



# Register for Wisconsin TechConnect™

Powered by Purple Briefcase

## STUDENTS & ALUMNI / INSTRUCTORS & STAFF

Recommended browsers: Chrome or Firefox

1. Go to [www.WisconsinTechConnect.com](http://www.WisconsinTechConnect.com)
2. Click either "Students and Alumni" or "Instructor" (also for Staff), then select your college
3. If you are a registered user, select college, click Log In, and enter your credentials (skip to Access Dashboard instructions)
4. If you have never registered, click the "Register" tab
5. At the drop-down, choose Student (current), Alumni, or Faculty/Staff
  - Enter your First/Last Name, Email Address, and select "Find Me"
  - If you are in the system, it will ask you to confirm your Student/Employee ID Number
  - Click "Log In Now" OR "Reset Password," if you forgot your password
  - If not found, click "Create Pending Account" and complete the registration form
6. Read and Accept the Service Agreement
7. Click "I'm not a robot" and "Submit"

## ACCESS YOUR DASHBOARD

1. Go to [www.WisconsinTechConnect.com](http://www.WisconsinTechConnect.com)
2. Click on the "Students and Alumni" tab and Log In
3. Select your technical college from the dropdown and click the "Log In" tab for the type of student you are.
  - a. If you do not know your password, select the link to reset your password
  - b. If you do not have a Wisconsin TechConnect account click the "Register" tab
  - c. After you have logged in, it will take you straight to your dashboard. If you're on a different tab click "my briefcase" to get back to your dashboard. The dashboard will show events and recent jobs posted under "my feeds"
4. To view more jobs click on the "My Jobs" tab on the left sidebar under "my briefcase"
  - a. From here you can look at Jobs and Internships by choosing the respective tab at the top
  - b. Quick Search allows you to search via keyword or job title
  - c. Suggested Jobs will show you jobs based on your program area
  - d. Advanced Search allows special filters like company type, Industry, major, job type, **job functions**, distance, school, city, and state
  - e. See Page 3 for more detailed instructions
5. By default, student profiles are set to private and employers will not be able to see them
  - a. If you want to make your profile public, click the gear next to your name in the upper-right of the website
  - b. Click the switch labeled "show/hide profile" to switch your profile visibility (will not switch to public unless you finish the "about me" description in your profile)



## UPLOADING YOUR DOCUMENTS

Your documents **MUST** be in a **PDF** format to be uploaded.

If your documents are not in PDF format, follow these directions:

- Open the file in Microsoft Word, go to File, and then click Save As
  - Select “Save as Type” and select “PDF (\*.pdf)” from the drop-down list
1. Go to [www.WisconsinTechConnect.com](http://www.WisconsinTechConnect.com)
  2. Click on the “Students and Alumni” tab
  3. Select your technical college from the dropdown and choose the “Log In” tab for the type of student you are
  4. Go into the “My Docs” tab on the left sidebar under “my briefcase”
  5. Click “Browse” to locate your PDF document
  6. Select the type of document that you are uploading from the dropdown list
    - Resume, Cover Letter, Transcript, Writing Sample, Other
  7. To make your resume available for employers to view, check the box next to “Share with Employers” and make sure there is a grey heart next to your current resume
    - Uploading your resume does not guarantee it will be viewed. You must still “apply” to the employer’s job posting as indicated
  8. You may view your uploaded resume by clicking on the name of the file
  9. To remove your resume click “delete” next to that item

## UPDATE YOUR PROFILE AND ACCOUNT INFORMATION

- Under “my briefcase” click “my profile” on the left sidebar
- From here you can edit the profile that an employer would see when they click on your profile.
  - You can set an alternative e-mail address by clicking the “@” near the bottom of the page
  - You can also add a link to an e-portfolio by clicking the globe icon right below the “@” symbol
- The “My Interests” icon is where you can set your desired industries, job functions, states, company types, and cities
- The “Settings” icon is where you can change your password, change your profile visibility, or delete your account
- The “About Me” icon is where you can update your name, phone number, address, and more



## **JOB SEARCH FUNCTIONALITY – BEST FITS FOR YOUR JOB SEARCH**

### Suggested Search

- This is the default search and matches preferences (Job Function, Industry, and Locations) established in your profile
- If a job is connected to any of one of your preferences, the job will show up
- This is and or search

### Quick Search

- Keyword and Job Title searches the entire job posting for the word or words entered
- Special characters and spaces will impact search results (i.e. daycare, day care)
- Benefit: broadest job search feature

### Advanced Search

- Search option that is most narrowed or pointed to what you are seeking
- Do not search via the majors; search via the Job Functions
- You may select more than one option in each field
- Ignore school button, enter the city field
- The more filters used, the narrower the search results will be
- If minimal job results occur, broaden by removing filters chosen
- Saved search option only available in the advanced search
- To save the search, title it and click save
- Email notifications to occur one week from time of creating the saved search, need to check the box and turn on the email alerts toggle
- To view your saved search results, click on the save search title next to the red X

## **REPORT IT: I GOT A JOB! I GOT AN INTERNSHIP!**

- Congratulations – you have landed a job or an internship!
- Tell us about it by clicking on either of the two buttons: I got a job! OR I got an internship! on the left-hand side of the toolbar on your main profile page.
- Stand up and do a happy dance! Your hard work is paying off!

Stop in, call, or email for further assistance with Wisconsin TechConnect™

**Career Services and Leadership Development**  
[careercenter@blackhawk.edu](mailto:careercenter@blackhawk.edu) or (608) 743-4423