Linking your SDWORKS account to mySD (South Dakota Citizen Portal)

Introduction
SDWORKS has been integrated with the mySD Citizen Portal. This affects how individuals, employers and training providers log in to SDWORKS to access their profile/information.

You can still login in from the same starting points as before (e.g., dlr.sd.gov or southdakotaworks.org) or from the mySD portal once linked.

Once at southdakotaworks.org, click on the Login/Register using mySD button at top right corner. This will take you to the mySD Login screen so you can start the process of linking your account.
Creating a mySD Profile/Logging in to mySD
The following pages will walk through the process of linking your mySD profile with your SDWORKS profile. You may also refer to the Login Help link at the top of the mySD login screen for assistance.

If you already have a mySD profile, you can go to Linking Your Accounts on Page 5.

Requirements for a mySD login profile:
- The email address must be valid for verification purposes.
- Users cannot share an email address. Each user profile must have a separate, valid email address.
- When creating an account, the user will need access to the following:
  - Email account provided on login screen to receive and verify authentication code.
  - Access to a valid phone number to verify authentication by either:
    - Text message with authentication code (via cell phone).
    - Automated audio call (via cell phone or landline).
Unsure if you have a mySD Account?

If you are unsure if you have an account:

Enter the email address you are unsure about and click 'Continue'.

Enter the password for your email address and click the 'Sign In' button. If you see the message your password is incorrect, click the 'Forgot your password?' link.

If you receive the message 'We can't seem to find your account', then you will need to create an account.

On the bottom right section of the window, click the 'Sign up now' link.

With either selection, the user will need to enter an email address to send an authentication code.

Click the 'Send verification code' button.

Go to your email and check for a message from 'donotreply@state.sd.us'.
Note/copy the code you received in your email and enter it on the mySD page and click 'Verify code'.

If you forgot your password, you will be prompted to create a new password. Once you have created a new password, you will be logged into mySD with your previously created profile.

If you do not have an account/profile, complete the information on the screens that follow.

mySD Profile Creation:

Enter information requested on this page.

Password rules:
8-16 characters, containing 3 out of 4 of the following:
Lowercase characters, uppercase characters, digits (0-9),
and one or more of the following symbols: @ # $ % & * - _ + = [ ] { } \ : ' , ? / ` ~ " ( ) ; .

When you reach the ‘Country’ field,
Enter ‘U’ (for United States) and
‘United States’ should auto-populate.

When all fields are completed, click ‘Continue’
You will need to enter a valid phone number to authenticate.

Enter the phone number and click either the ‘Send Code’ or ‘Call me’ button.

- If ‘Send Code’ is selected, the system will send a text message to your cell phone with an authentication code.
- If ‘Call Me’ is selected, you will receive an automated call to your cell phone or landline with instructions on how to proceed.

Now that you have your mySD Profile, you can link it to your SDWORKS account.

**Linking your Accounts**

Once you have created/have logged into your profile, return to southdakotaworks.org and click on the Login/Register button again. Select Individual, Employer or Training Provider.
For those who have set up a mySD account and have an SDWORKS account:
Enter your old username and password from your SDWORKS account. The system will search to connect your mySD account to your SDWORKS account. If you do not remember your username and password, see Page 7.

If successful, you will return to the SDWORKS homepage. Click on Login/Register using the mySD button one more time.

This should take you directly to your SDWORKS dashboard.

From this point on, your mySD Profile and SDWORKS profile are linked. You should now be able to log in to SDWORKS using only your mySD login credentials in the future.
If you have forgotten your username and password
The system can try to find it. Select the type of user and ‘Yes, verify my account’

Enter information to verify with what is in the database.

To ensure the highest level of security, please enter the needed information into the form, so that we can verify this information against what is in our database.

If you can’t provide the needed information, you will be redirected to the contact staff page.

** Indicates required fields.

### Your Information

- **First Name:**
- **Last Name:**
- **Date of Birth:** (mm/dd/yyyy)
- **Social Security Number:** (no dashes)
- **Confirm Social Security Number:** (no dashes)
- **Zip Code:**

Next >>
If the system finds a matching record, it will send an email for verification purposes. *If you do not have access to this email address, please click the Contact Staff link for assistance.*

Enter the verification code and your mySD Email/Username.

If successful, you will return to the SDWORKS homepage. **Click on Login/Register using mySD button one more time.**

This should take you directly to your SDWORKS dashboard.

From this point on, your mySD Profile and SDWORKS profile are linked. You should now be able to log in to SDWORKS using only your mySD login credentials in the future.
If you do not have an SDWORKS Account
Click on ‘I do not have an Account or I do not remember my Username and/or Password’

Click on the type of user and click on ‘No, Start a new registration’ if you do not have an SDWORKS account.
The system will guide you through several screens requesting information needed to create an SDWORKS account.

Once you’ve completed the final screen, click Finish.
You should now be registered. If you click on 'My Dashboard' in the grey menu at the top, you should see your username on the My Dashboard webpage.

From this point on, your mySD Profile and SDWORKS profile are linked. You should now be able to log in to SDWORKS using only your mySD login credentials in the future.

If you have questions or need assistance, please contact your Job Service office.

When you are done with your SDWORKS session, log out of SDWORKS and mySD. Also, close any browsers to ensure you are logged out of the system.