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 the PMTC system start the process at [www.MiTalent.org](http://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 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

- Enter your email address for verification.

  ![MiLogin email verification](image)

  - The system will send you a passcode for verification. Retrieve the passcode from your email and enter it in the passcode field.

  ![MiLogin passcode verification](image)
• Enter your profile information.

• Enter your phone number for security verification.
• Create your User ID

![MiLogin User ID creation page]

• Create your unique account password.

![MiLogin Password creation page]

**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.”
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.”
Top Skills

Use these fields to enter in job skills and abilities not covered above (i.e. Adobe Photoshop, 3 years, or Cost Accounting, 4 years)

* Skills

Enter Skills

Maximum Characters Allowed: 150

Add Skill

Veteran

☐ Served in the Military

* 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)

Upload a Resume (Optional)

Choose File | No file chosen

LinkedIn Account (Optional)

Enter LinkedIn Account

Personal Website (Optional)

Enter Personal Website

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.

☑ By checking this box, you agree to receive email communication from the Michigan Department of Labor and Economic Opportunity. Emails will be shared monthly featuring information relevant to job searches, listings of in-demand jobs, featured employers and much more. You will be able to unsubscribe from those emails at any time.

Spell Check  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.

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).”