

Job Seeker MILogin Account Setup Process

The State of Michigan MILogin system allows you to establish one account to access services from multiple state agencies and departments.

Step 1 – Begin the process

Job Seekers who are new to Pure Michigan Talent Connect start the process at www.MiTalent.org by clicking on the "CREATE ACCOUNT" button in the upper right corner. On the pop-up screen, select "JOB SEEKER" as the type of account you would like to create. On the Confirmation pop-up, click "SIGN UP" to create a new MILogin account **OR** on the Confirmation pop-up, click "LOGIN" to sign into an existing account.

Please **do not create a new MILogin account** if you already have one to access the following online services: Michigan Web Account Manager (MiWAM), MDOS eServices (CARS), MDHHS MI Bridges, DNR eLicense, MDHHS myHealthButton or MiPage. Please use your existing user ID and password from those systems to log into the MILogin portal.

Step 2 – Create Your Account: Profile Information

At the Profile Information screen, complete all required fields. After each of the eight steps, click "Next Step" to move to the next item.

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

Account Creation Submission Confirmation

You will receive an email message that confirms your account creation was successful and contains your new User ID.

Step 3 - Create Your PMTC Profile - Privacy/Terms of Use

Once you have created your MILogin, 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.

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 Use Statement. Click "Next."

Last Revised 7/3/2023 Page **1** of **2**

Step 4 – Create Your PMTC Profile

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. Review TAPS/MRS Questions and check all that apply. Click "Next."

Step 5 – Create Your PMTC Profile – Career Information

Enter your current career status and position levels.

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

Once you submit, you will be able to log in using your MILogin ID or email address at www.MiTalent.org.

Step 6 – 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 7 – 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.

You have now 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)."