SDWORKS and mySD Registration

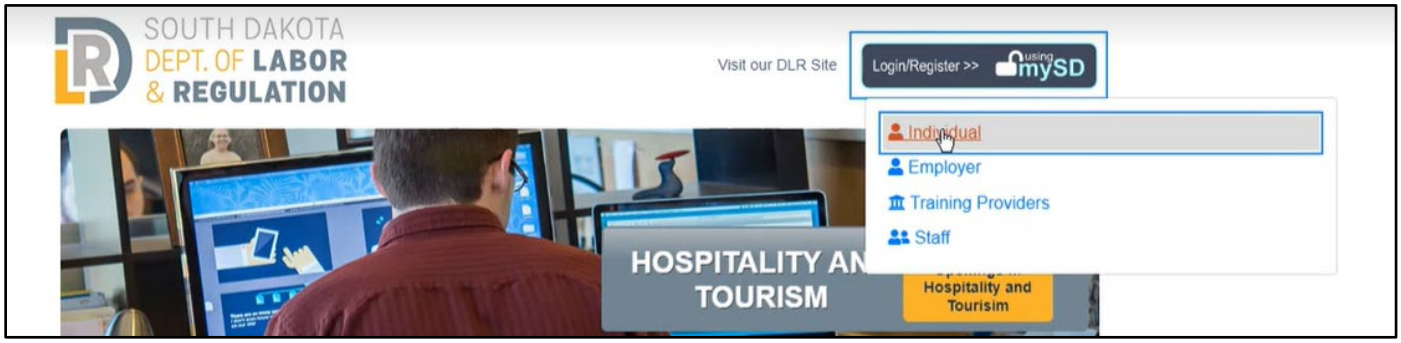
INTRODUCTION

SDWORKS has been integrated with the mySD (South Dakota 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.

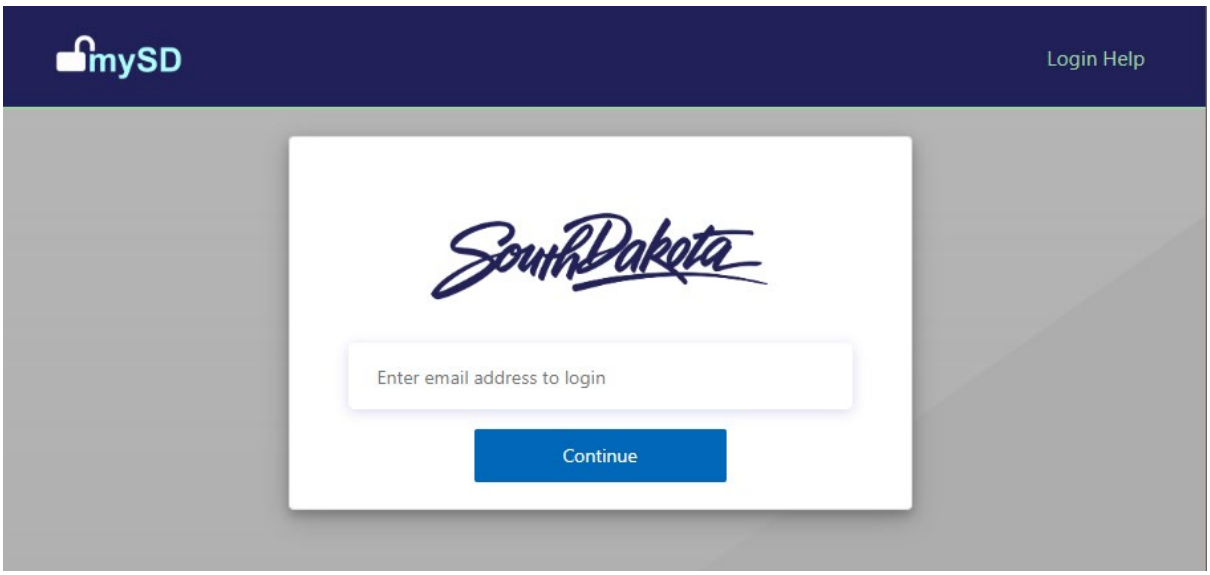
To login or register as an individual job seeker, select 'Individual'



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 need **additional help creating your mySD account**, you can receive assistance by chat or phone.

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

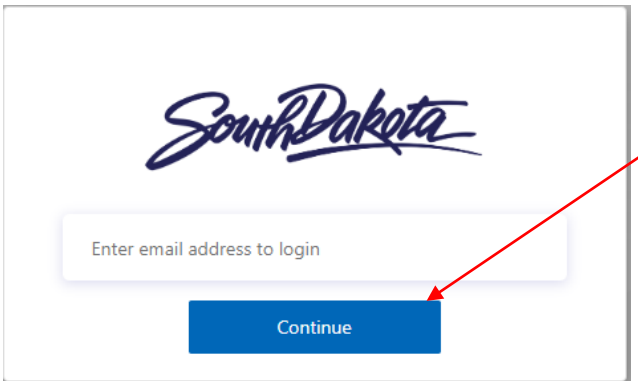


mySD login screen

REQUIREMENTS FOR A MYSD LOGIN PROFILE:

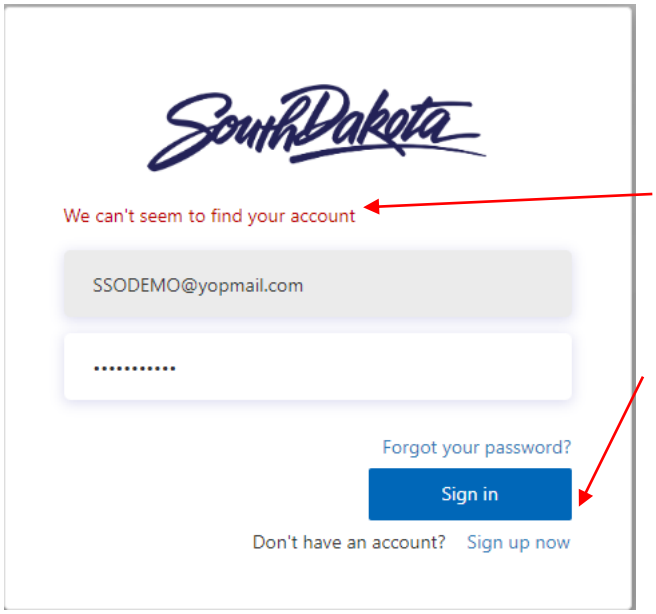
- The email address must be valid for verification purposes.
- Users cannot share an email address. Each user profile must have a separate, valid email address.
- When creating an account, the user will need access to the following:
    - Email account provided on login screen to receive and verify authentication 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:

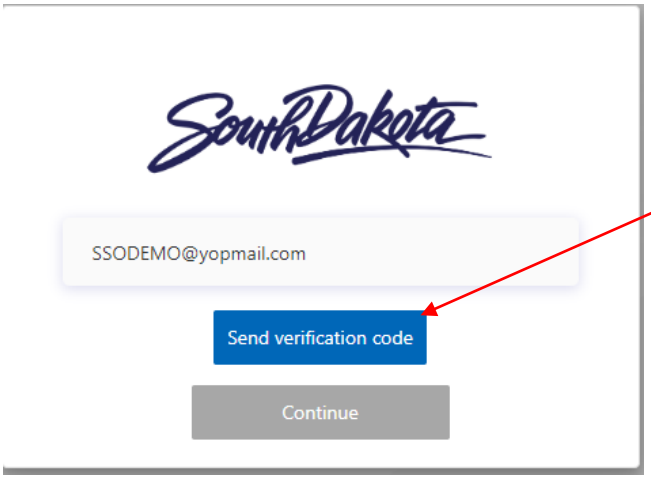
Enter the email address you are unsure about and click 'Continue'.



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.

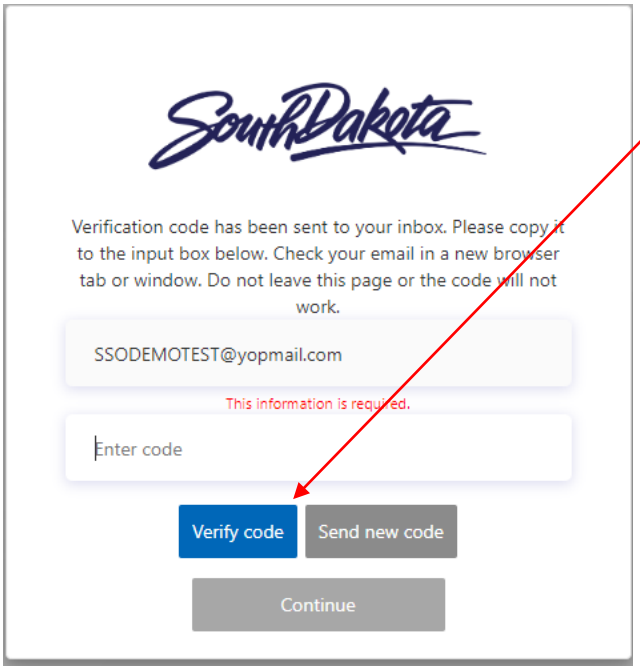
On the bottom right section of the window,
Click the 'Sign up now' link.



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'.

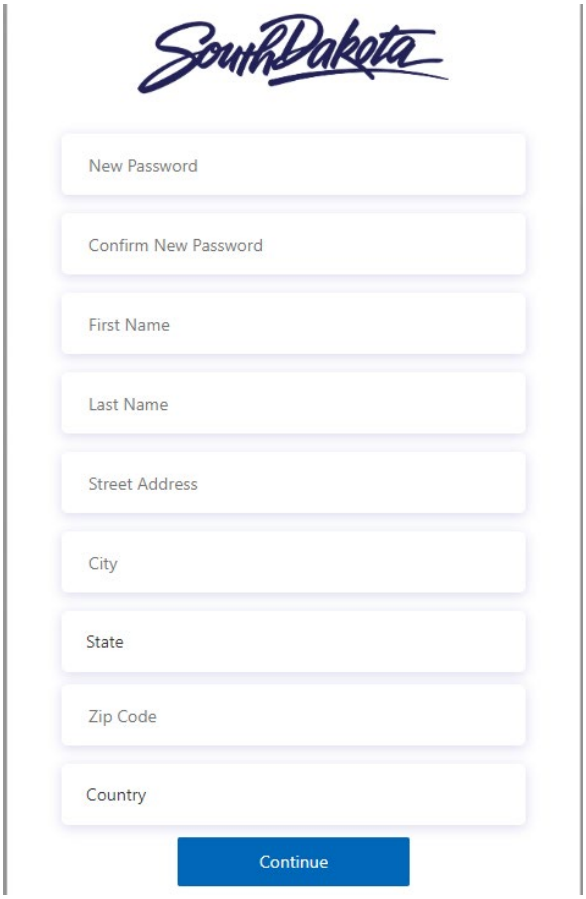


Note/copy the code you received in your email and enter it on the mySD page and click 'Verify code'.

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

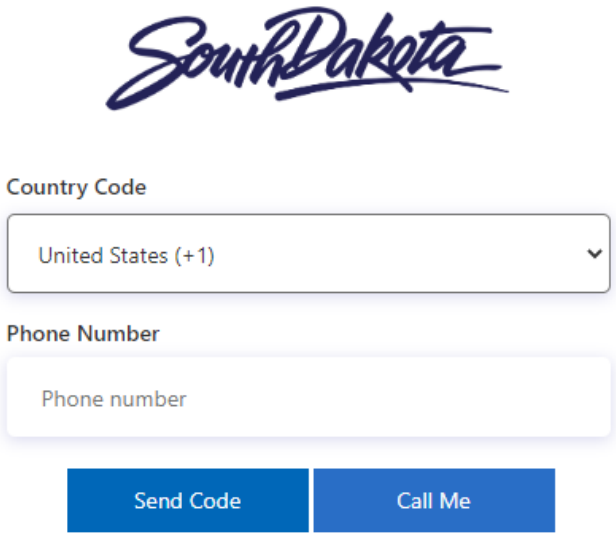


Enter information requested on this page.

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.

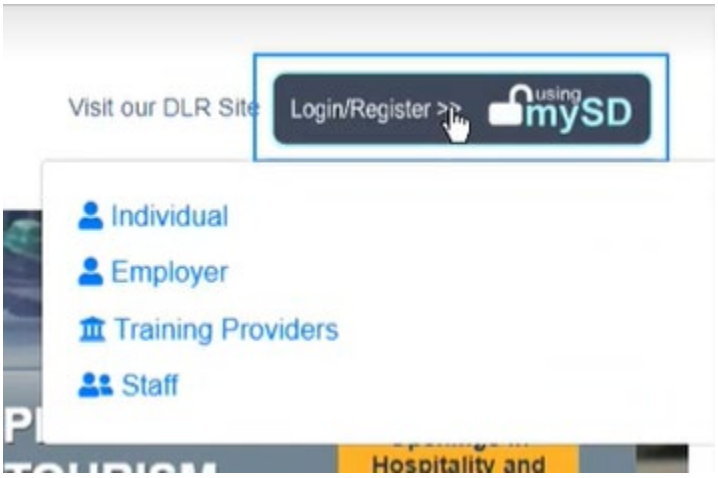
- If 'Send Code' is selected, the system will send a text message to your cell phone with an authentication code.

- 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 mySD profile, if you are not taken into SDWORKS directly, simply return to southdakotaworks.org and click on the Login/Register button again. Select Individual, Employer or Training Provider.

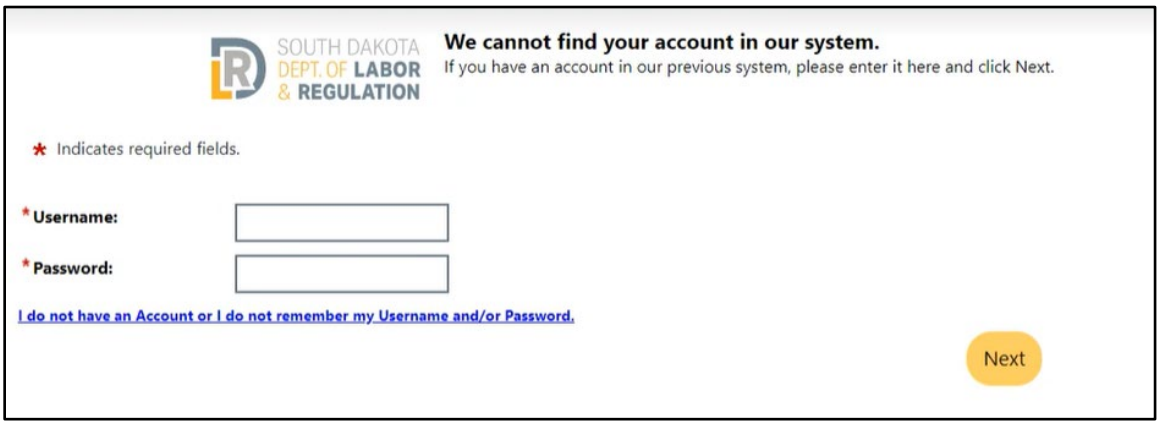


IF YOU DO NOT HAVE AN SDWORKS ACCOUNT

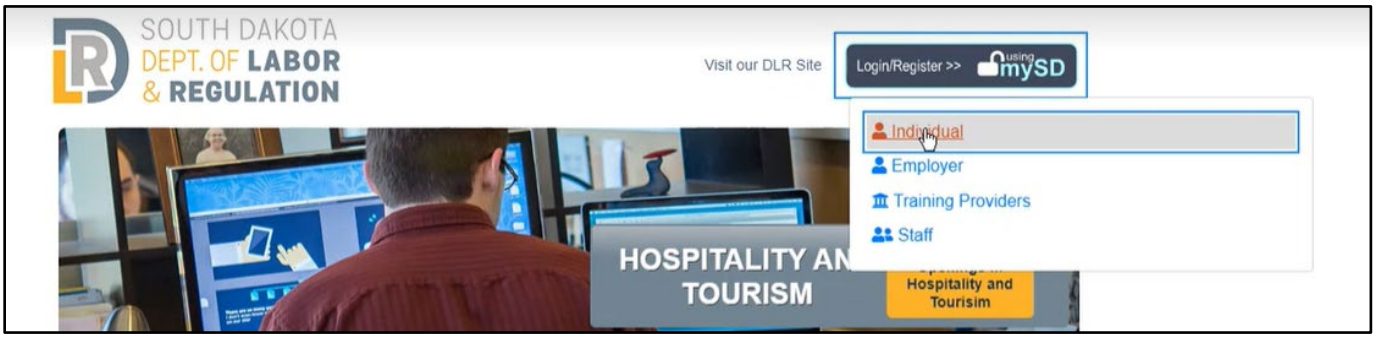
If you have not previously created an SDWORKS account, see Page 10

FOR THOSE WHO HAVE SET UP A MYSD ACCOUNT AND HAVE AN SDWORKS ACCOUNT

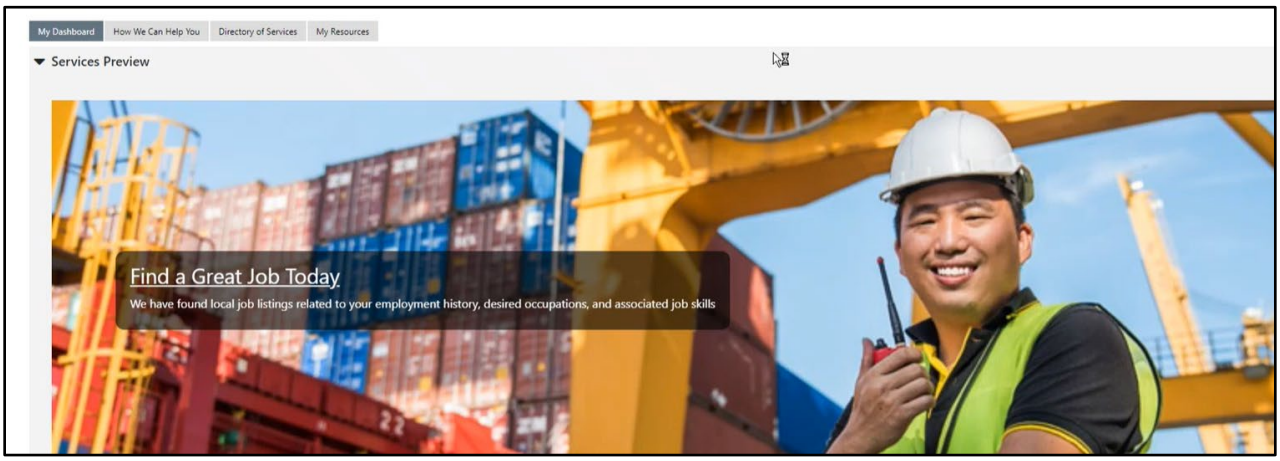
If you already have an SDWORKS account, enter your old username and password used previously. The system will search to connect your mySD account to your SDWORKS account.
If you do not remember your username and password, see Page 7.



If successful, you will be returned to the SDWORKS homepage, and it will appear as if nothing has happened. This is correct. **Click on 'Login/Register using the mySD button' and select your usertype.**



This should take you directly to your SDWORKS dashboard.

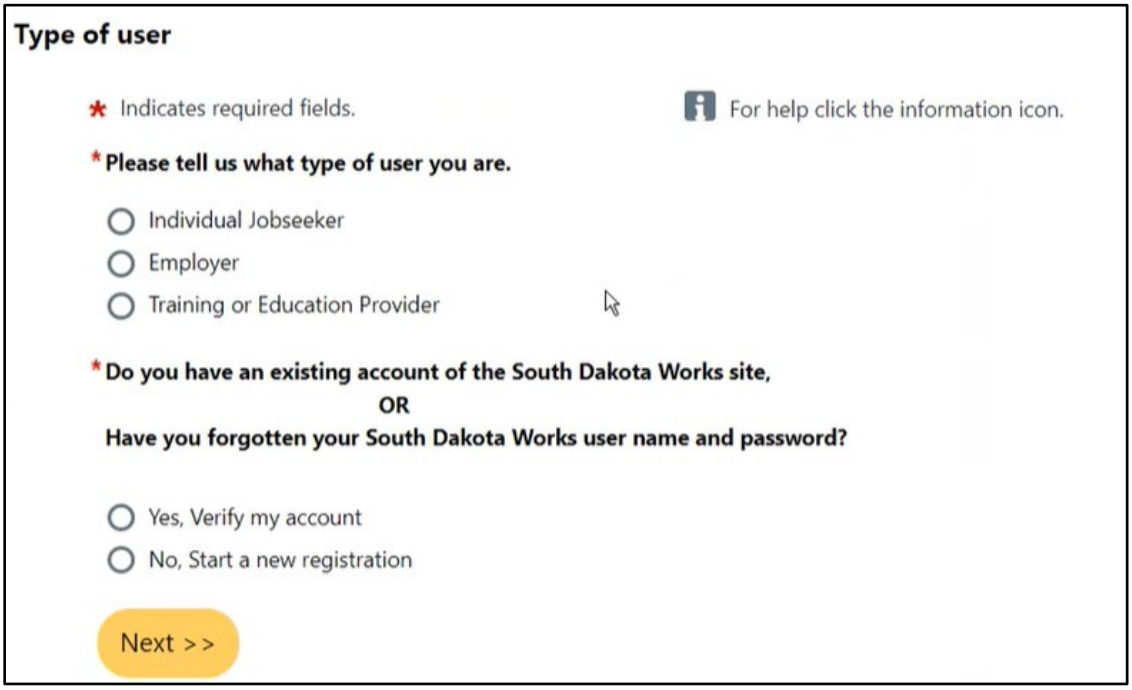


From this point forward, your mySD Profile and SDWORKS profile are linked.

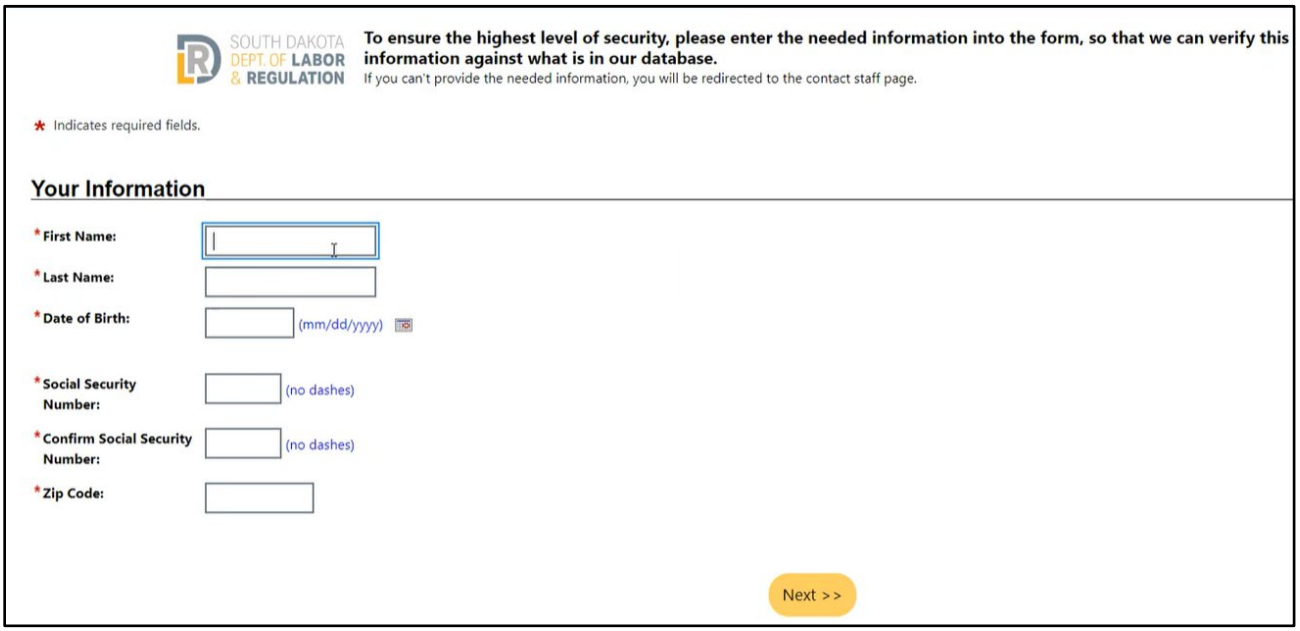
You should now be able to log in to SDWORKS using only your mySD login credentials.

IF YOU HAVE FORGOTTEN YOUR USERNAME AND PASSWORD

The system can try to find your information and link it. Select the type of user and 'Yes, verify my account'

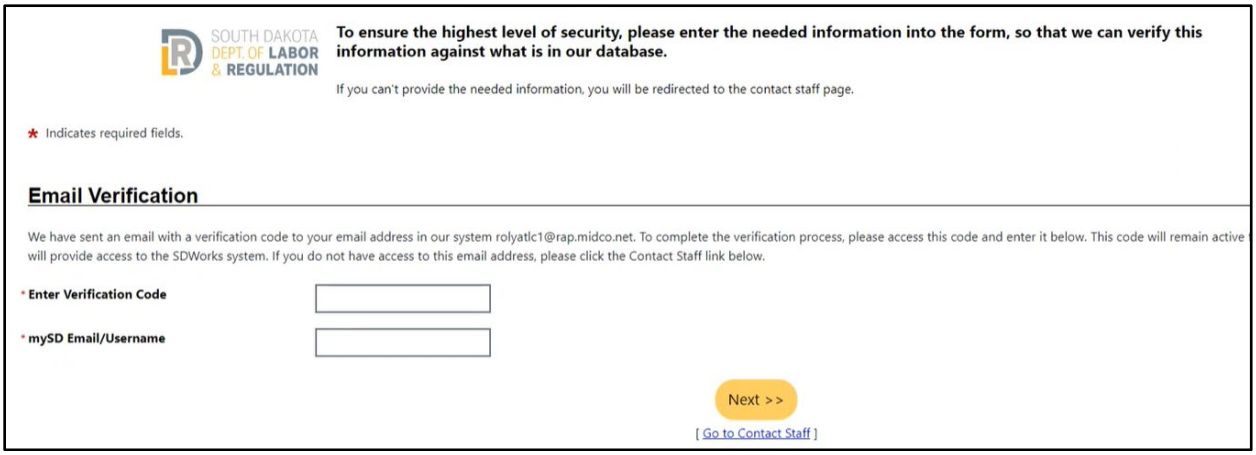


Enter information to verify with what is in the database, then click 'Next'.

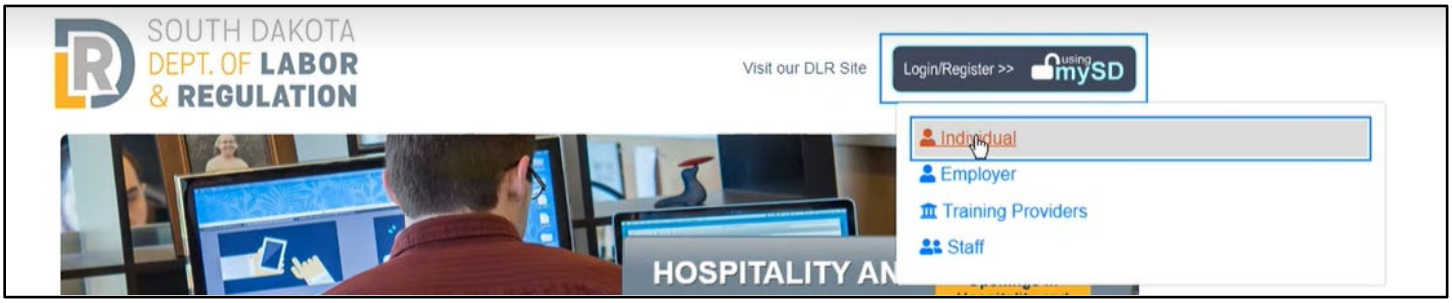


If the system finds a matching record, it will send an email for verification purposes. *If you do not have access to this email address, please click the '**Go to Contact Staff**' link for assistance.*

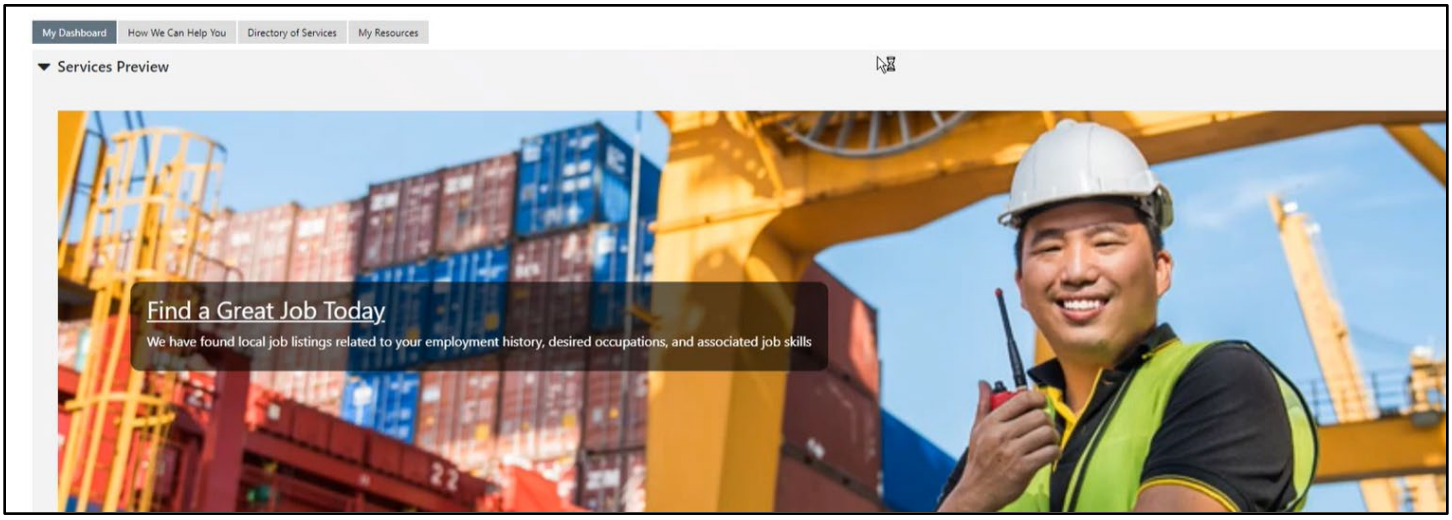
Enter the verification code you were sent, **and your new mySD Email/Username.**



If successful, you will be returned to the SDWORKS homepage, and it will appear as if nothing has happened. This is correct. **Click on 'Login/Register using the mySD button' and select your usertype.**



This should take you directly to your SDWORKS dashboard.

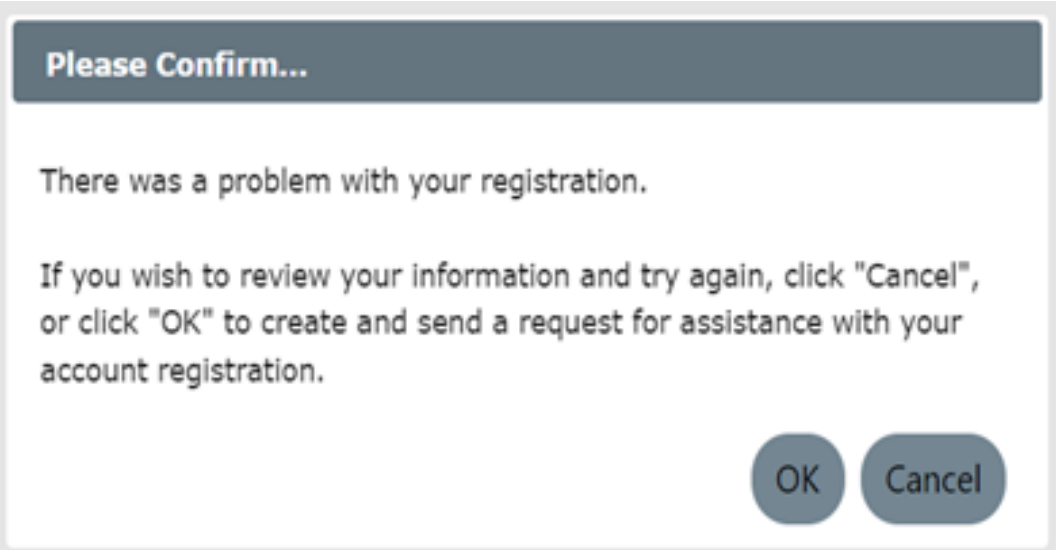


From this point forward, your mySD Profile and SDWORKS profile are linked.

You should now be able to log in to SDWORKS using only your mySD login credentials.

THERE WAS A PROBLEM WITH YOUR REGISTRATION – ERROR MESSAGE

If, after going through the steps above, you get the below error message,
you will need to contact the SDWORKS Helpdesk to review your information and link up the new SDWORKS account and the MySD account.

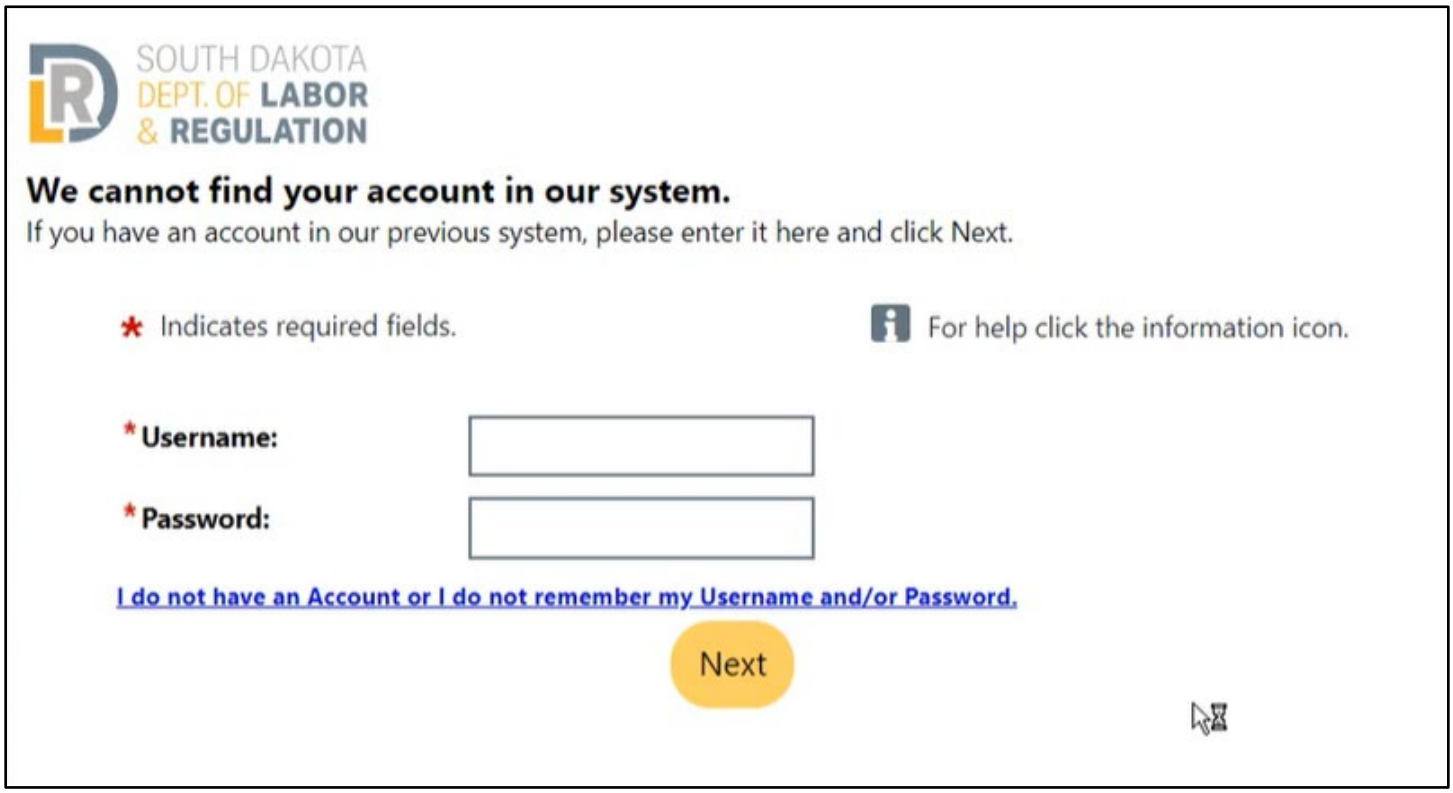


Please provide as much information:

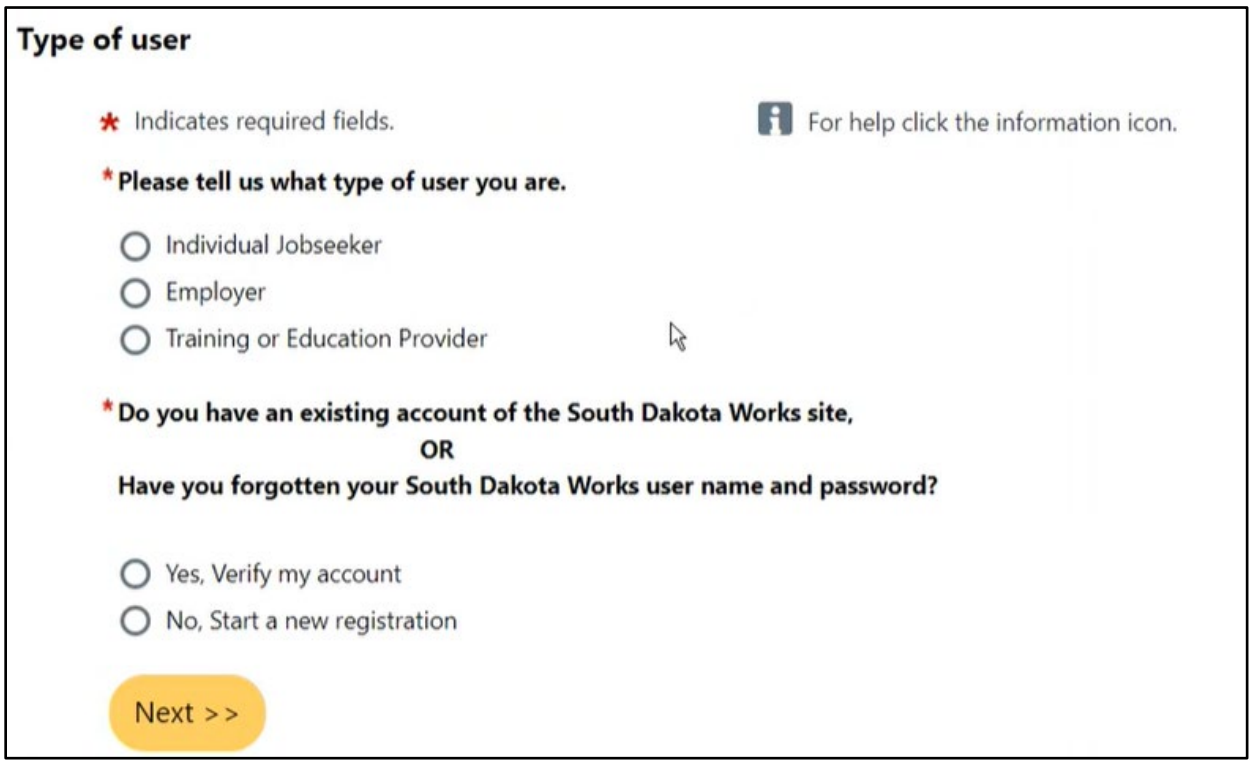
- First Name:
- Last Name:
- Email address
- Street Address
- City-State-Zip Code:
- Contact Phone:
- Date of Birth (if available)
- Last four of SSN (if available)

IF YOU DO NOT HAVE AN SDWORKS ACCOUNT

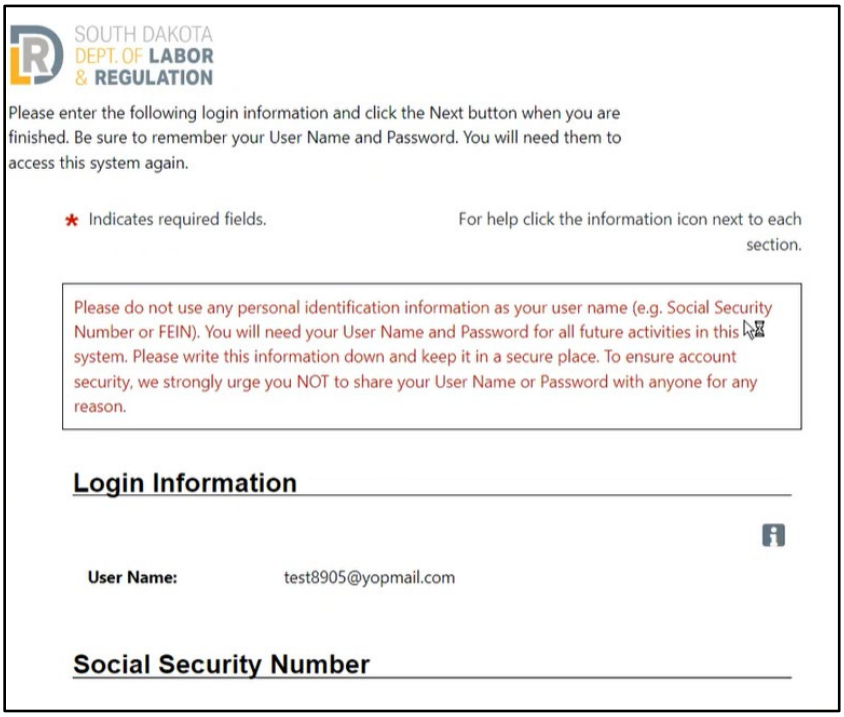
Click on 'I do not have an Account or I do not remember my Username and/or Password'



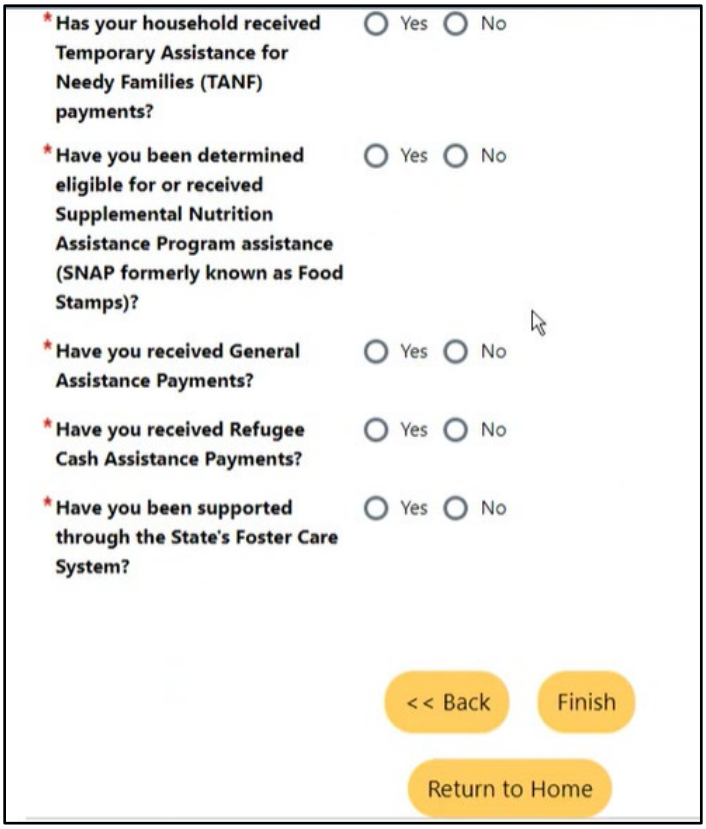
Click on the type of user and click on 'No, Start a new registration' if you do not have an SDWORKS account.



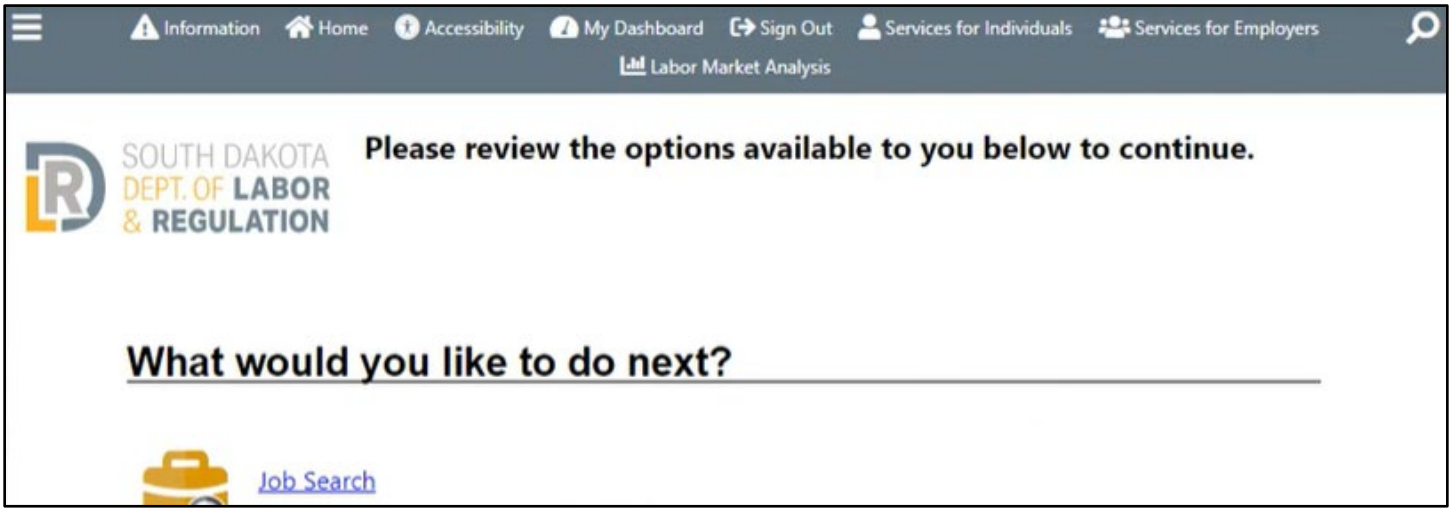
The system will guide you through several screens requesting information needed to create an SDWORKS account.

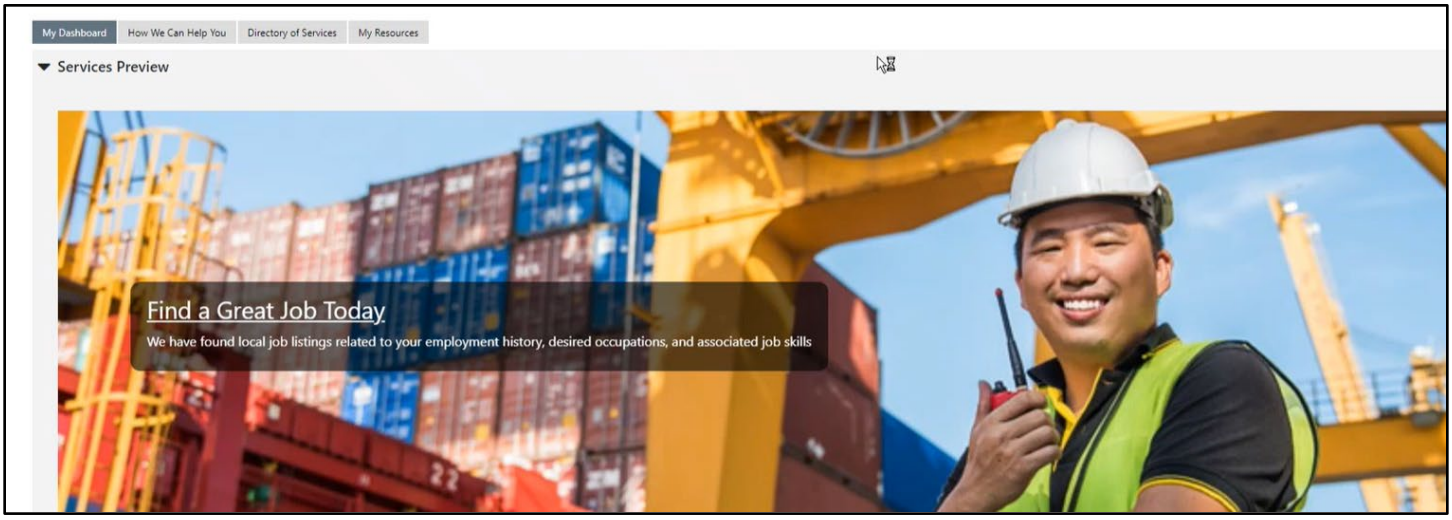


Once you've completed the final screen, click 'Finish'



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 forward, your mySD Profile and SDWORKS profile are linked.

You should now be able to log in to SDWORKS using only your mySD login credentials.

When you are done with your SDWORKS session, log out of SDWORKS and mySD.

Close any browsers to ensure you are logged out of the system.

If you have questions or need assistance linking your SDWORKS and mySD accounts, please contact your Job Service office.