

"Schedule a Virtual Meeting" instructions for Job Seekers

1. Log into JobCenterofWisconsin.com (JCW) with JCW username and password.
2. Select "Schedule a Virtual Meeting" from the Job Seekers menu

The screenshot shows the Job Center of Wisconsin website. At the top right, there is a navigation bar with links for MyLMI, Online Workshops, Resources, and Help. A red box labeled '1' highlights the 'Login' button. Below the navigation bar, there is a main menu with 'Home', 'Employers', 'Job Seekers', and 'Featured Industries'. The 'Job Seekers' menu is expanded, showing options like 'My JCW', 'Schedule a Virtual Meeting', 'Search for Jobs', 'My Favorite Job Searches', 'Create/Edit Resume', and 'Veterans'. A red box labeled '2' highlights the 'Schedule a Virtual Meeting' option. Below the main menu, there are several sections: 'Employers' (8 Resumes), 'Job Seekers' (2,276 Jobs), and 'Labor Market Exploration'. At the bottom, there are icons for Workforce Events, Job Loss Resources, Education & Training, Unemployment Insurance, Veteran Services, and Job Center Locations.

3. Re-enter JCW username and password to continue to virtual meeting scheduling page.

The screenshot shows the 'SECURE LOGON' page on the Job Center of Wisconsin website. The page has a white background with a blue header. The 'JOB CENTER of WISCONSIN' logo is in the top left. The main content area is a white box with an orange border. Inside this box, there is a section titled 'SECURE LOGON' with a red box labeled '3' next to it. Below the title, there is a message: 'To access your virtual meetings, enter your username and password.' There are two input fields: 'Username:' and 'Password:'. Below the input fields is a blue 'Login' button. Below the login section, there is a section with the text: 'Forgot your Username or Password?' and three links: 'Create a Logon', 'Change Password/Edit Logon Profile', and 'Create a Logon'. At the bottom of the page, there is the logo for the STATE OF WISCONSIN DWD (Department of Workforce Development) and the text 'A proud partner of the americanjobcenter® network'.

4. Click Schedule Meeting.

Back to My JCW My Schedule [Sign Out](#)

My Schedule

Up Next
Other Services

OCT 15 1:1 Meeting with Job Coach Two
12:00 PM

Video Meeting
[Join Meeting](#)
[Cancel Meeting](#)

4 [Schedule Meeting](#)

Connect with a Career Planner to get personalized assistance

We provide a wide variety of targeted services to help you get a job or get a better job.

My Meetings

[Upcoming](#) [Past](#)

Name	Date	Time	Service	Comments	
Job Coach Two	10/15/21	12:00 PM	Other Services		Cancel

5. Confirm contact information. Click Save and Continue.

Back to My JCW My Schedule [Sign Out](#)

Meet with a Career Planner

Get matched with someone who has the right skills to help you.

Your Information Service Additional Information Date & Time Meeting Confirmation

Please confirm we have the right contact information for you.

Preferred Email	Phone number	
<input type="text" value="jobseeker@gmail.com"/>	<input type="text" value="4145555555"/>	
Address	Unit (optional)	
<input type="text" value="201 E Washington St"/>	<input type="text"/>	
City	State	ZIP
<input type="text" value="Milwaukee"/>	<input type="text" value="WI"/>	<input type="text" value="53211"/>

Any updates you make here will be saved to your JCW profile.

5 [Save and Continue](#)

6. Select the service that best matches your needs. Click Continue.

Meet with a Career Planner

Get matched with someone who has the right skills to help you.

Your Information **Service** Additional Information Date & Time Meeting Confirmation

What can we help you with?

Employment Services for Veterans

Services for Spouses of Veterans

Finding a job

Writing a resume

Interviewing

Exploring other careers

Learning about Apprenticeships

6 **Continue**

7. Select the button or buttons that apply to you. Most customers will choose "Neither of these apply to me." Click Continue.

Meet with a Career Planner

Get matched with someone who has the right skills to help you.

Your Information Service Additional Information Date & Time Meeting Confirmation

Select any of these that apply to you.

Employment impacted by foreign competition (Trade Adjustment Assistance).

I would prefer a Spanish speaking staff member if available.

Neither of these apply to me.

7

Continue

[Back to Service](#)

8. Use drop-down to select a date. Only dates in **bold** have available appointment slots.

The screenshot shows a form titled "What date would you like to meet with the career planner?". Below the title is a date selection interface. On the left, there is a calendar dropdown menu for "OCT 2021". The calendar shows the month of October with days from 1 to 31. The date "18" is highlighted with a red box, and a red arrow points from a circled "8" to it. A red text box next to the arrow says "Dates in bold have available appointment slots". To the right of the calendar are two buttons: "AM" and "PM".

9. Select AM or PM. If no times are available in AM, change to PM (or vice-versa.)

The screenshot shows a progress bar for "Meet with a Career Planner". The progress bar has five steps: "Your Information", "Service", "Additional Information", "Date & Time", and "Meeting Confirmation". The first three steps are marked with green checkmarks, while "Date & Time" is marked with an orange clock icon. Below the progress bar, the question "What date would you like to meet with the career planner?" is displayed. Below the question is a date selection interface with a dropdown menu showing "October 20, 2021", and two buttons: "AM" and "PM". A mouse cursor is pointing at the "PM" button. A red box at the bottom contains a circled "9" and the text "There are no available times. Please make another selection."

10. Select your desired time slot and click "Schedule Meeting."

Meet with a Career Planner

Get matched with someone who has the right skills to help you.

Your Information Service Additional Information **Date & Time** Meeting Confirmation

What date would you like to meet with the career planner?

October 20, 2021 AM PM

Select an available time

All meetings are 45 minutes long.

12:00 PM

10 Schedule Meeting

[Back to Additional Information](#)

You will receive a confirmation email with the meeting link to the email address in your profile. Check your junk mail folder if you don't see the confirmation email in your inbox.

Meet with a Career Planner

Get matched with someone who has the right skills to help you.

Your Information Service Additional Information Date & Time Meeting Confirmation

Your 1-1 meeting with a Career Planner has been scheduled!

October 20, 2021 12:00 PM

You will receive a confirmation email shortly with meeting details.

Check your junk mail folder if you don't see the confirmation email in your inbox.

Back to My Schedule

Back to My JCW