

Job Seeker Connecting MILogin Account with Talent Dashboard

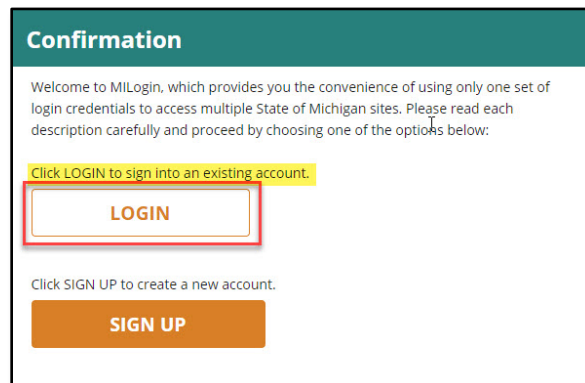
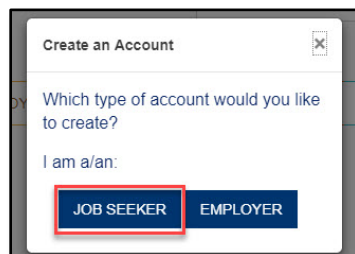
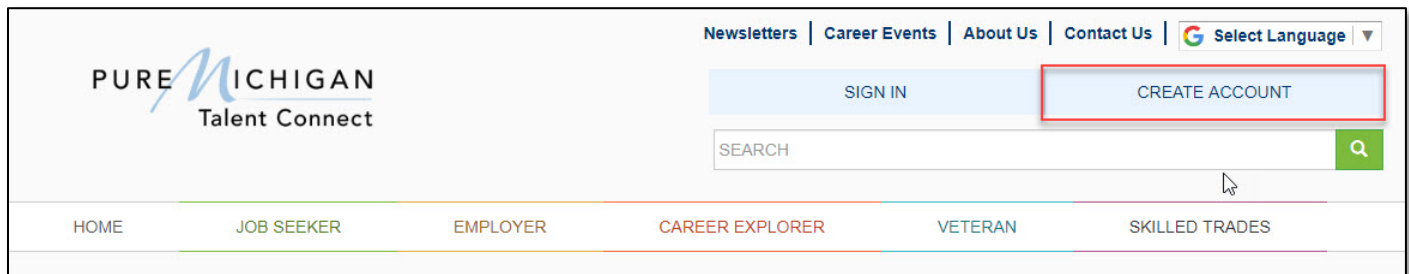
This user guide will assist the job seeker that has an existing MILogin user ID and password and MiWAM to link their PMTC account once they arrive at the Talent Dashboard.

NOTE: If you have accessed your MiWAM account on or after November 18, 2018, you have created a MILogin user ID and password!

Step 1 – Begin the process

Job Seekers who have unemployment claims and are new to the PMTC system can start the application process at miltalent.org.

- Click on the CREATE ACCOUNT button.
- On the pop-up screen select JOB SEEKER as the type of account you would like to create.
- On the Confirmation pop-up click LOGIN to sign in to an existing MILogin account.



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Step 2 – Login to MILogin Account

At the MILogin for Citizens screen, enter the MILogin User ID and Password created at MiWAM and click LOGIN.

Login to your account

User ID

Password

LOGIN

SIGN UP

Step 3 – Create Your Profile – Privacy/Terms of Use

If you have never used PMTC before you must Create an Account. With an account, you can save job postings and job searches and set email notification alerts on potential job matches.

1. Read the “Privacy and Terms of Use Statement” and click the consent check box stating you agree to the terms of the Privacy and Terms of User Statement. Click Next.

Consent

By clicking on the box below, you agree with the terms of this Statement. Whenever you submit information, you consent to the collection, use, and disclosure of that information in accordance with this Statement.

* I agree with the terms of the Privacy and Terms of Use Statement.

NEXT >

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Step 4 – Create Your Profile

2. Enter your contact information into all required fields (fields with red * asterisk). The First Name, Last Name, Middle Initial, Primary Phone and Email Address are pre-populated with the profile information supplied when setting up your MILogin account. Click Next.

CREATE YOUR PROFILE

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

[PRIVACY/TERMS OF USE](#) > **PROFILE** > [CAREER INFO](#)

The information provided below is for establishing a Pure Michigan Talent Connect account. This information is not viewable unless noted (◀). On the next page, you will have the option to opt out of being viewable or searchable by employers.

* First Name
 ◀

* Last Name
 ◀

Middle Initial
 ◀

* Address Line 1

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

Address Line 2

Apartment suite, unit, building, floor, etc.

* City

* State/Province/Region

* Zip/Postal Code

* Country
 ▼

* Primary Phone

Alternate Phone

* Email Address
 ◀

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Step 5 – Create Your Profile – Career Information

3. Enter your current career status and position levels.
 - a. Enter the highest education level you have completed
 - b. Select the target Career Category and Career Type from your chosen career category.
 - c. Enter the amount of experience you have for that career type.

CREATE YOUR PROFILE

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

[PRIVACY/TERMS OF USE](#) > [PROFILE](#) > **CAREER INFO**

When an employer performs a candidate search, the system searches the information you provide below.*

Career Information

Profile Name

* Career Status

* Desired Position Level (select all that apply)

- Internship
- Entry Level
- Experienced (Non-Manager)
- Manager/Supervisor
- Executive
- Apprenticeship
- MAT2

Available Part-Time

* Highest Education Level Completed

Recent/Future College Graduate?

Add Certificates/Licenses/Credentials?

Career Category and Type [List of Career Types](#)

* Career Category

[Add Career Category](#)



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Step 6 – Create Your Profile – Career Information (cont.)

- d. Under Top Skills, enter any additional details you would like prospective employers to know about you.
- e. Check if you are a Veteran.
- f. Check your location preference. If you are willing to relocate, select Any, Willing to relocate.
- g. You can upload a resume and enter additional information such as your LinkedIn Account or personal website.
- h. If you DO NOT want this information viewable or searchable by Employers select the checkbox under Profile Visibility Settings.
- i. Click Submit

Veteran

I am a Veteran

*** Location Preferences (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.

Upload a Resume (Optional) This will be your primary resume. You can upload additional resumes, or build a resume after your profile is created.

No file chosen

LinkedIn Account (Optional)

Insert URL to your LinkedIn profile. If you do not have a LinkedIn account, [visit LinkedIn](#) to sign up for one.

Personal Website (Optional)

Profile Visibility Settings

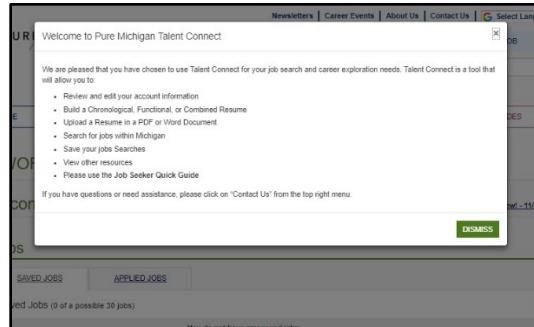
*By signing up for an account, the information provided on this screen is viewable by employers. You are able to change your privacy settings, under "My Account", once you've created an account.

I don't want the information given above to be viewable or searchable by employers.

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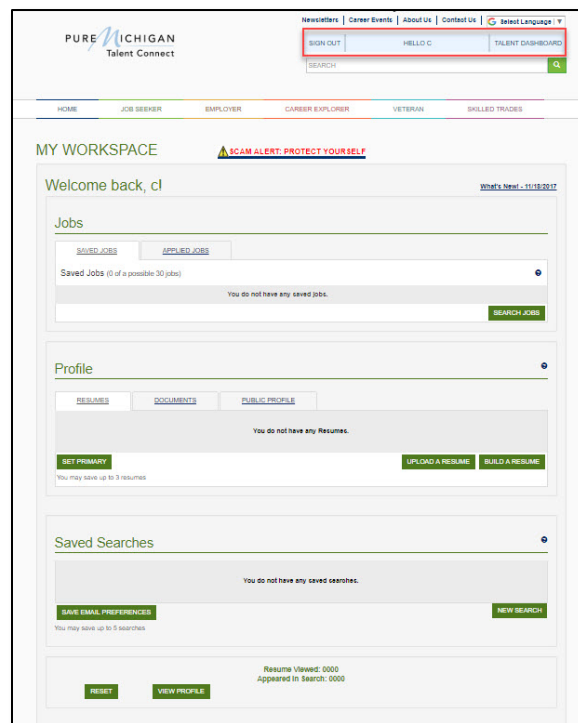
Step 7 – PMTC Job Seeker Account Created!

You have now completed all the steps of creating your job seeker account in PMTC. You will receive a Welcome to Pure Michigan Talent Connect message with additional information. Once you have read the information dismiss the pop-up screen.



Step 8 – My Workspace

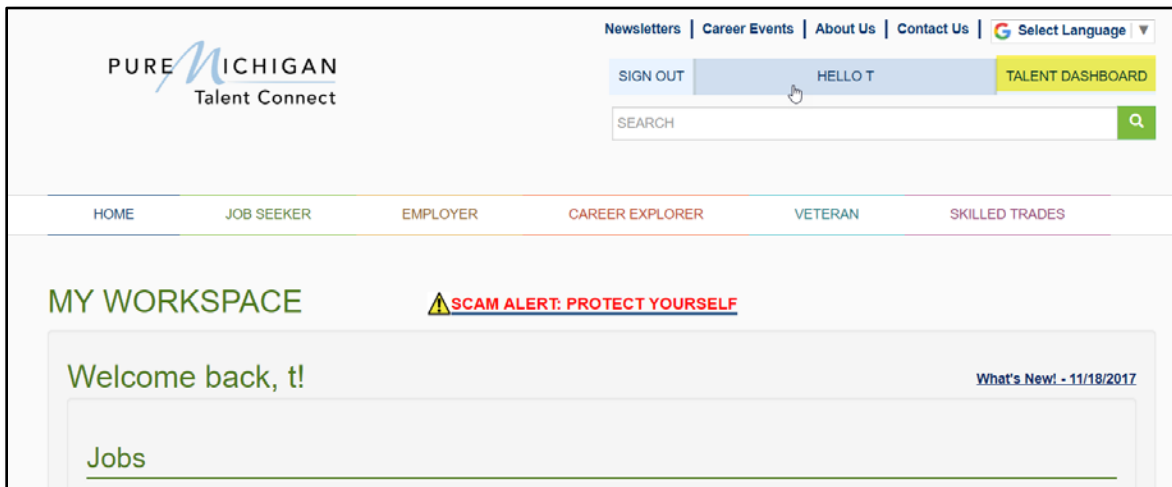
My workspace was designed to help organize your job search. This is where you save job postings, job searches, resumes, and job search documents.



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Step 9 – Go to Talent Dashboard

You will now be able to access your Talent Dashboard. Click on the Talent Dashboard button in the upper right-hand corner of your screen.



Step 10 – Go to Talent Dashboard

The Talent Dashboard is where you will be able to access your Unemployment claim information and your job searches. There are also other resources available and a To Do List to keep you on track with important items. The To-do list is not editable and is populated by Unemployment Insurance Agency (UIA).

