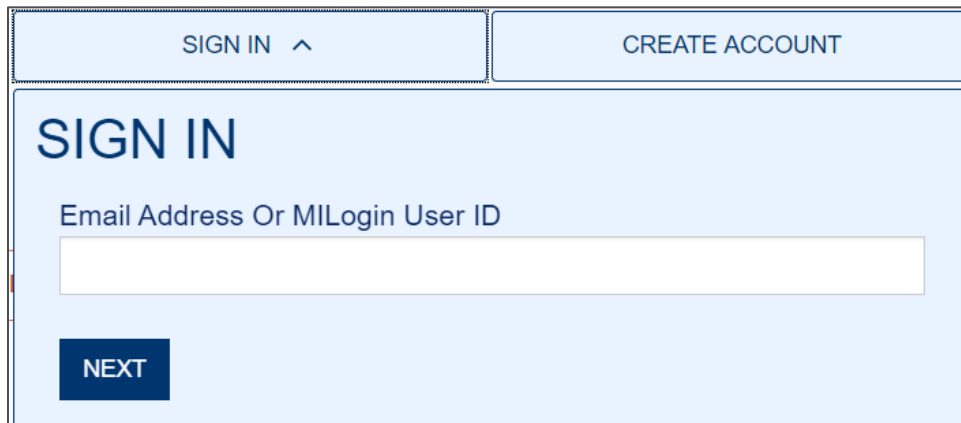


## MILogin Account Creation for Job Seekers

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.

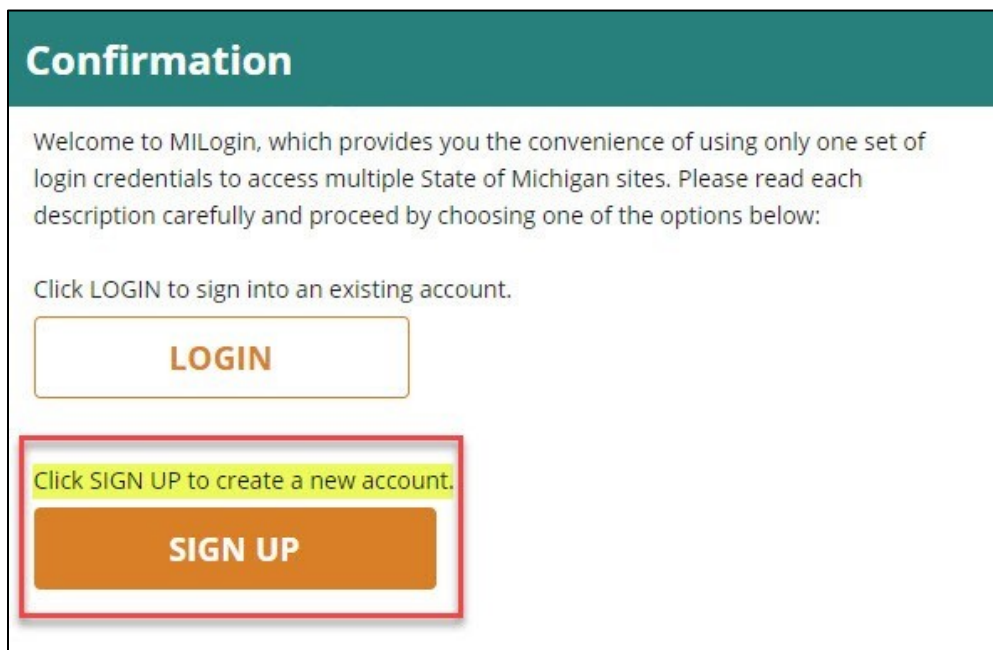
### Step 1 – Login to PMTC Account

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.”



The screenshot shows the MILogin 'SIGN IN' interface. At the top, there are two tabs: 'SIGN IN ^' and 'CREATE ACCOUNT'. The 'SIGN IN' tab is active. Below the tabs, the heading 'SIGN IN' is displayed. Underneath, the text 'Email Address Or MILogin User ID' is followed by a text input field. At the bottom left of the form, there is a blue button labeled 'NEXT'.

At the Confirmation screen, select “Sign Up” to create a MILogin account.



The screenshot shows the MILogin 'Confirmation' screen. The heading 'Confirmation' is at the top. Below it, a welcome message states: 'Welcome to MILogin, which provides you the convenience of using only one set of login credentials to access multiple State of Michigan sites. Please read each description carefully and proceed by choosing one of the options below:'. There are two options: 'Click LOGIN to sign into an existing account.' with a yellow 'LOGIN' button, and 'Click SIGN UP to create a new account.' with an orange 'SIGN UP' button. The 'SIGN UP' button and its text are highlighted with a red rectangular box.

## MILogin Account Creation for Job Seekers

### 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.”

The screenshot shows the 'MILogin' header with a 'HOME' link. Below is a progress bar with three steps: 1. Profile Information (active), 2. Security Setup, and 3. Confirmation. The main heading is 'Create Your Account' followed by 'Profile Information'. A sub-heading says 'Enter your profile information'. A red asterisk indicates required fields. The form includes: 'First Name' (required), 'Middle Initial', 'Last Name' (required), and 'Suffix' text boxes; 'Email Address' and 'Confirm Email Address' text boxes; a 'Mobile Number' text box; and a 'Verification Question: doctoring has how many letters?' text box. A checkbox for 'I agree to the terms & conditions.' is present. At the bottom are 'NEXT' and 'RESET' buttons. Two blue informational boxes state: 'By providing an e-mail address, a new PIN can be sent to you to help with resetting a forgotten password.' and 'By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.'

### 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.”

## MILogin Account Creation for Job Seekers

### Create Your Account

1

2

3

✓ Profile Information

Security Setup

Confirmation

### Security Setup

Provide user id and password information to complete your profile

\* Required

\* User ID

jstestfirst@gmail.com ✓

✓ This User ID is available

\* Password

Enter password ✗

\* Confirm New Password

Confirm password ✗

ⓘ User ID guideline:

- User ID must be at least 6 characters and can contain letters (a-z or A-Z), numbers (0-9), and the following symbols (@, -)

Password Guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
  - Upper case letters (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (!\$%&\*@~^&\*~+~>~<)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

\* Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

Email

Mobile (Text/SMS)

Security Questions

CREATE ACCOUNT

BACK

### 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.**


## MLLogin Account Creation for Job Seekers

**\* Security Options**

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

  
☒ **Email**

  
**Mobile  
(Text/SMS)**

  
**Security  
Questions**

**\* Email**

testmwci@gmail.com

This email address will be used to receive a PIN for resetting forgotten password/additional authentication.

CREATE ACCOUNT


BACK


### 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.

**\* Security Options**

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

  
**Email**

  
☒ **Mobile  
(Text/SMS)**

  
**Security  
Questions**

**\* Mobile (Text/SMS)**

This mobile number will be used to receive a PIN for resetting forgotten password/additional authentication.

- By selecting "Mobile" option, you agree to receive text messages on your mobile number.
- Standard message & data rates may apply.

CREATE ACCOUNT

BACK

## MILogin Account Creation for Job Seekers

### 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.”

### Verify Personal Identification Number (PIN)

\* Required

**\* PIN**

RESEND PIN

- Please enter the PIN received on your mobile.
- If you did not receive the PIN, click "Resend PIN" button.

BACK ↩

CONFIRM

### Security Questions Security Options

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

### \* Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

Email

Mobile (Text/SMS)

☒ Security Questions

**\* Security Questions**

What was your favorite place to visit as a child?	Lansing
What was the last name of your third grade teacher?	Lansing
What was the make of your first car?	Lansing
In what city were you born in?	Lansing

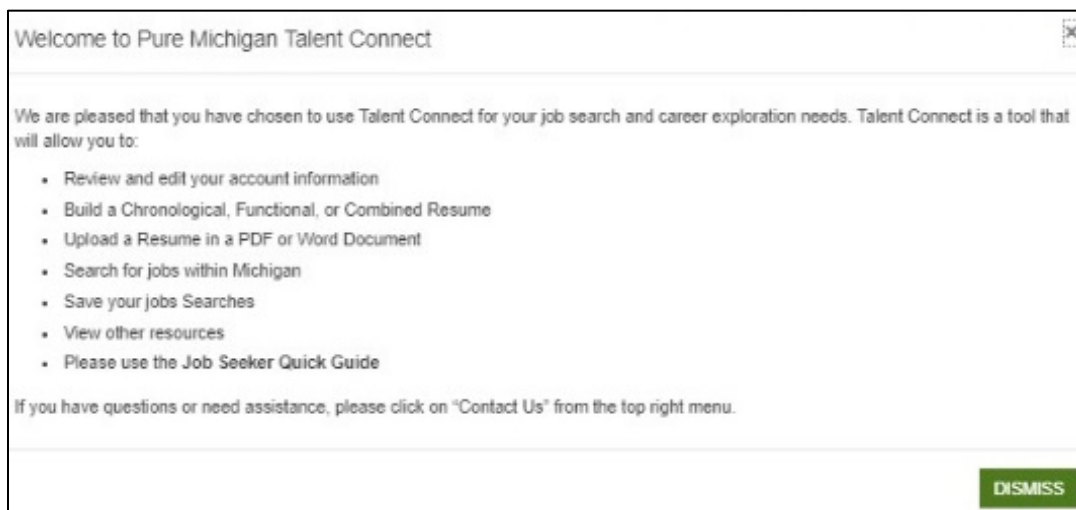
CREATE ACCOUNT

BACK

## MILogin Account Creation for Job Seekers

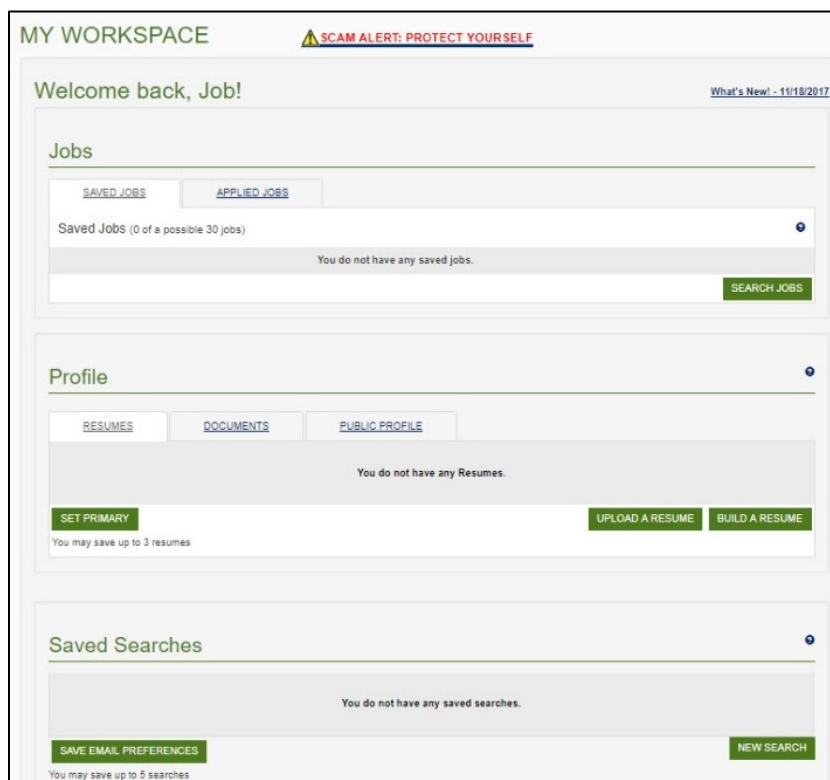
### Step 5 – MILogin Job Seeker Account Created

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!**

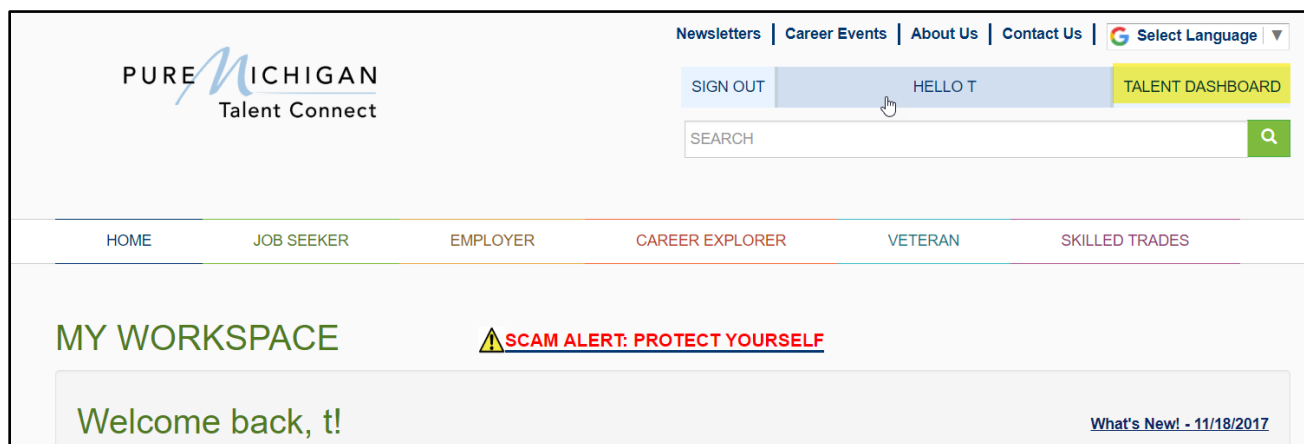
## MILogin Account Creation for Job Seekers

### 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.

### Go to Talent Dashboard

Access Talent Dashboard by clicking on the Talent Dashboard button in the upper right-hand corner of the screen.



### Talent Dashboard

To return to PMTC, click “Go to Pure Michigan Talent Connect,” or to view Claim information, click “Go to Michigan Account Manager (MIWAM).”

