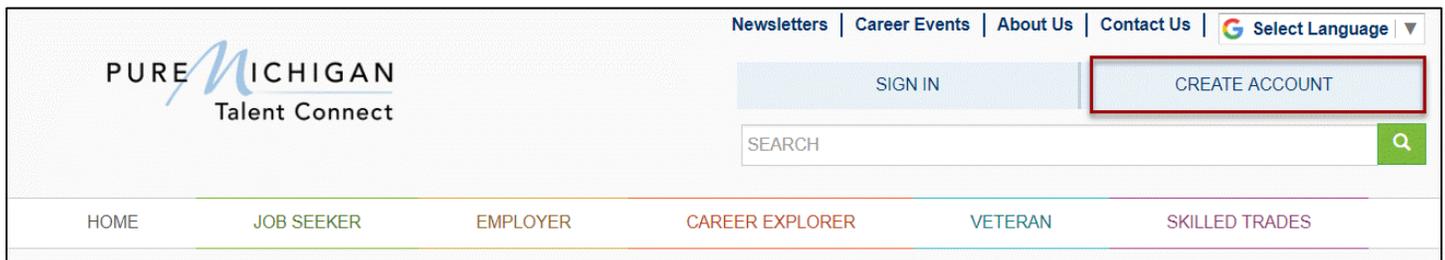


## Job Seeker MILogin Account Setup Process

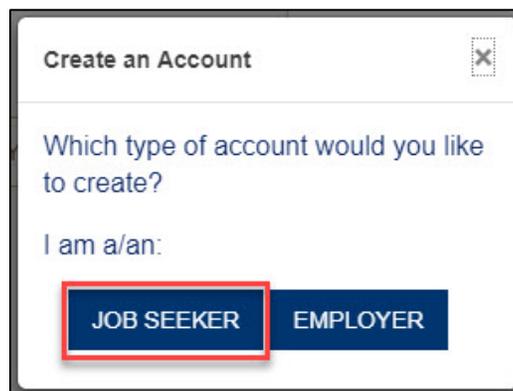
The State of Michigan has adopted a new system, MILogin, which allows you to establish one account to access services from multiple state agencies and departments.

### Step 1 – Begin the process

Job Seekers who are new to the PMTC system start the process at [mitalent.org](http://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.

# Job Seeker MILogin Account Setup Process

## Confirmation

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:

Click LOGIN to sign into an existing account.

**LOGIN**

Click SIGN UP to create a new account.

**SIGN UP**

## Step 2 – Create Your Account: Profile Information

- At the Profile Information screen, complete all required fields.
- Accept the terms and conditions by checking the box (the terms & conditions link opens in a new window).
- Click “Next.” If you make an error, click the “Reset.”

## Create Your Account

1 Profile Information    2 Security Setup    3 Confirmation

### Profile Information

Enter your profile information

\* Required

* First Name	Middle Initial	* Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Email Address	* Confirm Email Address
<input type="text"/>	<input type="text"/>

By providing an e-mail address, a new PIN can be sent to you to help with resetting a forgotten password.

Mobile Number

By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.

\* Verification Question: What is forty six thousand and fifty eight as a number?

I agree to the terms & conditions.

**NEXT**    **RESET**

# Job Seeker MILogin Account Setup Process

## Step 3 – Create Your Account: Security Setup

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

**Create Your Account**

1 Profile Information    2 **Security Setup**    3 Confirmation

### Security Setup

Provide user id and password information to complete your profile

\* Required

\* **User ID**

Enter a User ID

\* **Password**

Enter password X

\* **Confirm New Password**

Confirm password X

**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

### 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.

## Job Seeker MILogin Account Setup Process

### 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.**

### \* Security Options

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



\* Email

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

### 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.

## Job Seeker MILogin Account Setup Process

### Mobile (Text/SMS) Example

#### \* Security Options

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



**\* 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.

### 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.

### Security Questions Security Options

If you chose Security Questions for your security option, you must answer all the Security Questions and select "Create Account." This will redirect you to PMTC to create your PMTC profile.

## Job Seeker MILogin Account Setup Process

**\* 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**

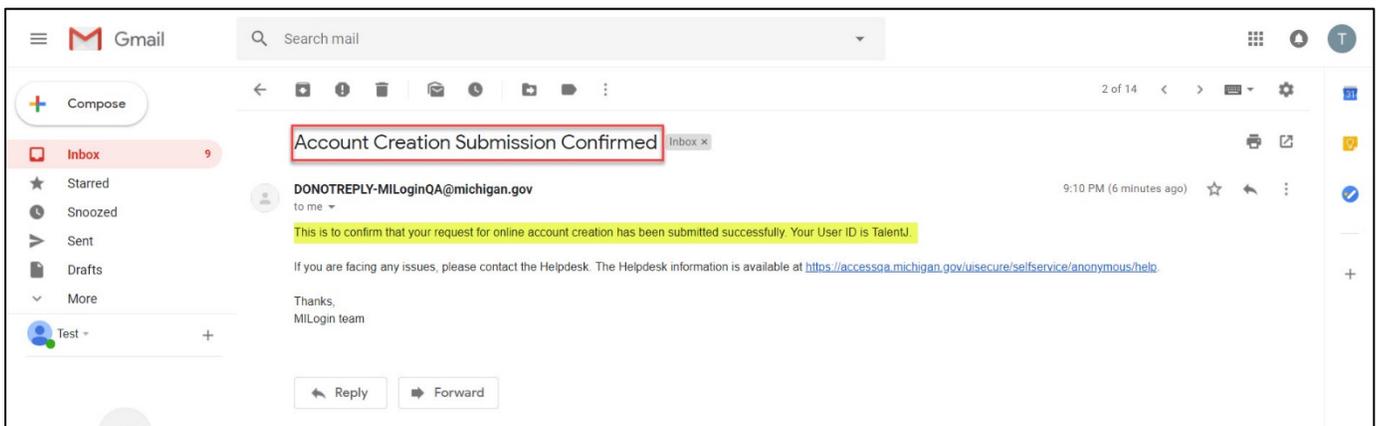
**\* Security Questions**

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**

### Account Creation Submission Confirmation

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



### Step 4 – 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.

# Job Seeker MILogin Account Setup Process

The screenshot shows the Pure Michigan Talent Connect website. At the top, there is a navigation bar with links for Newsletters, Career Events, About Us, Contact Us, and a language selector. Below this is a search bar and buttons for SIGN IN and CREATE ACCOUNT. A main navigation menu includes HOME, JOB SEEKER, EMPLOYER, CAREER EXPLORER, VETERAN, and SKILLED TRADES. A blue banner announces maintenance on Friday, November 1st, 2019, from 5 p.m. to 9 p.m. The main content area is titled "CREATE YOUR PROFILE" and includes a progress indicator with steps: PRIVACY/TERMS OF USE (highlighted), PROFILE, and CAREER INFO. Below the progress indicator is a section for the "Privacy and Terms of Use Statement\* (required reading)". The text explains that the statement governs data collection and use, and that information is protected both on-line and off-line.

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.”

The screenshot shows a "Consent" screen. It features a heading "Consent" followed by a horizontal line. Below the line, the text reads: "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." A red box highlights a checkbox that is checked, with the text "I agree with the terms of the Privacy and Terms of Use Statement." To the right of this text is a green button labeled "NEXT" with a right-pointing arrow.

## Step 5 – 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. Click “Next.”

## Job Seeker MILogin Account Setup Process

### 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  
January

\* Last Name  
Test

Middle Initial  
Enter Middle Initial

\* Address Line 1  
Enter Address Line 1  
Street address, P.O. box, company name, etc.

Address Line 2  
Enter Address Line 2  
Apartment suite, unit, building, floor, etc.

\* City  
City

\* State/Province/Region  
Enter State

\* Zip/Postal Code  
Enter Postal Code

\* Country  
United States

\* Primary Phone  
Enter Primary Phone

Alternate Phone  
Enter Alternate Phone

\* Please be advised that this email address will be used for all communications from Michigan Talent Connect. The email address can be updated in MILogin at any time.

Email Address

[◀ PREVIOUS](#) [NEXT ▶](#)

### Step 6 – 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](http://www.mitalent.org).

# Job Seeker MILogin Account Setup Process

## 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)

1. \* Skills

Enter Skills

Years

Years

Maximum Characters Allowed : 150

[Add Skill](#)

Veteran

2.  Served in the Military

3. \* 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.](#)

4. Upload a Resume (Optional)

No file chosen

Resume upload optional only during account registration. Must have a primary resume on file once account is created.

LinkedIn Account (Optional)

Enter LinkedIn Account

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

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.

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

I want to sign up for the Pure Michigan Career Connect e-Newsletter.

## Job Seeker MILogin Account Setup Process

### 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.

The screenshot displays the 'MY WORKSPACE' dashboard. At the top, there is a green header with the text 'MY WORKSPACE' and a red warning icon with the text 'SCAM ALERT: PROTECT YOURSELF'. Below the header, a green message says 'Welcome back, Job!' with a link for 'What's New! - 11/18/2017'. The dashboard is divided into three main sections: 'Jobs', 'Profile', and 'Saved Searches'. The 'Jobs' section has tabs for 'SAVED JOBS' and 'APPLIED JOBS', showing 'Saved Jobs (0 of a possible 30 jobs)' and a 'SEARCH JOBS' button. The 'Profile' section has tabs for 'RESUMES', 'DOCUMENTS', and 'PUBLIC PROFILE', showing 'You do not have any Resumes.' and buttons for 'SET PRIMARY', 'UPLOAD A RESUME', and 'BUILD A RESUME'. The 'Saved Searches' section shows 'You do not have any saved searches.' and buttons for 'SAVE EMAIL PREFERENCES' and 'NEW SEARCH'. At the bottom, there are buttons for 'RESET' and 'VIEW PROFILE', and statistics for 'Resume Viewed: 0000' and 'Appeared in Search: 0000'.

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

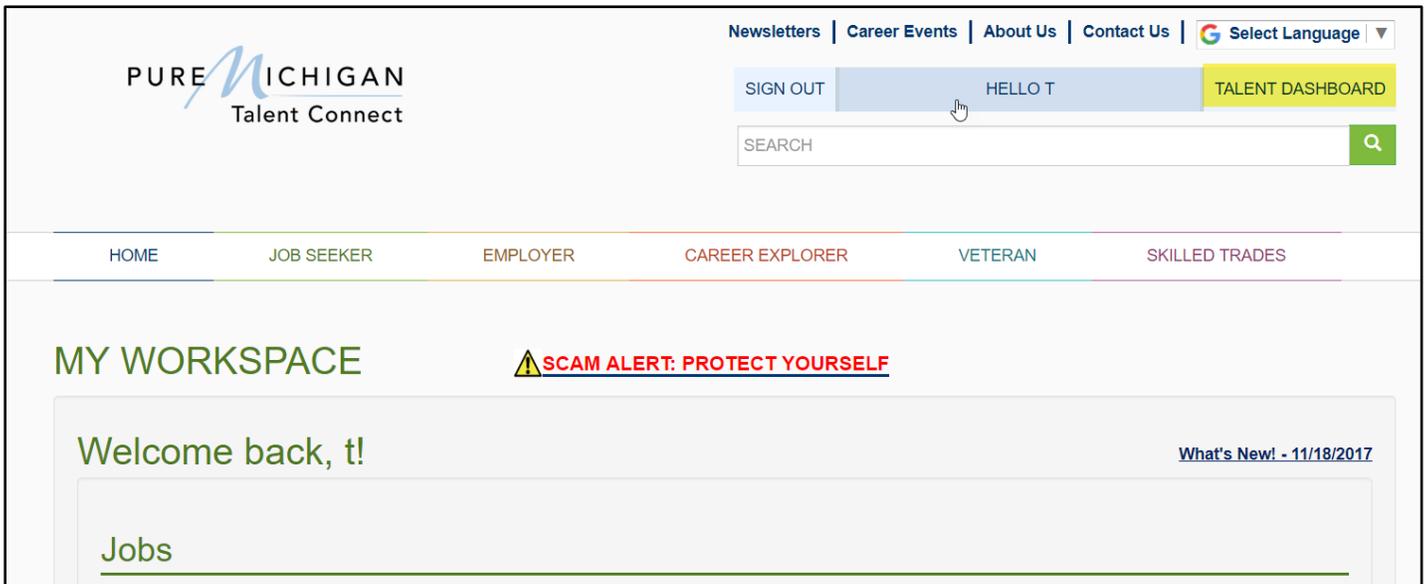
# Job Seeker MILogin Account Setup Process

## 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)."

