

For External Staff: How to Access 2018 DET-UI Partner Certification Training

External staff will take the training through the external Learning Center site. **UI needs a list of names of all external staff before they can take the training** so the training(s) can be assigned to them. Please send names to UITrainingOutreach@dwd.wisconsin.gov whenever new external staff need access to the training.

Staff who have WIEXT accounts should still go through the process below and use their WIEXT usernames and passwords when they create their Learning Center logon.

First Step: External staff must create and activate an account through the DWD Learning Center.

1. Each staff person should go to the DWD Learning Center:
<https://webapps.dwd.state.wi.us/DWDLearningCenter/Login.aspx>
2. Create an account using the "Create a Logon" link from that site.
3. Once they create the logon, they must sign in with the account. Cornerstone will not activate the account until they actually log in.
4. After they create the account and logon, they can close out. (The training has to be assigned after they activate their account.)

Second Step:

1. Directors send a list of the individuals who need the training via email to UITrainingOutreach@dwd.wisconsin.gov including first and last names **and** which training or trainings each individual needs.
(Note: all the "2018 DET-UI Partner Certification Training" courses are the same. The only difference is in the acknowledgement and certification at the end. If someone needs two certifications, they should sign up for both courses. Cornerstone will not make them take the course twice, but they will sign both acknowledgements and receive both certifications.)
2. Each person on the list will be assigned to the requested training(s) via the Learning Center.
3. Note: We cannot assign the trainings until after the individual has created and logged into their DWD Learning Center account.

Third Step:

1. After the training is assigned, external staff can log back into the DWD Learning Center using the account credentials they created.
2. They will see the training assigned to them and can complete the training.

Please address any questions regarding the training to UITrainingOutreach@dwd.wisconsin.gov.