Chapter 2

Getting Started

Activating the WISCareers Website ................................................................. 13
Creating a Professional or Student Account .............................................. 13
Transferring a Student or Professional Account ........................................ 14
Activating the WISCareers Website

Before professionals and students can log in to WISCareers, someone at your location needs to activate the website. Activation is very simple—the person who would like to be the WISCareers Administrator logs in to the website, using the administrative registration code. Then that person creates his/her own username and password. After a few clicks, the site is active and others may use the professional or student registration code to create their own accounts. After the site is active, the administrative registration code is no longer needed.

The WISCareers Administrator has access to the professional and student registration codes. Simply click on Administrative Tools, then Registration Codes/Personal Login Information (Figure 2.1).

To make promoting the WISCareers website to professionals and students easy, Login Instructions are provided. You’ll find the links to the instructions on the page with the Registration Codes (Figure 2.1).

When activating the website, the Administrator has the ability to allow students to edit their personal login information or to prevent editing of their personal login information (Figure 2.1). Simply click the link to make the change.

Creating a Professional or Student Account

Creating a WISCareers account is easy. Simply access the website using the appropriate registration code. Acquire the code from the Website Administrator at your location and then create your account. Make certain you choose a unique username and password you will easily remember.

The next time you return to the website you will enter that username and password, not the registration code. You only use the registration code once. The steps for creating a student account are the same as the professional’s through Figure 2.4. The questions that follow for a student are different after that.
For professionals, there is no need to create a separate student account; professionals have access to both sides of the website.

To create a WISCareers account, access your internet browser and go to http://wiscareers.wisc.edu (Figure 2.2). Click on Get Started. Enter the Professional Registration Code for your location, or if assisting a student, the Student Registration Code (Figure 2.3). Click on Register.

Enter a username (Figure 2.4). Enter a password and retype the password. Your user name and password must be unique and easily remembered. You will use them on future visits to access this website. Enter your first and last name. Click Submit.

So that we might better serve your needs, you are asked to provide information about your work, including your position, grades you teach, and subjects you teach (Figure 2.5). Check all the boxes that apply, then click Submit.

Verify the information on your screen (Figure 2.6). If it is not correct, click on Make Corrections to edit the information. Read the statement which asks you to keep usernames and passwords protected and not to share the registration codes with individuals outside of your location. Signify your agreement by clicking on the Agree button.

Transferring a Student or Professional Account

If you have a WISCareers account and are at a new school or organization, you may transfer your account. Your Locker (and Briefcase if you're a professional) and all of its contents will remain accessible to you when you have successfully completed this process.

First, click At a New Location? on the login page (Figure 2.2). Enter your username and password and click on Login. Then enter the appropriate registration code for your new location.