



## How to create an account and post a job in Wisconsin TechConnect

### Step 1

[www.wisconsintechconnect.com](http://www.wisconsintechconnect.com)

*NOTE: Mozilla Firefox or Google Chrome are the recommended browsers.*

“Employers Begin Here”

- “Sign-in “ –**or**-
- “Employers Register Here”

### Step 2

“Complete the Contact registration form”

- Read and Accept the Wisconsin TechConnect User Agreement
- “Create Account”

### Step 3

“Email Confirmation Required”

- Sign-in to your email account “New Account Confirmation at Wisconsin TechConnect”
- Click the hyperlink
- “Account Activated” you may now log in (using your email and password in Step 2).

### Step 4

“Set-up your Organization or Company”

**SLOWLY** type your company – review the prefill list

- If your company is in the list; select that account
- If your company is not in the list continue typing the name and complete the form.  
SAVE

### Step 5

“Post New Job”

Complete the job order form

Category: if unsure, click the “Category/Program Area Overview” or chose Miscellaneous

“Save and Publish” – sends the job to the district college to “Post”

“Save as Draft” – if you need to gather more information to complete the posting later.

### Step 6

“Confirmation of job posting”

- Includes the job ID number.
- After processed (within 72 hours) you may sign in to review resumes that may be available for your job posting.