



## Existing Job Seeker MILogin Account Setup Process

The State of Michigan has adopted a new system, MILogin, which allows you to establish one account to access services from multiple state agencies and departments.

### Step 1 – Login to PMTC Account

Job Seekers who have existing PMTC accounts start the process at [www.MiTalent.org](http://www.MiTalent.org). Click “Sign In” in the upper right corner, then enter existing PMTC email address and click “Next.” When prompted, enter existing password and click “Sign In.” At the Confirmation screen, select “Sign Up” to create a MILogin account.

### Step 2 – Create Your Account: Profile Information

At the Profile Information screen, the following fields will be pre-populated: First Name, Last Name, Email Address, Confirm Email Address and Mobile Number.

- Verify the pre-populated fields are accurate.
- Enter the answer to the verification question.
- Accept the terms and conditions by checking the box.
- Click “Next.”

### Step 3 – Create Your Account: Security Setup

At the Security Setup screen, you will create a User ID and password for your MILogin account.

- The User ID is pre-populated with the PMTC email address.
- You may choose to use your email address, or you can create new User ID.
- Choose the preferred password recovery method(s) in the Security Options.
- Click “Create Account.”

### Step 4 – Create Your Account: Security Options

At the Security Setup screen, you will create a User ID and password for your MILogin account. Next, choose your preferred password recovery method from the following: Email, Mobile (Text/SMS) and/or Security Questions. Multiple options can be selected.

### Security Setup Tips

Please write down your User ID and password before you proceed to the security options so that you do not forget it. You will need to provide your User ID from this point forward every time you access the system.

### Email Security Option

If you chose Email for your security option, you will receive one (Account Creation Submission Confirmed) email. This is to confirm that your request for online account creation has been submitted

successfully and will contain your user ID. ***The Email field will be pre-populated with the email address provided in the Profile Information.***

### **Mobile (Text/SMS) Security Option**

If you chose the option of Mobile (Text/SMS) for your security option, you will receive two text messages. The first text message will contain your PIN number, the second text message is to confirm your account creation was successful. The Mobile (Text/SMS) field will be pre-populated if you provided a mobile number in the Profile Information.

### **Verify Personal Identification Number (PIN)**

The Verify Personal Identification Number (PIN) pop-up window will appear if you chose Mobile (Text/SMS) as your security option. Enter the PIN you receive here and click “Confirm.” If you do not receive the text message with the PIN number, you can click “Resend PIN.” To go back and choose another security option click “Back.”

### **Security Questions Security Options**

If you chose Security Questions for your security option, you must answer all the Security Questions and select “Create Account.”

### **Step 5 – MILogin Job Seeker Account Created**

You are redirected to the Welcome to Pure Michigan Talent Connect pop-up window. Once you have read the information, dismiss the pop-up screen. You have now completed all the steps to create your MILogin account and connect your PMTC account.

### **Step 6 – My Workspace**

Browse the workspace which is designed to help organize your job search. This is where you save job postings, job searches, resumes and job search documents. Log out by clicking on the “Sign Out” in the upper right-hand corner of the page.

**You have completed the MILogin and PMTC Job Seeker account creation process!**

### **Talent Dashboard**

If you have an active unemployment claim with the Unemployment Insurance Agency, you will be able to see the Talent Dashboard. The Talent Dashboard is where you will be able to access your unemployment claim information and your job matches. There are also other resources available and a to-do list to keep you on track with important unemployment claim items.

Access Talent Dashboard by clicking on the Talent Dashboard button in the upper right-hand corner of the screen. To return to PMTC, click “Go to Pure Michigan Talent Connect,” or to view Claim information, click “Go to Michigan Account Manager (MIWAM).”