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 top of the page.

2. Click inside the large box **Find a Job** in SDWORKS.

   This will open to the SDWORKS page.

3. Type in the Username and Password in the corresponding boxes and click "Sign in."

   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).
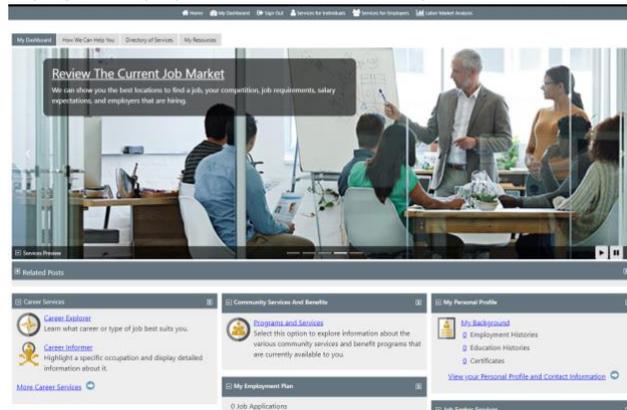
4. Scroll down to the **My Benefits Plan** box on the Dashboard.
   *You may need to scroll down to find the **My Benefits Plan** box, and if you are logged in on mobile, it will be towards the bottom.*

5. Click on "**Create WIOA Pre-Application"**

6. Enter the requested information.
   Please provide a correct phone number and email address DLR can make contact if necessary.