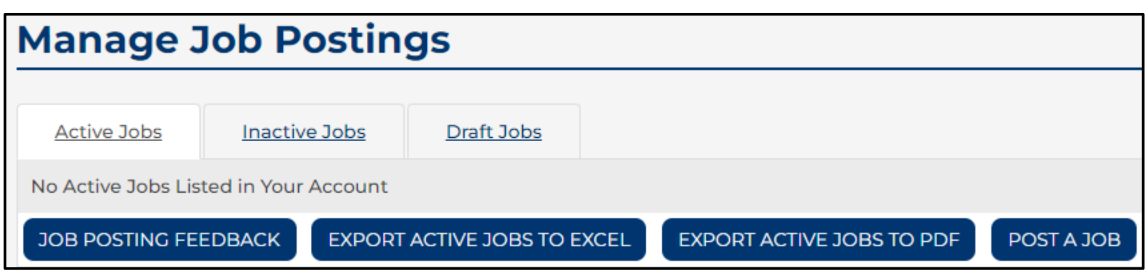
EMPLOYER DASHBOARD

The Employer Dashboard allows you to manage job postings and candidate searches.



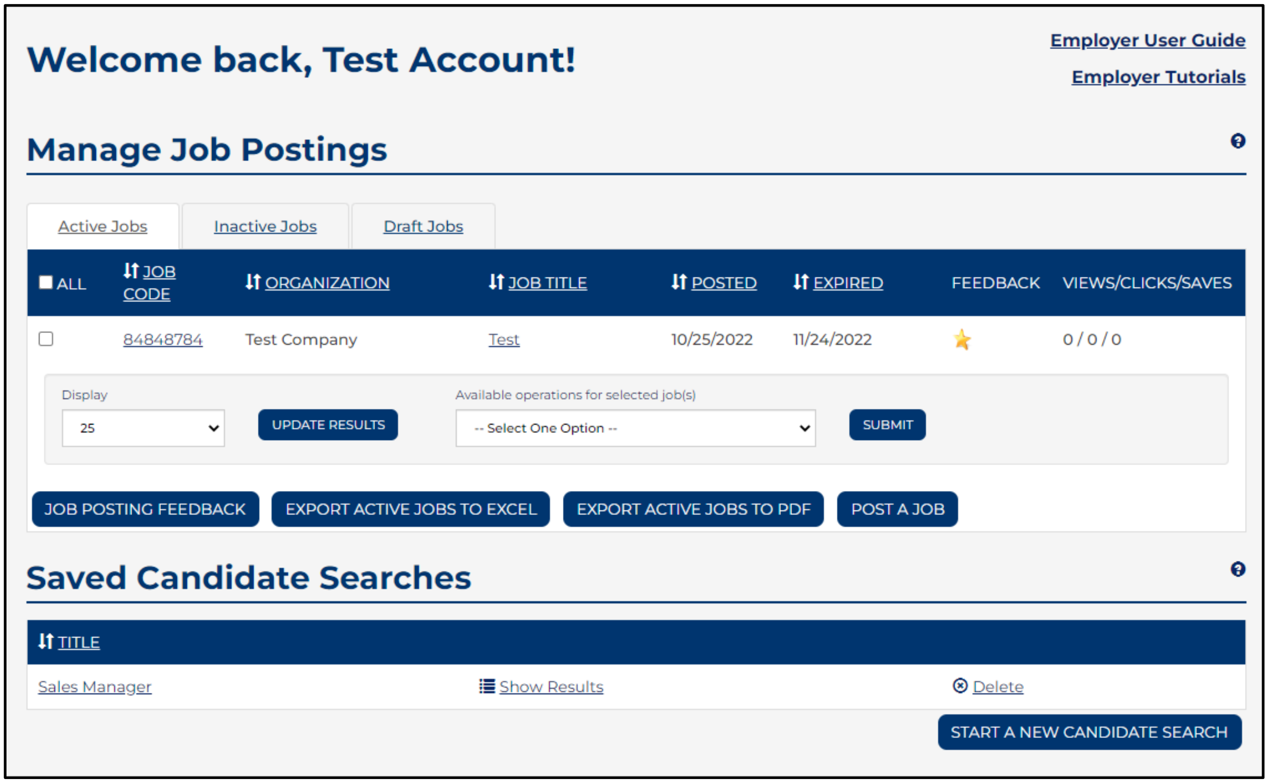
Manage Job Postings

Employers can view active jobs, view inactive jobs, view draft jobs, export files to excel or PDF, view inactive jobs by EIN (in inactive tab only) and manage job posting feedback.

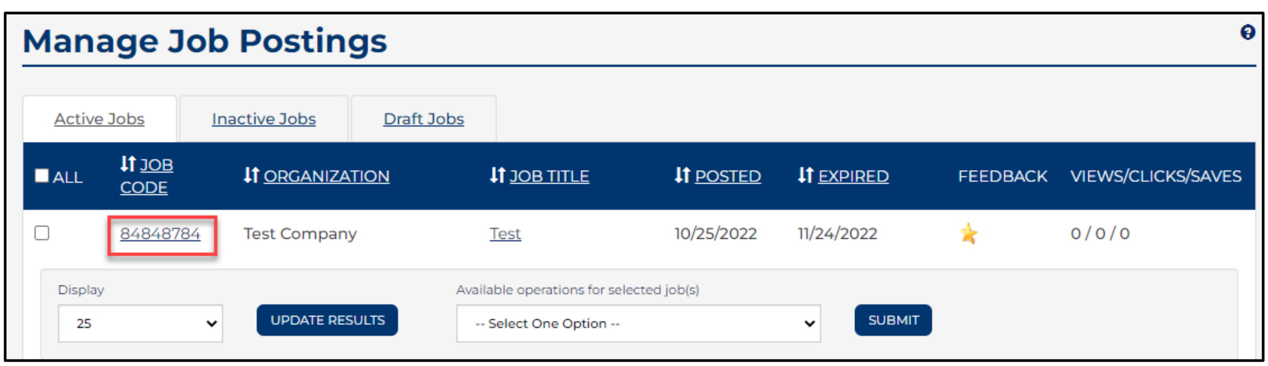


Active Jobs

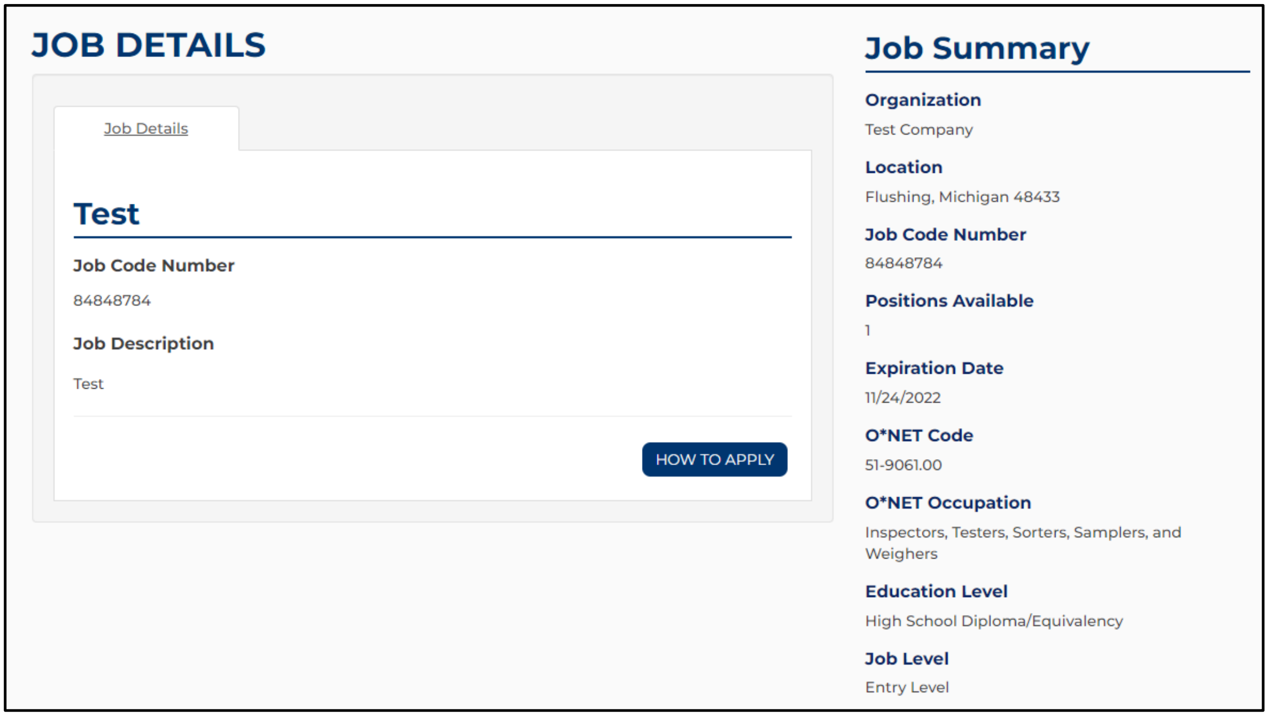
The active jobs tab allows you to deactivate job postings, repost jobs and print job postings. Select the job and choose an action from the drop-down menu. Multiple jobs can be selected at a given time.



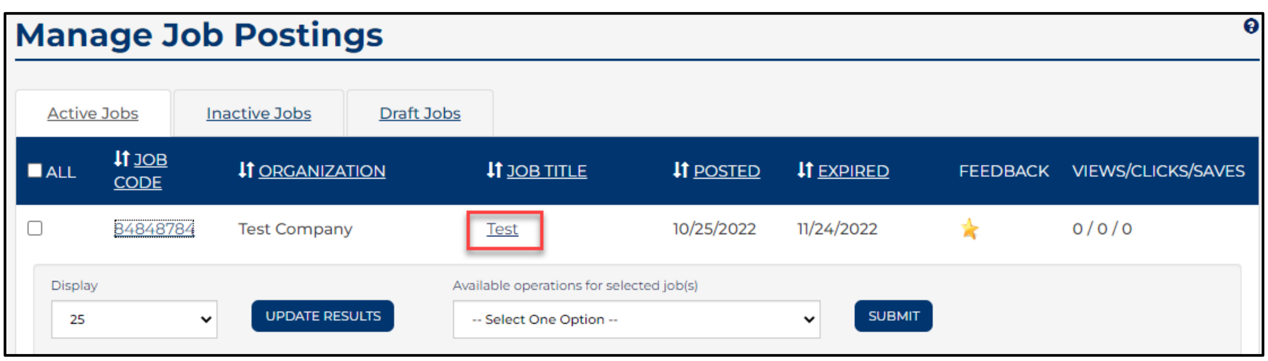
The ***Job Code Number*** on the Active tab is a hyperlink on the Dashboard to access the **Job Details.**



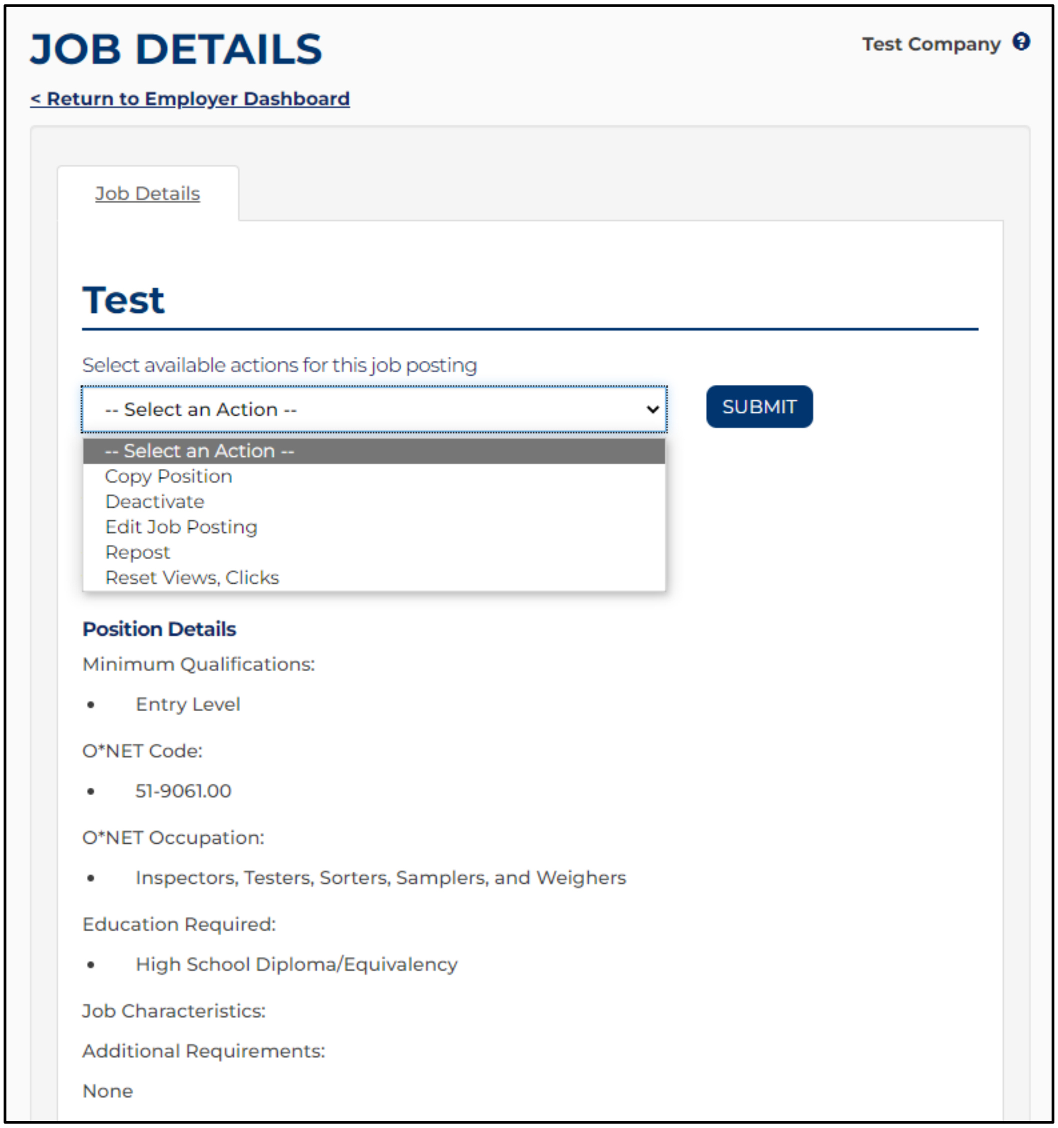
Selecting the Job Code Number hyperlink directs you to the Job Details page. This page contains information about a job posting such as the Job Code Number, Job Description, Position Details and How to Apply.



The ***Job Title*** on the Active tab is a hyperlink to the Dashboard to access the **Job Details**.



Selecting the Job Title hyperlink directs you to the Job Details page. This page allows you to Copy Position, Deactivate, Edit Job Posting, Repost or Reset Views and Clicks.



Copy Position Instructions

Copying a position will create a ***new job code number***, auto-populate the fields for a new job posting and allow you to edit before posting. Use this function if you need to create several similar, but separate positions. An example would be having the same position open in multiple locations.

1. Select Copy Position from the dropdown menu <Select an Action> at the top of the screen.
2. Click “Submit” and make the desired changes. This will create a new job code number and will go into the 24-hour job hold for Veterans’ preference.
3. Click “Save”.

When the ***Registered Apprenticeship*** Job Level is selected, PMTC will require the apprenticeship identifier number or Sponsor Program Number. If you are unable to locate this number, email LEO-Talentconnect@michigan.gov for assistance. If you do not have an apprenticeship identifier number, another job level will need to be selected.

Deactivate Instructions

1. Select Deactivate from the dropdown menu <Select an Action> at the top of the screen.
2. Click "Submit." Deactivation triggers a request for feedback on your job posting.
3. Enter the number of positions filled and the number of qualified candidates for this job.
4. Click "Save".

Edit Job Posting Instructions

1. Select Edit Job Posting from the dropdown menu <Select an Action> at the top of the screen.
2. Click "Submit".
3. Make desired changes.
4. Click "Save".

Repost Posting Instructions

Reposting a position will ***retain the job code number***. Use this function if you need to extend the expiration date or reactivate an expired position.

1. Select Repost from the dropdown menu <Select an Action> at the top of the screen.
2. Click "Submit".
3. Enter a new expiration date.
4. Click "Save".

Note: If you are reposting a job that did not previously include wage information, you will be prompted to edit the job posting to include the pay type and pay range.

When the ***Registered Apprenticeship*** Job Level is selected, PMTC will require the apprenticeship identifier number or Sponsor Program Number. If you are unable to locate this number, email LEO-Talentconnect@michigan.gov for assistance. If you do not have an apprenticeship identifier number, another job level will need to be selected.

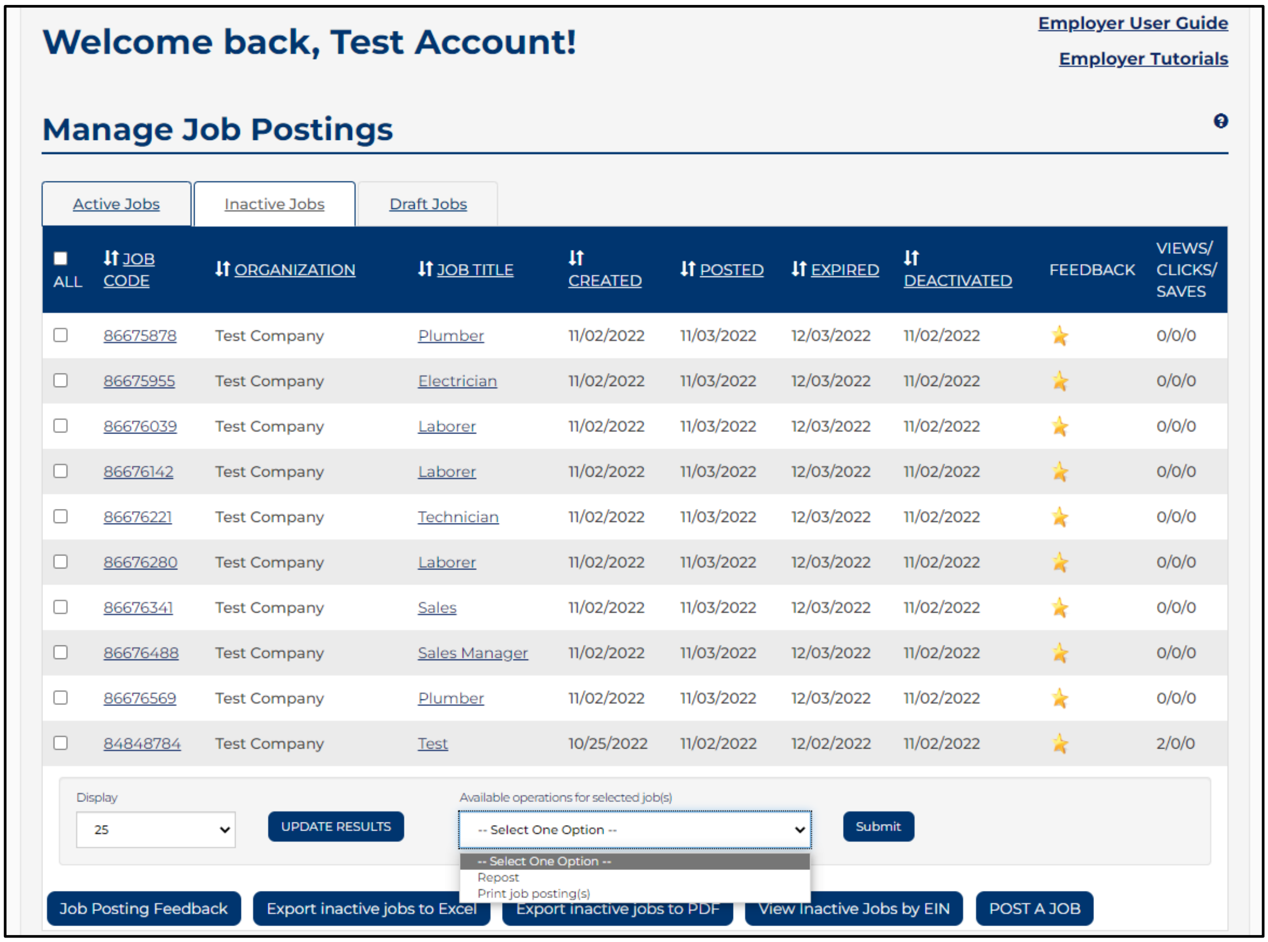
Reset View Instructions

Clicking on "Reset Views" will only reset the number of views – it will not affect "clicks" (the number of times job seekers have clicked on the "How to Apply" button) or "Saves" (the number of times the job posting has been saved to a job seeker's workspace).

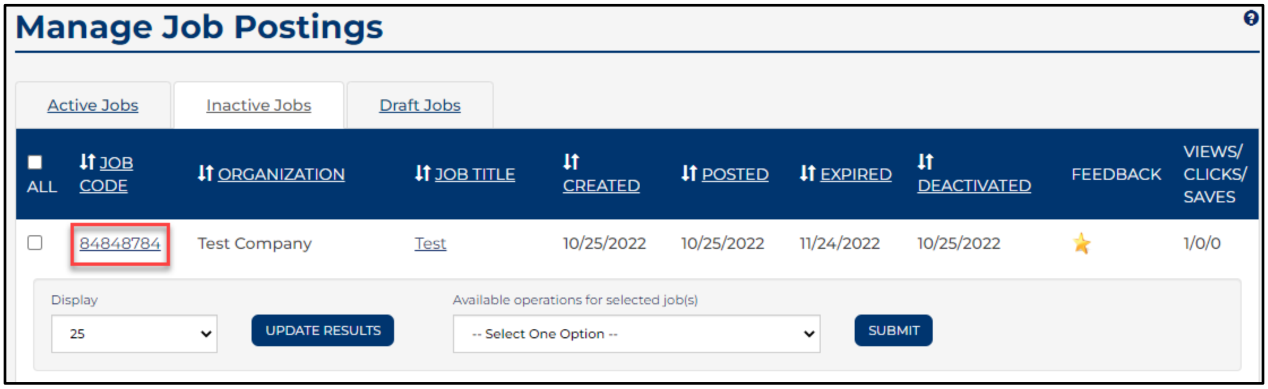
1. Select Reset Views from the dropdown menu <Select an Action> at the top of the screen.
2. Click "Submit".

Inactive Jobs

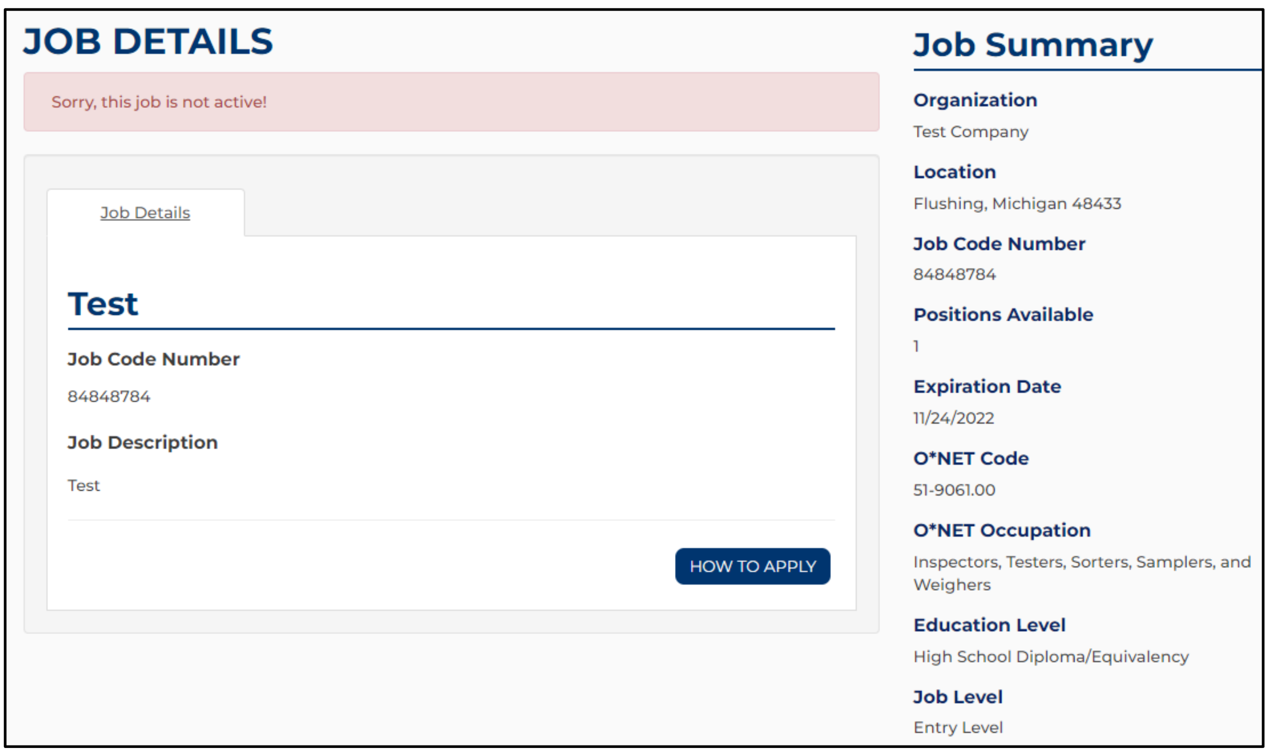
The Inactive Job tab allows you to repost a job posting or print job postings. Select the job and choose an action from the drop-down menu. Actions include Repost and Print Job Postings. Multiple jobs can be selected at a given time.



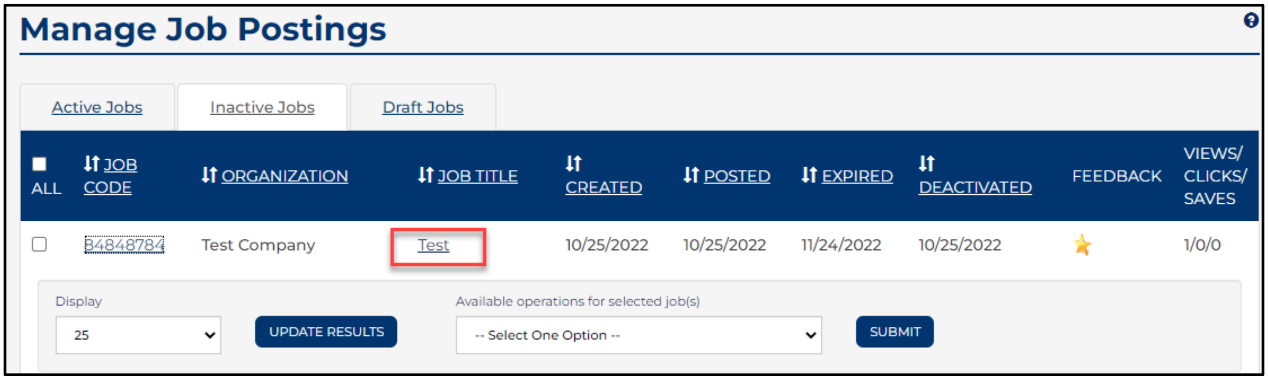
The ***Job Code Number*** on the Inactive tab is a hyperlink on the Dashboard to access the **Job Details.**



Selecting the Job Code Number hyperlink directs you to the Job Details page. This page contains information about a job posting such as the Job Code Number, Job Description, Position Details and How to Apply.

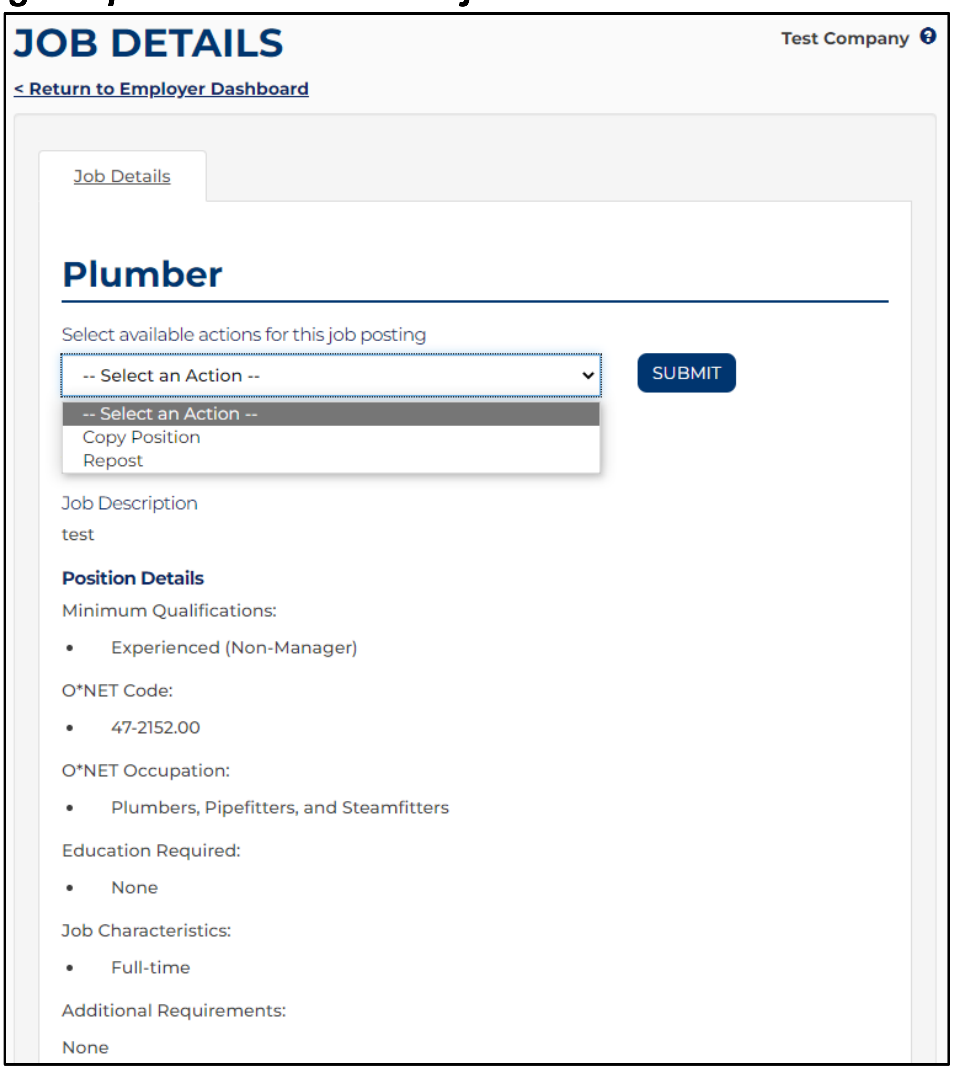


The ***Job Title*** on the Inactive tab is a hyperlink to the Dashboard to access the **Job Details**.



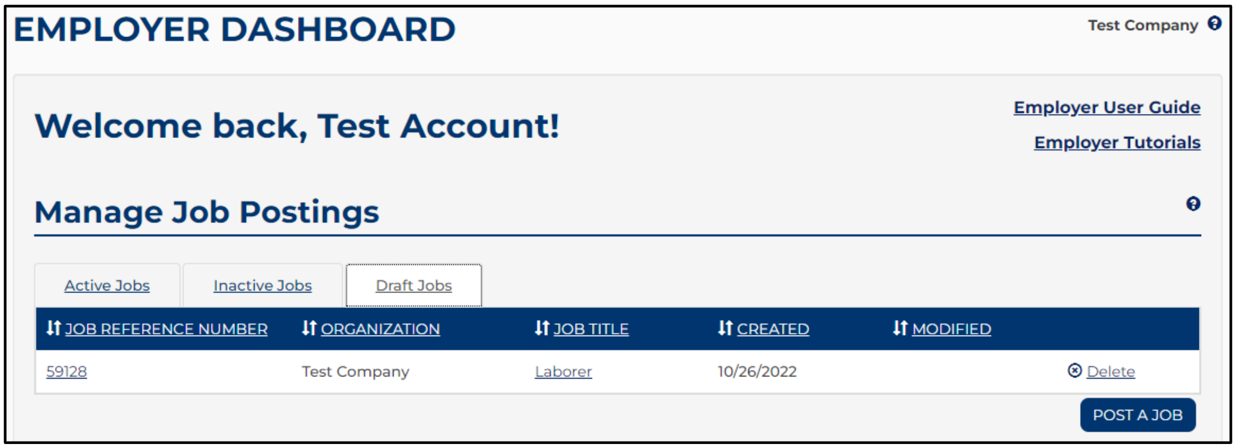
The ***Job Title*** is a hyperlink to the Dashboard to access the **Job Details**. This page allows you to Copy the Position or Repost the position.

NOTE: Copying the position gives the posting a new job number. Reposting the position retains the job number.



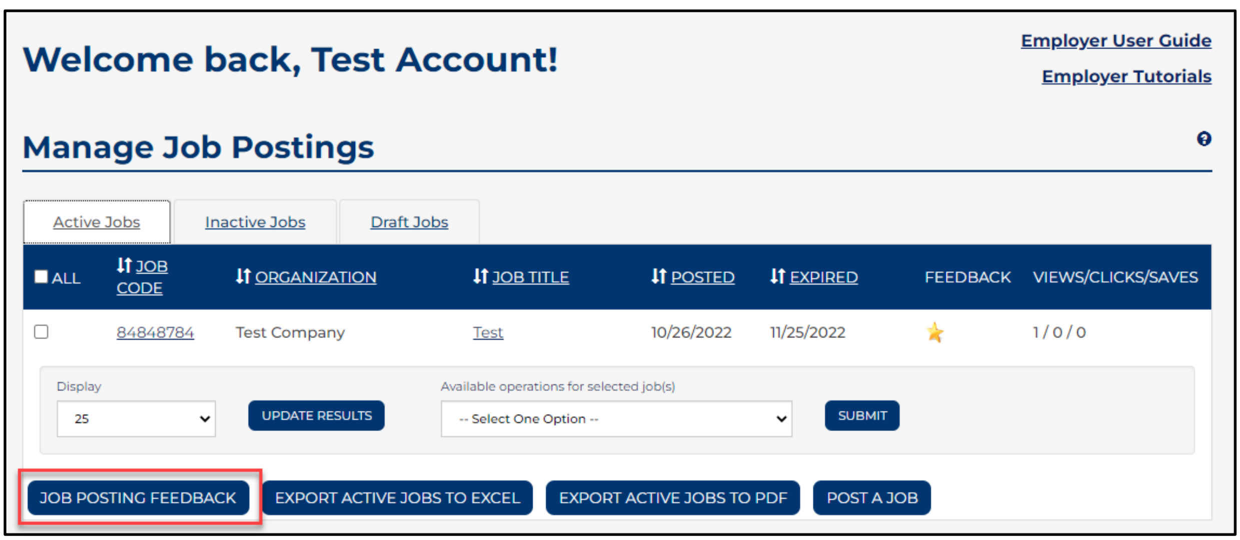
Draft Jobs

The Draft Jobs tab allows you to save job postings to complete later. By clicking the Job Code Number or the Job Title, you will be directed to the Job Posting page. Here, you can make any necessary changes and submit the posting to active job status. You can also delete the draft job by selecting the delete button.



Job Posting Feedback

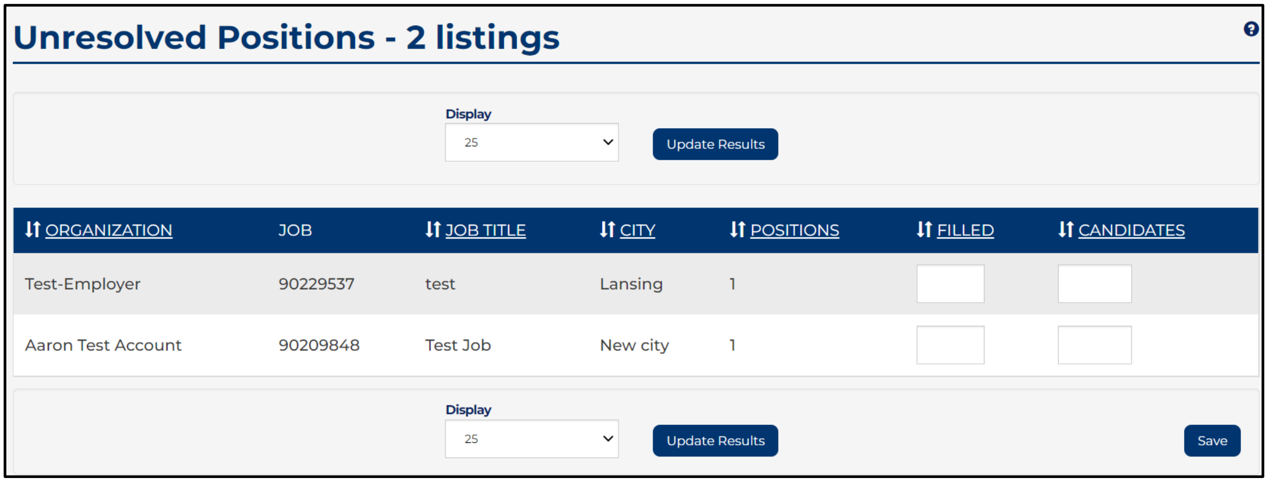
If you have jobs that have expired since your last login (or are unresolved), the first page to display after signing in is Job Posting Feedback. This page was designed to gather feedback to help improve service for this website. If you have withdrawn or decided not to fill a position, enter “0” in the Filled field.



Instructions for Job Posting Feedback

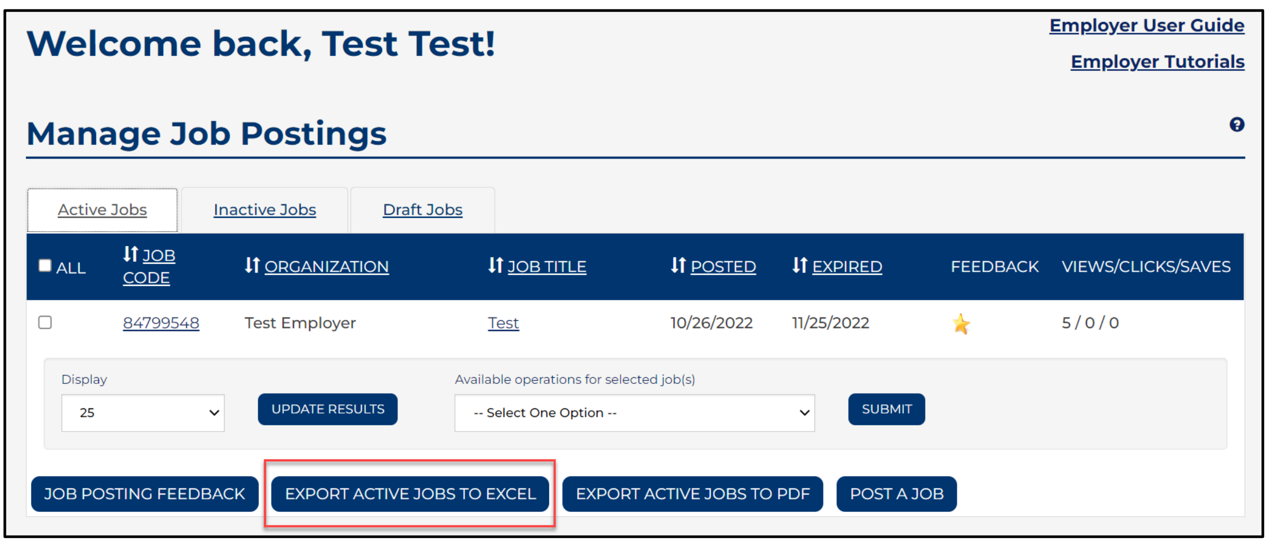
1. Enter the number of positions that were filled.
2. In the second text box, the Candidates box should reflect the qualified candidates chosen from the original search result.
3. Click “Save”.
4. Repeat as necessary.
5. Or, to go directly to your dashboard, click “Return to Employer Dashboard”.

The Job Posting Feedback page can be accessed anytime from the Employer Dashboard.



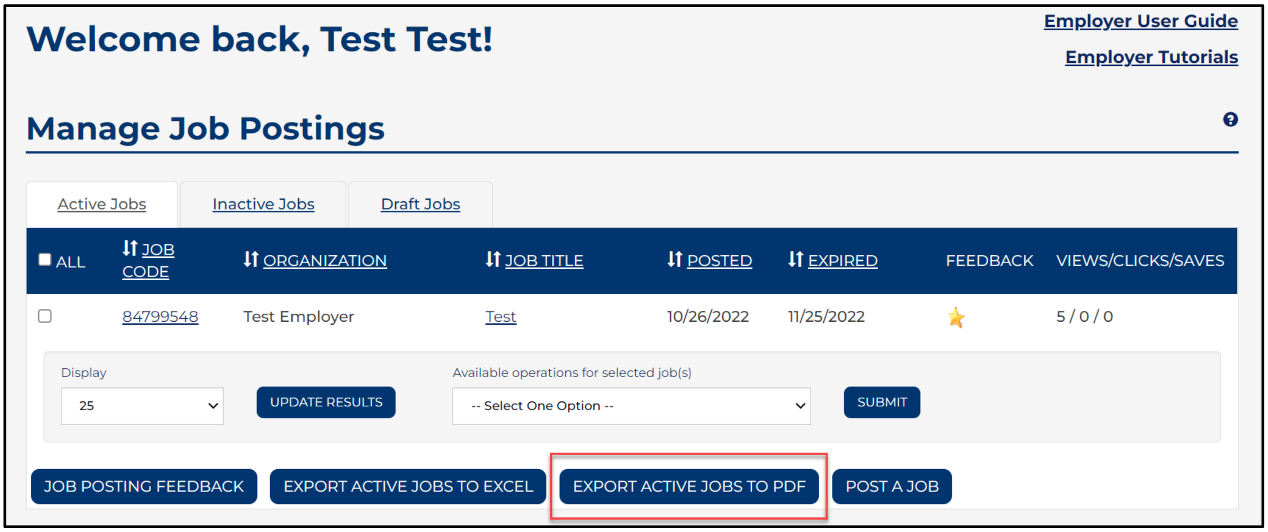
Export Jobs to Excel

From the Employer Dashboard you can export all Jobs to an excel spreadsheet. This feature is available under the Active or Inactive Jobs tab.



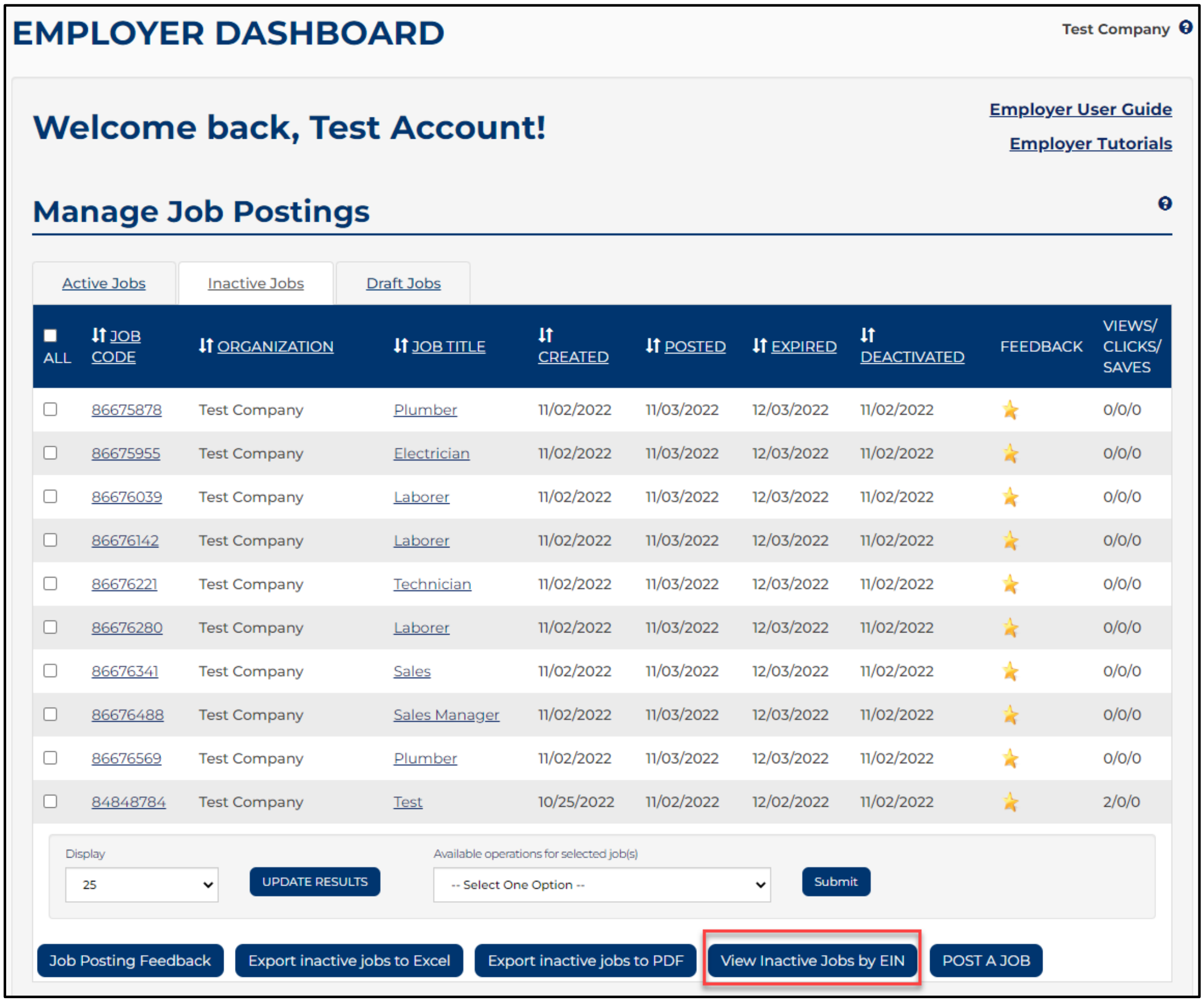
Export Jobs to PDF

From the Employer Dashboard you can export all Jobs to a PDF file. This feature is available under the Active or Inactive Jobs tab.

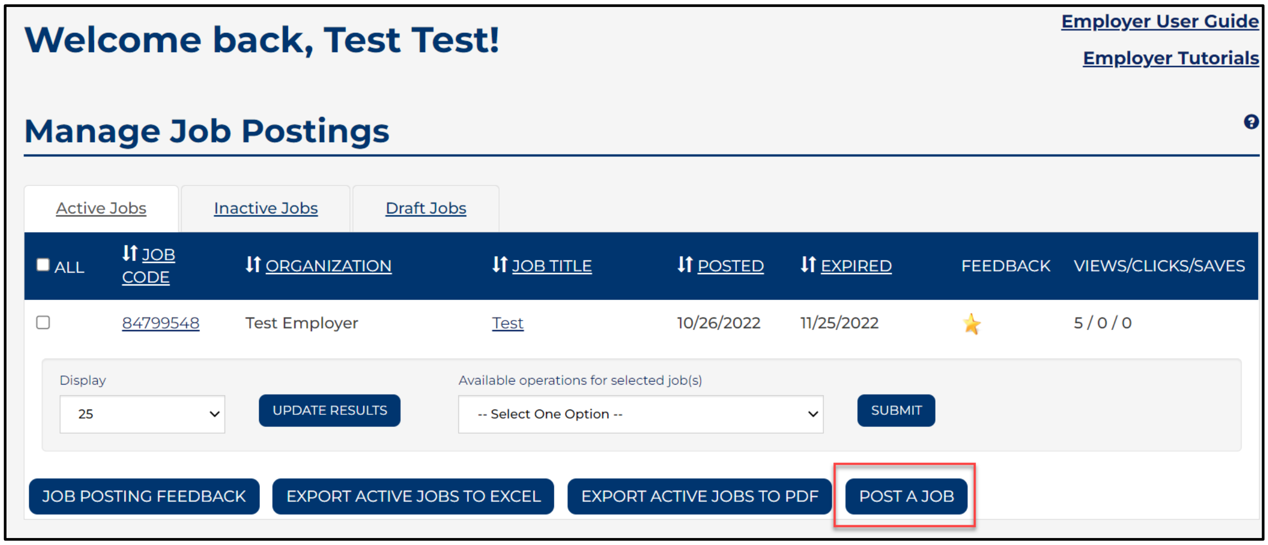


View Inactive Jobs by EIN

From the Inactive Jobs tab, you can view inactive jobs by EIN if you are posting for multiple businesses.



Post A Job



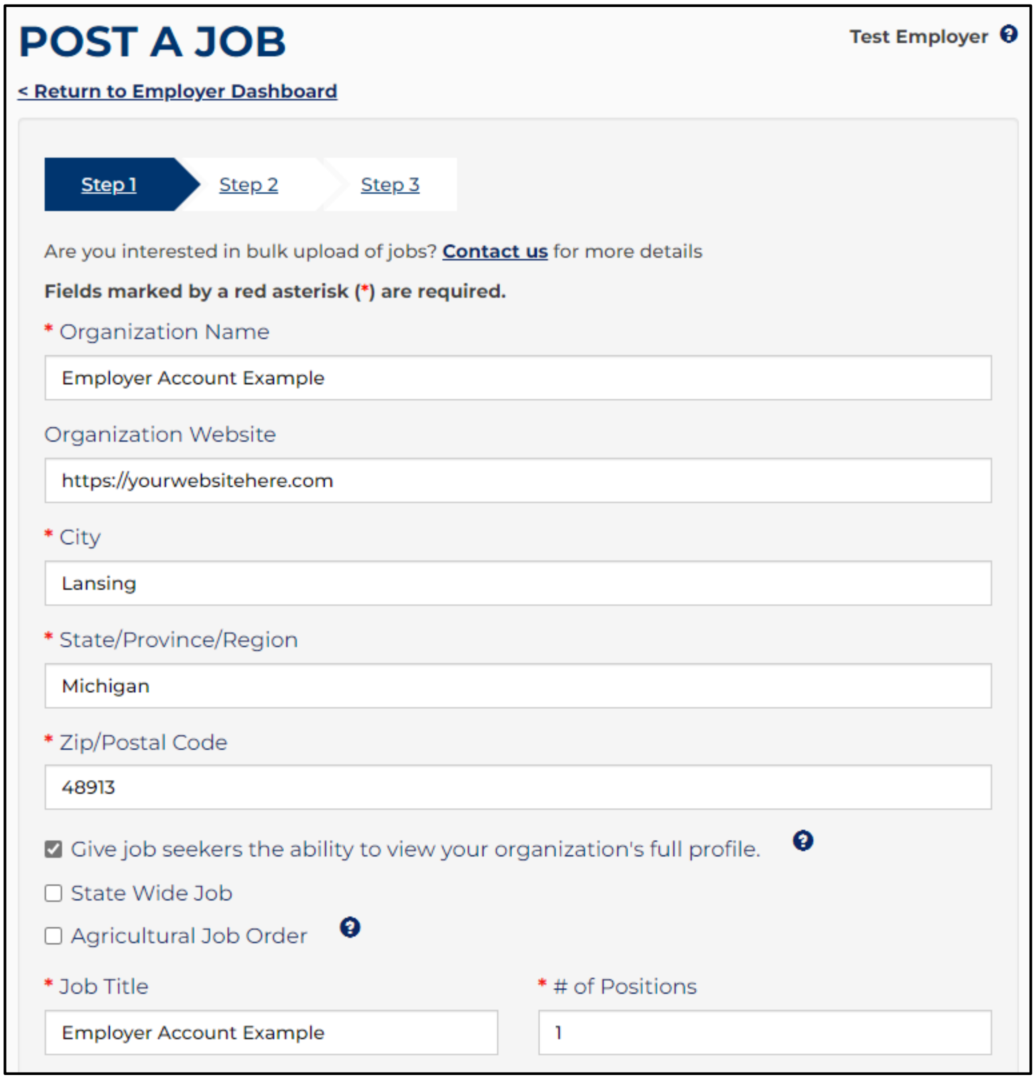
Step 1-Post A Job

Employer
Please choose the Employer Name from the dropdown menu. After typing two letters you will see a dropdown menu appear; you can continue to type the employer's full name until you identify the correct employer. Please do not alter the field – it is not displayed in the job posting.

Organization Name
The Organization Name is displayed in the Job Posting and should be typed in. This can be used if a parent company has different location names. For example, if the job is for the east side store, the Organization Name can be listed as "Meijer – East Side". The employer is still Meijer, but the job seeker will know which location has the posting.

Select the checkbox for "Give job seekers the ability to view your organization's full profile" to connect the job posting to Employer Profile.

Required Fields
Enter the city and the zip code where the job is located. Enter the job title and the number of positions you have open. Type or cut and paste the final draft of the job description into the Job Description field.



POST A JOB

Test Employer

< Return to Employer Dashboard

Step 1 | Step 2 | Step 3

Are you interested in bulk upload of jobs? **Contact us** for more details

Fields marked by a red asterisk (*) are required.

* Organization Name

Employer Account Example

Organization Website

https://yourwebsitehere.com

* City

Lansing

* State/Province/Region

Michigan

* Zip/Postal Code

48913

- [x] Give job seekers the ability to view your organization's full profile.
- [ ] State Wide Job
- [ ] Agricultural Job Order

* Job Title

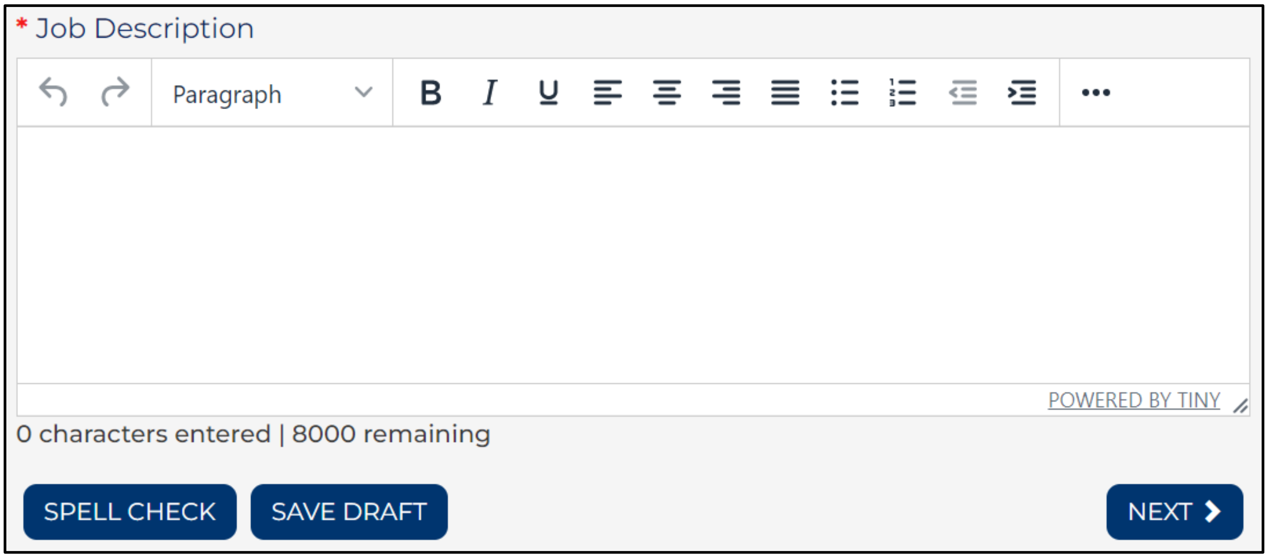
Employer Account Example

* # of Positions

1

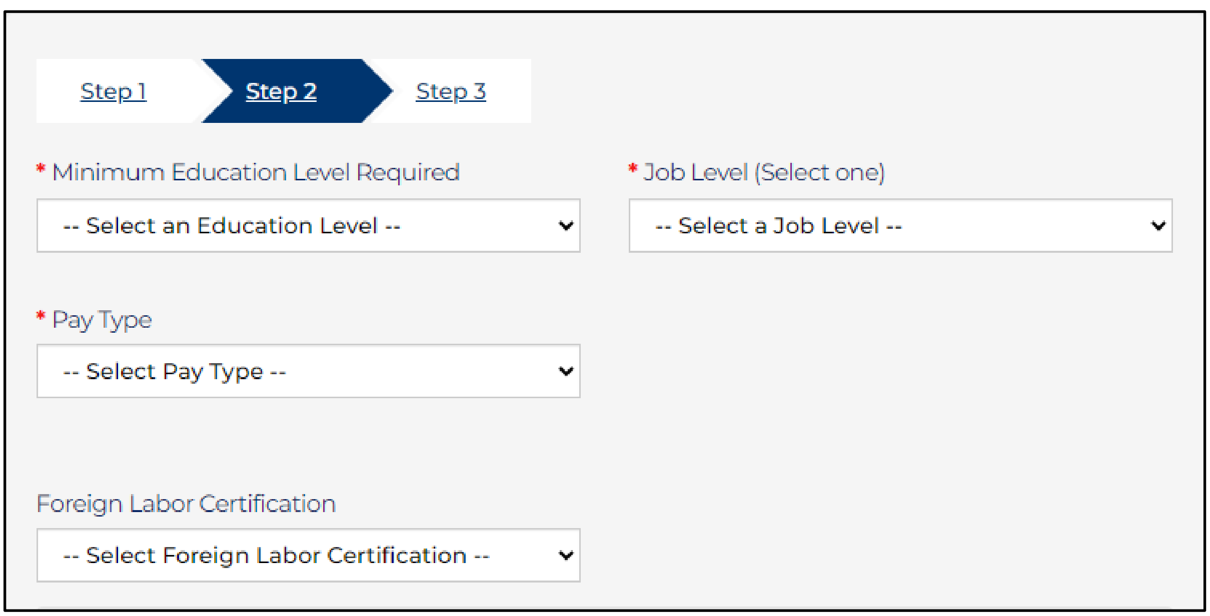
Job Description

To save time, cut and paste the final draft of the job description and then use the text editor to finalize formatting. There is an option to spell check the job posting as well as save it as a draft.

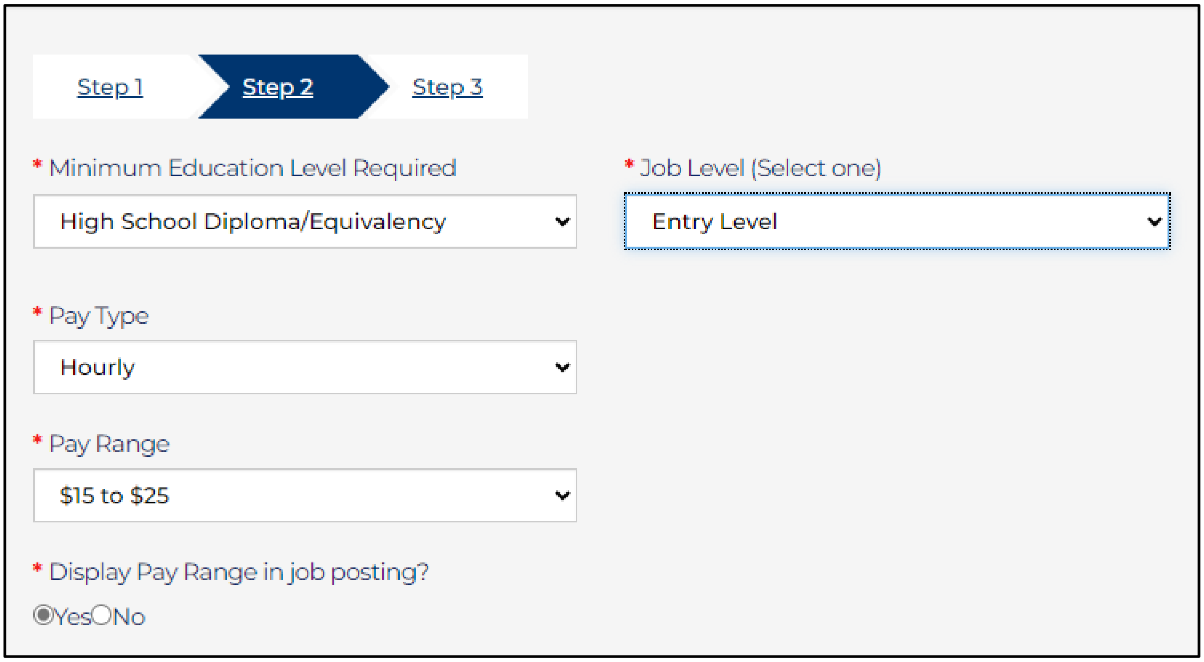


Step 2-Post A Job

Select Minimum Education Level Required, Job Level and Pay Type. Select Foreign Labor Certification, if applicable.



Pay type can be entered as Hourly or Salary. Once the pay type is chosen, you will be prompted to select a pay range. Lastly, choose whether the pay type and pay range will be displayed in your job posting.



When the ***Registered Apprenticeship*** Job Level is selected, PMTC will require the apprenticeship identifier number or Sponsor Program Number. If you are unable to locate this number, email LEO-Talentconnect@michigan.gov for assistance. If you do not have an apprenticeship identifier number, another job level will need to be selected.

You can search Standard Occupations and Military Occupations by clicking hyperlinks for O*NET Codes or Military Crosswalk, respectively.

Enter O*NET code or keyword text in the search box (a results list will be available for you to pick from after typing two numbers or letters). Select an occupation from results list. To delete an occupation, click on the “X” next to the occupation to remove it. To see the full list of O*NET online occupations, use the links next to the search box or visit https://www.onetonline.org/.

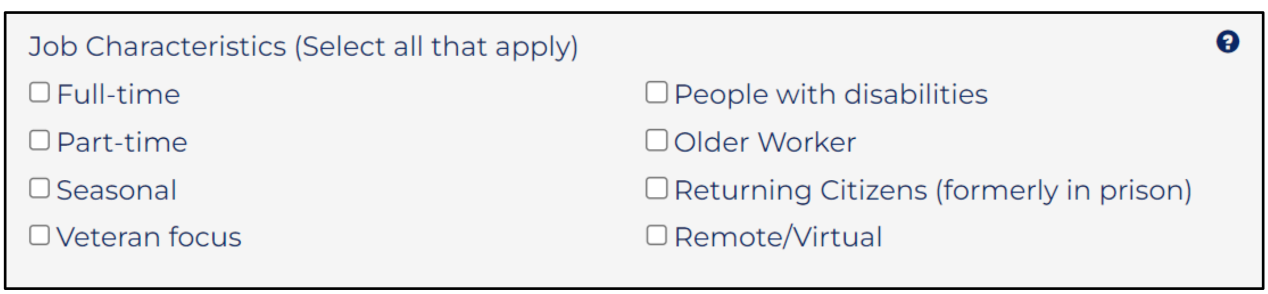

O*Net Online Occupations

◉ Standard Occupation

Search by Keyword or O*NET Code(XX-XXXX)

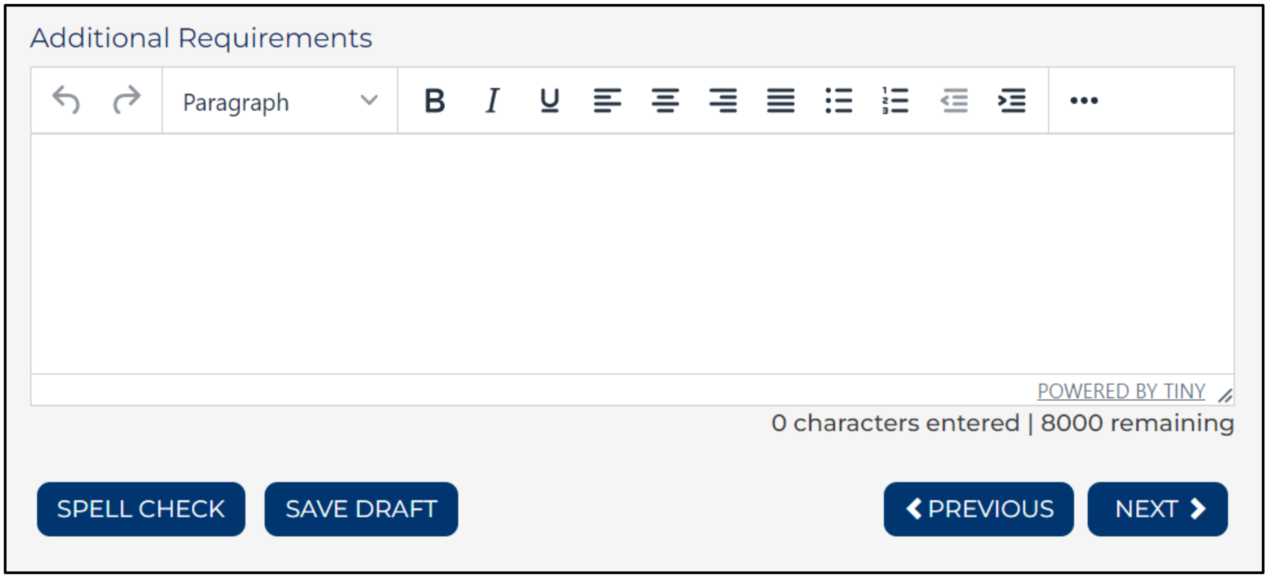
O*NET Codes **Military Crosswalk**

Check only job characteristics that apply. Selecting job characteristics will help job seekers readily identify positions that have certain characteristics that are important to them.


Job Characteristics (Select all that apply)

- ☐ Full-time
- ☐ Part-time
- ☐ Seasonal
- ☐ Veteran focus
- ☐ People with disabilities
- ☐ Older Worker
- ☐ Returning Citizens (formerly in prison)
- ☐ Remote/Virtual

Add any additional requirements for the position. It is recommended to spell check and then click "Next" to continue.



Step 3-Post A Job

Enter any additional instructions for the job seeker on how to apply for this position. This may include having the candidate submit a cover letter or a writing sample.

How to Apply
Enter any specific application instructions and indicate all requirements for application in the "How to Apply" section, including the method for applying (via email, phone, fax, web site, etc.) and any necessary documents.

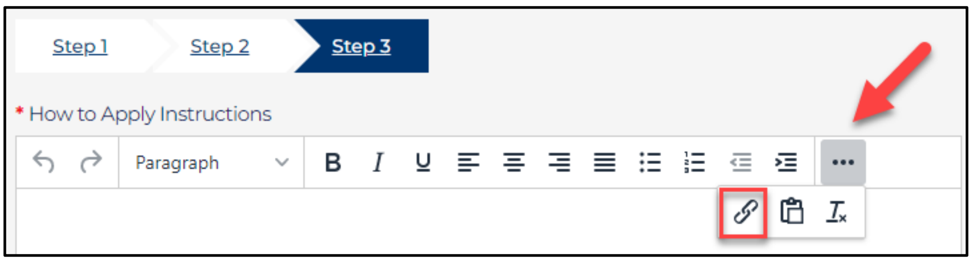
Information provided under How to Apply Instructions will not be visible to job seekers until they click "How to Apply" on the posting. These actions are being tracked by the system so you can view how many job seekers viewed this information. This is considered a "click" on the tracking tool.

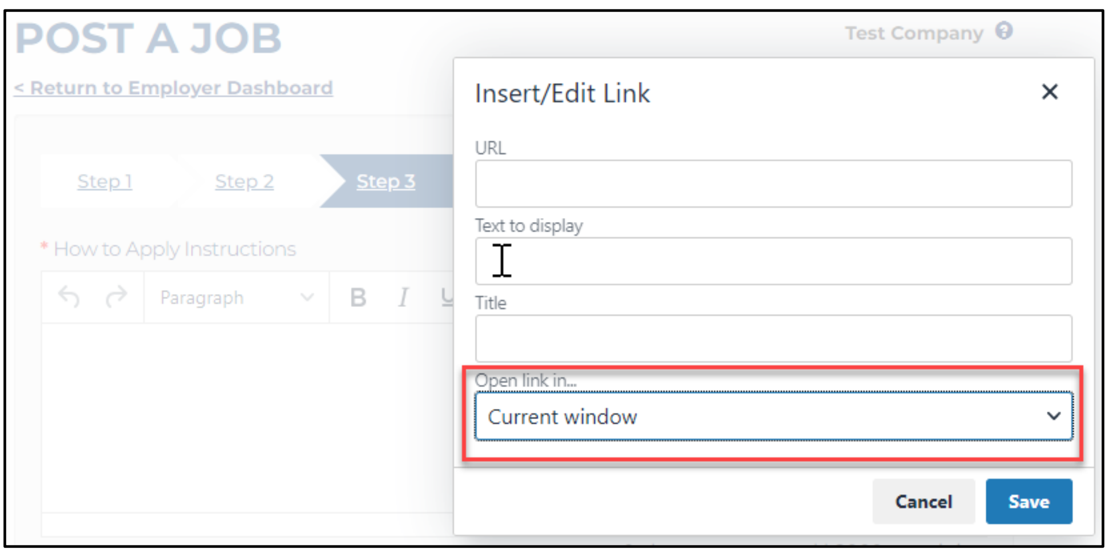
Select the checkbox to "Allow job seekers to also respond through the system" to give potential candidates the option of submitting resumes via an email sent from Pure Michigan Talent Connect. Only job seekers who have active accounts and are logged into the system will have access to this functionality. If you elect to allow job seekers to respond to your job posting via PMTC, emails will be sent from ***webnoreply@michigan.gov*** with the PMTC job code number and job title in the subject line.

Posting Period
Use the calendar to select the date the job posting will expire. Job postings can be posted for a minimum of 2 days and a maximum of 30 days. Job postings will display on the dashboard and will be placed into the 24hour job hold for Veterans' preference. After 24 hours, the job posting will be released for public view.

The default expiration date is 30 days from today's date. This is the maximum length of time a posting can be displayed. You will be notified via email prior to the expiration date and will have the opportunity to repost to an extended date.

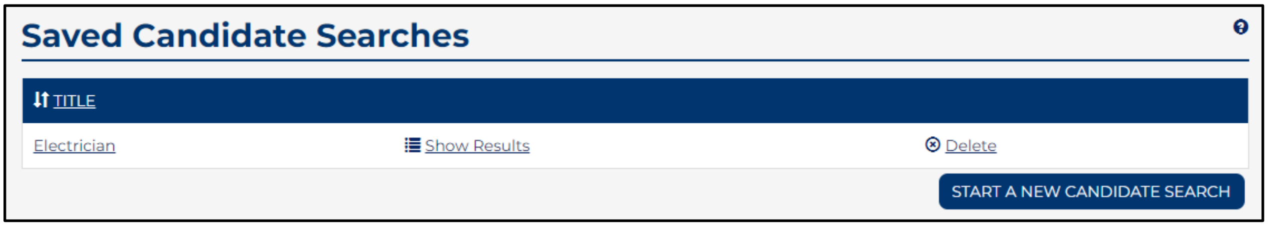
Information on inserting hyperlinks:





SAVED CANDIDATE SEARCHES

The process to search for a candidate can begin from the Employer submenu bar or from the Employer Dashboard. When you save a candidate search, it will display in the Saved Candidate Search section on the Employer Dashboard. Saved searches can be run as often as you like.

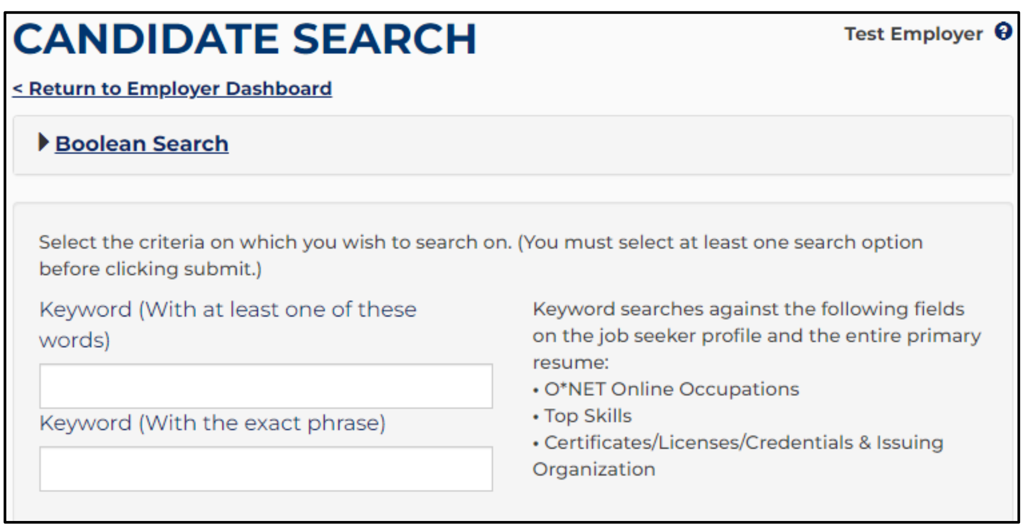


Click “Show Results” to see all results based on the candidate search criteria you provided for each saved search. This will re-run the search based on your previously provided criteria.

To delete a saved search, click "Delete" in the appropriate row.

To re-run a saved search, click on “Show Results”. To review on the search criteria, click on the Job Title hyperlink. To begin a new search, click the “New Search” button.

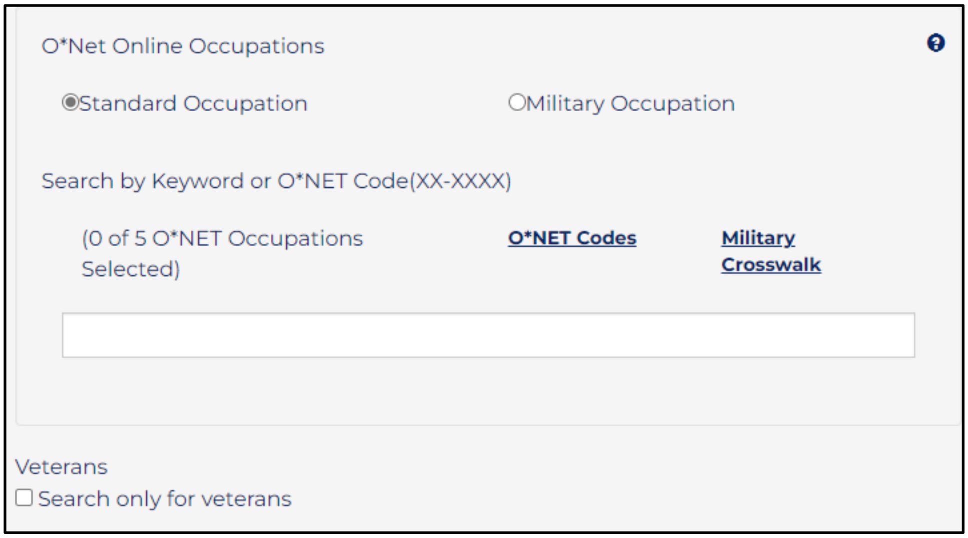
Candidate Search
Select the requirements needed for the job posting you are looking to fill. The criteria you specify will help narrow down your candidate pool.



Keyword searches may be used for O*NET Online Occupation, Top Skills and Certificates/Licenses/Credentials. The information you select corresponds to the information provided by job seekers in their profile.

You can search Standard Occupations and Military Occupations by clicking hyperlinks for O*NET Codes or Military Crosswalk, respectively.

Enter O*NET code or keyword text in the search box (a results list will be available for you to pick from after typing two numbers or letters). Select an occupation from results list. You may have up to five (5) O*NET codes. To delete an occupation, click on the “X” next to the occupation to remove it. To see the full list of O*NET online occupations, use the links next to the search box or visit https://www.onetonline.org/.



Select checkbox for “Search only for veterans” to find only job seekers who have indicated they are veterans.

Location preference indicates where the candidates would prefer to work, while radius searches within a specified radius of the candidates' location.

Location Preference(s) (select all that apply)

- ☐ Any, Willing to relocate
- Upper Peninsula (1)
  - ☐ Western UP (1a)
  - ☐ Central UP (1b)
  - ☐ Eastern UP (1c)
- ☐ Northwest (2)
- ☐ Northeast (3)
- West Michigan (4)
  - ☐ West Central (4a)
  - ☐ West Michigan (4b)
- ☐ East Central Michigan (5)
- ☐ East Michigan (6)
- ☐ South Central (7)
- ☐ Southwest (8)
- ☐ Southeast Michigan (9)
- ☐ Detroit Metro (10)

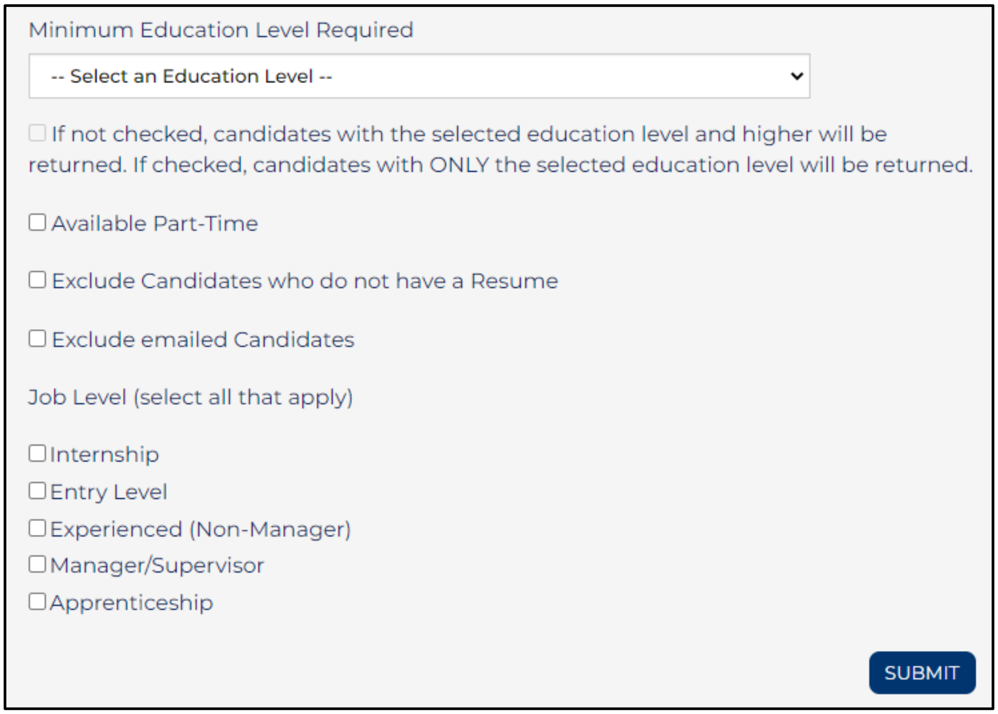
Click on the map for a larger view.

City or Zip/Postal Code

Radius (from City or Zip/Postal Code)

-- Select a Radius --

Select if there is Minimum Education Level Required, Available Part-Time and Job Level. There is also an option to exclude candidates who do not have a resume or candidates who have previously been emailed.



Enter at least one search criteria and click "Submit". The more criteria you select, the narrower your results will be.

Candidate Search Results

This will generate a list of candidates that meets the search criteria. The search criteria you indicated in the Keyword Search boxes will be highlighted in yellow.

A candidate's status indicates whether that person is actively seeking employment. A candidate may display one of these three statuses: Actively Searching, Open to Opportunities or Career Explorer.

Narrow your search with the Refine Search sidebar, then click "Apply Changes". To start your search again, click "New Search". If a Veteran has chosen to allow you to see their Veteran status, a flag icon will appear next to their name.

The 'eye' icon will appear next to the candidate's name if you have ***previously*** viewed their resume. Additionally, the red check mark next to the envelope indicates you have previously contacted the candidate via system-generated email.

CANDIDATE SEARCH RESULTS

Test Company

< Return to Candidate Search

Search Results - 1 candidate found

100 remaining downloads/emails for the day.

Display 25 | Sort By Relevance | UPDATE RESULTS

Choose the options that you want, then select the resumes that you want to email and click on Send Email.

Email Options ☐ Email to me

SEND EMAIL

☐ Email to candidate

PRINT PROFILE

☐ Select All/Clear All

☐ Aaron Williamson

Location Preference Any, Willing to relocate, Western UP (1a), Central UP (1b), Eastern UP (1c), Northwest (2), Northeast (3), West Central (4a), West Michigan (4b), East Central Michigan (5), East Michigan (6), South Central (7), Southwest (8), Southeast Michigan (9), Detroit Metro (10)

O*NET Online Current Occupation
41-3091.00 Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel

O*NET Online Occupations
11-1021.00 General and Operations Managers

Job Level Experienced (Non-Manager), Manager/Supervisor

Education Bachelors Degree

Status Open to Opportunities

Download Resume

LinkedIn Profile

Personal Website

Last Login Date 09/01/2022

Top Skills	Experience
15 years of account, team, and client management. Accomplished and award winning sales management professional.	

Display 25 | Sort By Relevance | UPDATE RESULTS

Refine Search

Keyword (With at least one of these words)

Keyword (With the exact phrase)

Accomplished and award winning sales manag

City

Flushing

or

Zip/Postal

Radius

-- Select a Radius --

☐ Exclude Candidates without a Resume

☐ Exclude emailed Candidates

Veteran

☐ Search only for veterans

Location Preferences

☐ Any, Willing to relocate

Upper Peninsula (1)

- ☐ Western UP (1a)
- ☐ Central UP (1b)
- ☐ Eastern UP (1c)

☐ Northwest (2)

☐ Northeast (3)

West Michigan (4)

- ☐ West Central (4a)
- ☐ West Michigan (4b)

☐ East Central Michigan (5)

☐ East Michigan (6)

☐ South Central (7)

☐ Southwest (8)

☐ Southeast Michigan (9)

☐ Detroit Metro (10)

Minimum Education Level Required

Bachelors Degree

☐ Selected education level only

Job Level

☐ Internship

☐ Entry Level

☐ Experienced (Non-Manager)

☑ Manager/Supervisor

☐ Apprenticeship

Refine Search

APPLY CHANGES

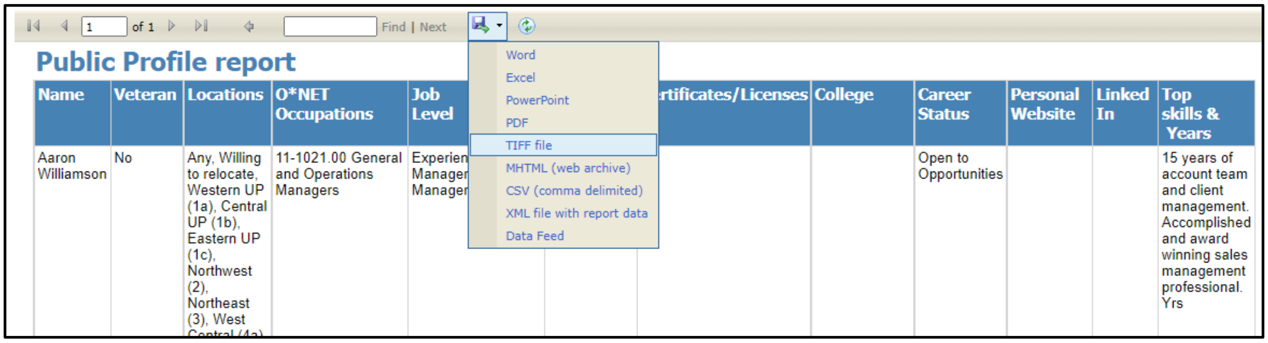
NEW SEARCH

Save This Search

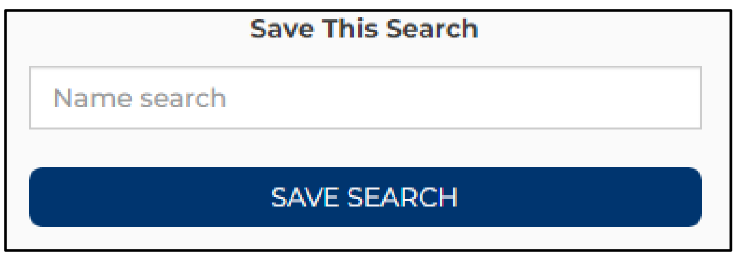
Name search

SAVE SEARCH

Once the results candidate results are viewable, the “Print Profile” button will allow you to select desired candidate(s) and print the results in profile format. Results will open in a separate window. This report can be exported to a variety of formats including Excel, Word and PDF



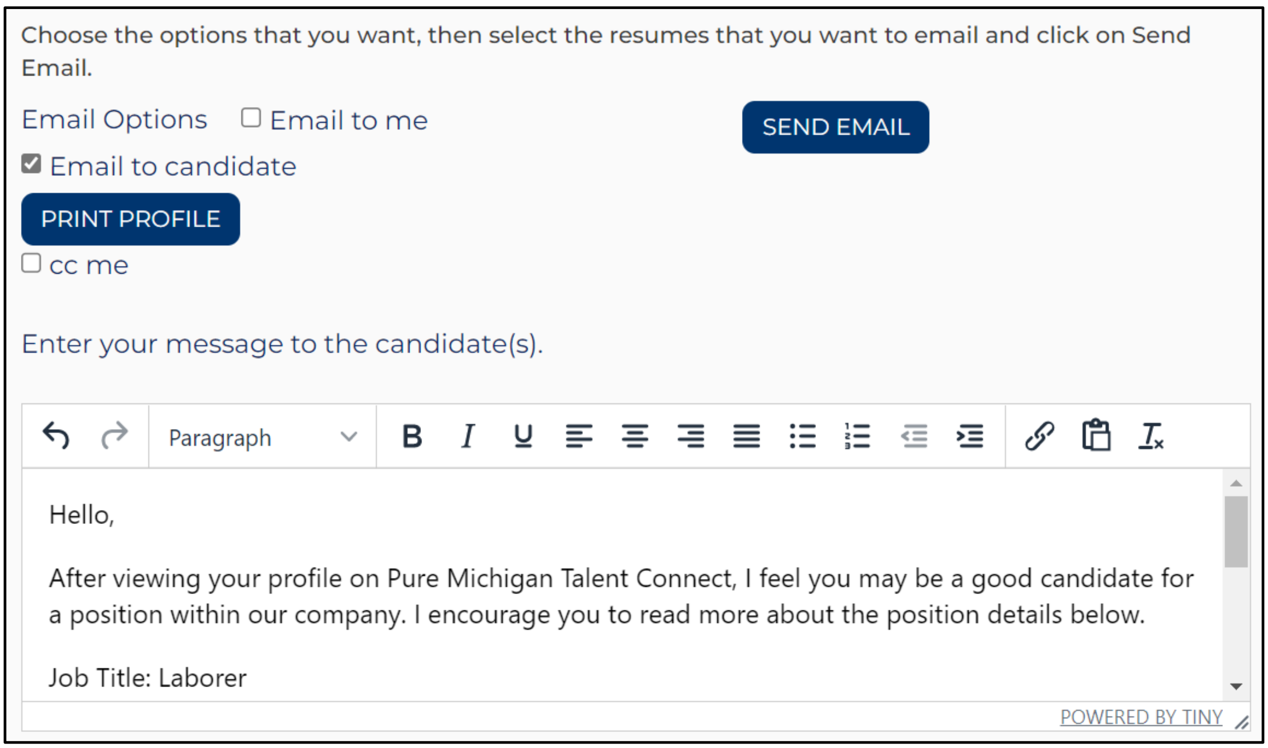
If you have job postings you fill routinely, you can save your search criteria and run it as often as needed. Once you run a search, you can save it to your Employer Dashboard. The saved searches can be run at any time and will return an updated list of results each time.



Sending Email to a Candidate

Send standard emails to multiple candidates to refine large search results and to recruit candidates by notifying them of a position opening and requesting interested job seekers apply. Since the candidates will not be able to reply directly to this email, be sure to include information on how they can contact you or learn more about the position. You may email up to 100 job candidates per day.

While a template email is provided, emails (sent from ***webnoreply@michigan.gov***) should be customized prior to sending. The Download Resume feature is only available if the candidate has attached their resume.



Instructions to Send Email to a Candidate

1. Select the candidate(s) to send an email message to by either clicking “Select All” (which will only select the candidates displayed on the current page*)* or by selecting each individual candidate by clicking the checkbox next to their name.
2. Click “Email” to candidate.
3. Click “CC Me” to receive a copy of the message sent to the candidate, along with a listing of all candidates selected.
4. A pop-up text box opens with a template message. To customize the message, click in the email text box and modify as desired. It is important to add the job title, location, and requirements of your job posting.
5. Click “Send Email”.

Sending Email to Me

Select one or more candidates and choose “Email to Me”. The system will send an email to your PMTC email address with the candidate’s resume attached. If you select multiple candidates, you will receive a separate email for each candidate. Your search criteria will be included in the email.

Email Individual Candidate

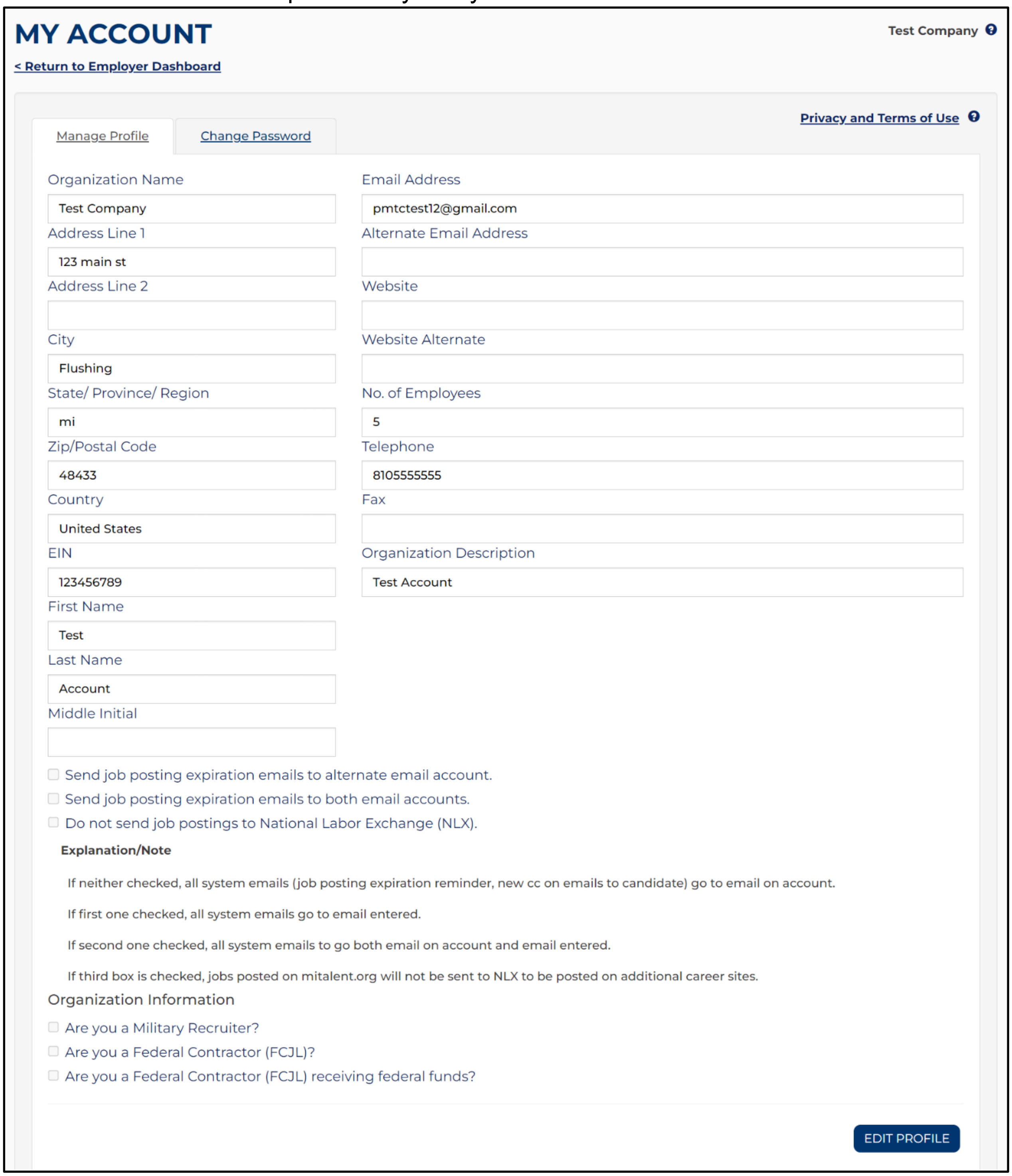
You can also email an individual candidate directly. Once you select the envelope icon next to the desired candidate, your email application will launch. Click the envelope icon next to the candidate’s name to email the candidate from your own email provider account.

MY ACCOUNT

The My Account page has two tabs to help you manage your organization's profile and change your password. You can also review the Privacy and Terms of Use statement by clicking on "Privacy and Terms of Use".

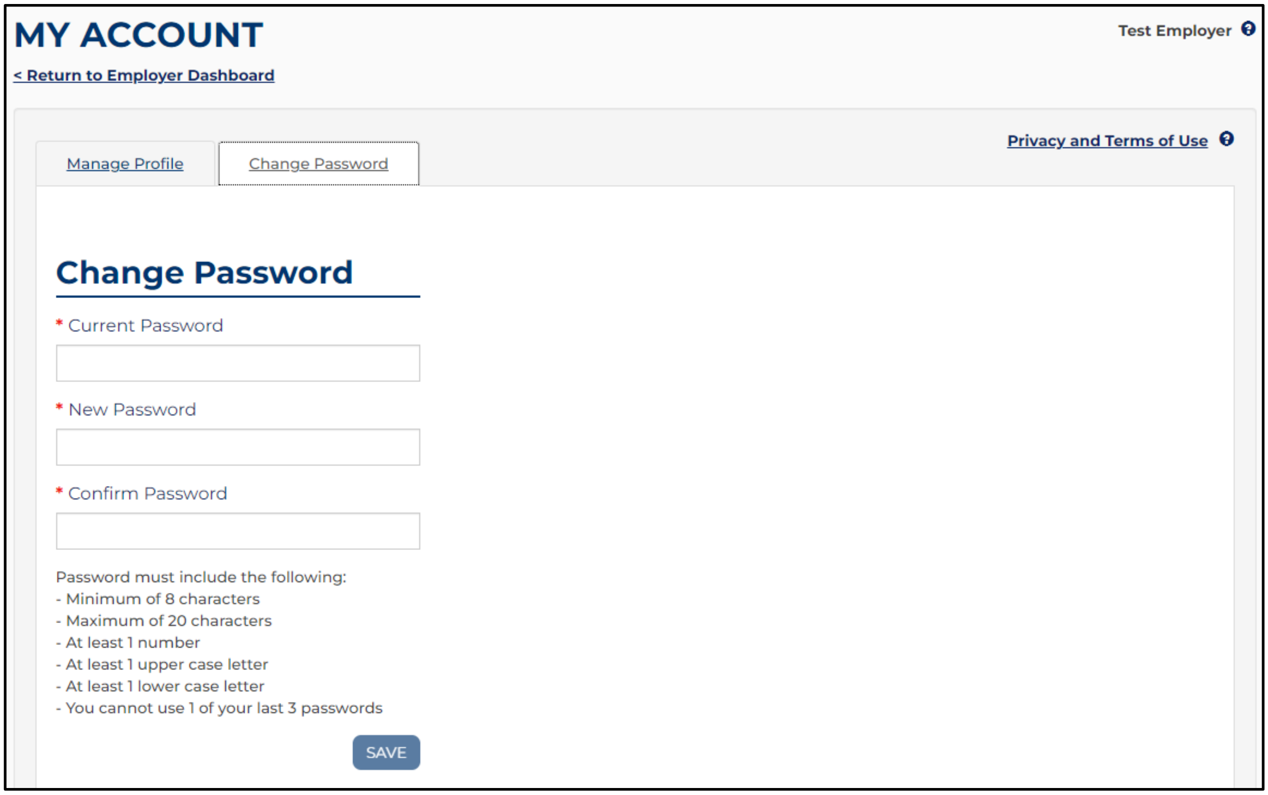
Manage Profile

The first tab contains information about your organization and your contact information. This information can be updated anytime you wish.



Click “Edit Profile” to unlock the fields. Update as necessary, and then click “Save”.

Change Password



Enter your current password. Then, enter a new password which must be at least eight (8) characters long with a maximum of 20. You must use at least one upper case letter, one lower case letter, and one number. You cannot use the last 10 passwords. Click “Save”.

The system will require you to reset your password every 60 days.

WORK-BASED LEARNING ON-LINE MANAGEMENT SYSTEM/WBLOMS

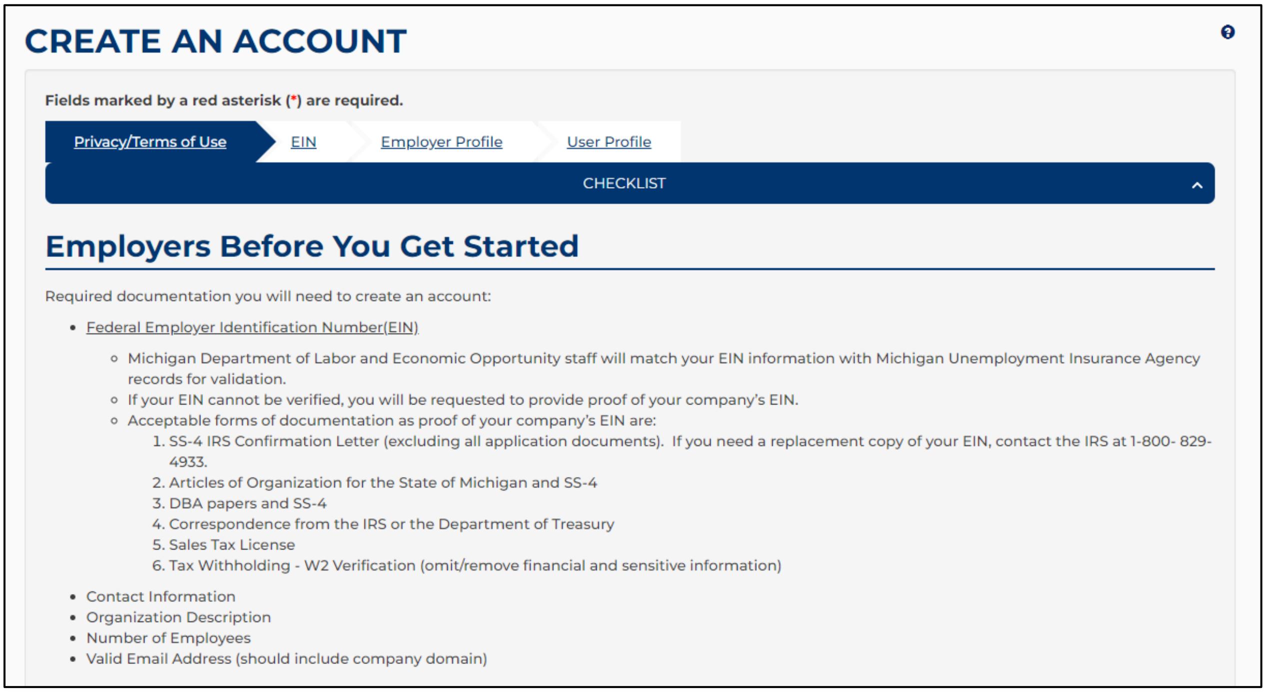
Employer DOES have WBLOMS account but does NOT have a PMTC account
An employer may have an active account in WBLOMS, but not on PMTC. The PMTC registration can be completed in just a few steps. This process can be completed by the Employer or a Michigan Works Admin User.

Employer Completes PMTC Registration

1. Visit Pure Michigan Talent Connect - Pure Michigan Talent Connect - Home (mitalent.org).

2. The employer will select "Sign In" and enter their WBLOMS user ID and Password.

3. Next, the employer will fill out all required fields.



4. Once completed, the account will be sent to LEO Talent Connect for validation. The employer will be contacted if more information is necessary.

ADMIN USER Completes PMTC Application

Employers can reach out to a Michigan Works Business Services to have assistance with the completion of the registration. Please visit MichiganWorks! Association or call 1-800-285-WORKS (9675) to find your local Michigan Works office.

Employer DOES NOT have WBLOMS account but DOES have a PMTC account

If an Employer already has an existing PMTC account but does not have a WBLOMS account, the process can be completed in a few steps.

Steps:

1. Launch the WBLOMS website at https://app.wda.state.mi.us/WBL

2. Click "Sign In" using your existing PMTC credentials to sign in.

Note: The Employer WBLOMS account and PMTC account must match.