SDWORKS WIOA PRE-APPLICATION

Use the following steps to complete the WIOA Pre-Application. This guide is for internal and public use.

1. In the internet browser, type **sdjobs.org** in the address box at the https://dir.sd.go top of the page. DEPT. OF LABOR REGULATION Marcia Hultm Cabinet Secreta 2. Click inside the large box Find a Job in SDWORKS. -Q Find Po This will open to the SDWORKS page. A a Job aj in SDWORKS in SDW You în MORE SERVICES MORE S FOR JOB SEEKERS FOR EMP 3. Type in the Username and Password in the corresponding boxes and What's Hot! click "Sign in." Sign In HOT CAREERS Current Job Openings in Hot Careers If never registered before, select the "Not Registered Yet?" below the password box and begin enrollment, then move on to Step 4. If you need assistance, contact your job service office or click "Forgot -Username and Password?"

Once logged into the system. A page will populate similar to the photo below (hero image photo may vary).



- Scroll down to the My Benefits Plan box on the My Benefits Plan Dashboard. **Q** WIOA Applications You may need to scroll down to find the My Benefits Plan Enrolled in 0 courses box, and if you are logged in on mobile, it will be towards **Q** TAA Applications the bottom. Enrolled in 0 courses View Your Benefits Plan 5. Click on "Create WIOA Pre-Application" Create WIOA Pre-Application
- 6. Enter the requested information. Please provide a correct phone number and email address DLR can make contact if necessary.

4.