



ACCESSING REGISTRATION CODE COURSES

Already a member? See page 6 for registration instructions.

Navigate to the following link:

<http://www.5minutecountdown.com/wisconsin-job-center-southwest.html>



Click on the "Log In" Button

A screenshot of the "Enrollment Registration form - Dynamic Works". The form is on a white background with a blue border. At the top left is the "Dynamic Works" logo. To the right, there are links for "CUSTOM DESIGN" and "CAREER SEEK". The title of the form is "Enrollment Registration form - Dynamic Works". Below the title is a breadcrumb trail: "Home / Enrollment Registration form". The form contains several input fields, each with a label and a "Required" status: "First Name (Required)" with a placeholder "Enter First Name"; "Last Name (Required)" with a placeholder "Enter Last Name"; "Email (Required)" with a placeholder "Enter Email"; "Organization (Required)" with a placeholder "Enter Organization Name"; and "Enrollment Key (Required)" with a placeholder "Enter Enrollment Key".

Complete the required fields.

NOTE: User name is all lower-case alpha-numeric!

Note: if no employer, enter NA in the field for Organization and Employer address.

ENTER THE REGISTRATION CODE IN THE ENROLLMENT KEY FIELD. (See next page for your local registration codes)

Job Title (Required)

Phone Number (Required)

State (Required)
 ▼

[Register Now](#)

Note: If you are not employed, for Job Title, please either enter NA or a description of the Workforce Program you are enrolled in (Youth, Adult, Dislocated Worker)

Enter Phone Number and State.

Click "Register Now"

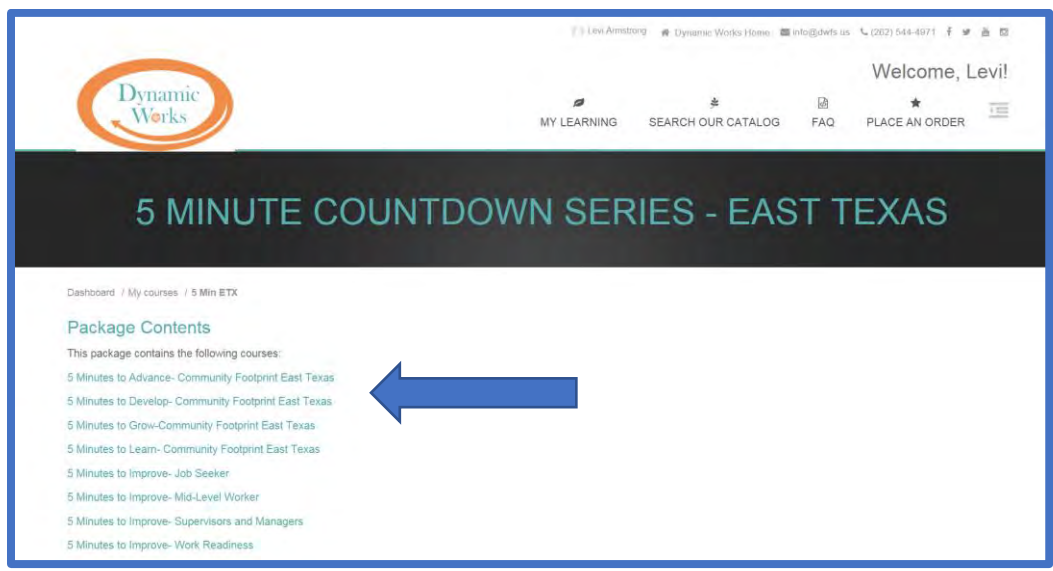
YOUR LOCAL REGISTRATION CODES:

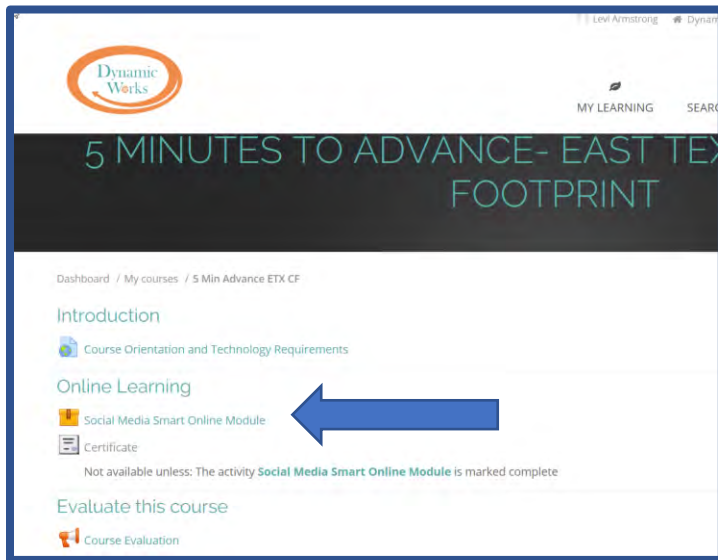
5 Minute Countdown Series – Wisconsin Job Center Southwest- WDA11

ENTER REGISTRATION CODE IN THE ENROLLMENT KEY FIELD TO ACCESS YOUR COURSES

NOTE: PLEASE USE ALL CAPITAL LETTERS!

Once registered your courses will show on the page. Click a course to begin.





You can click on each link view:

Introduction: This gives you an orientation of coursework in general and any technology requirements.

Online Learning: View your course here.

Test My Learning: Complete the module test.

Evaluate this Course: We want to know what you think! Tell us here with this brief survey.

To begin viewing your course click the desired module under Online Learning.



The course will begin in a new window. (Make sure that pop-ups are not blocked for this site)

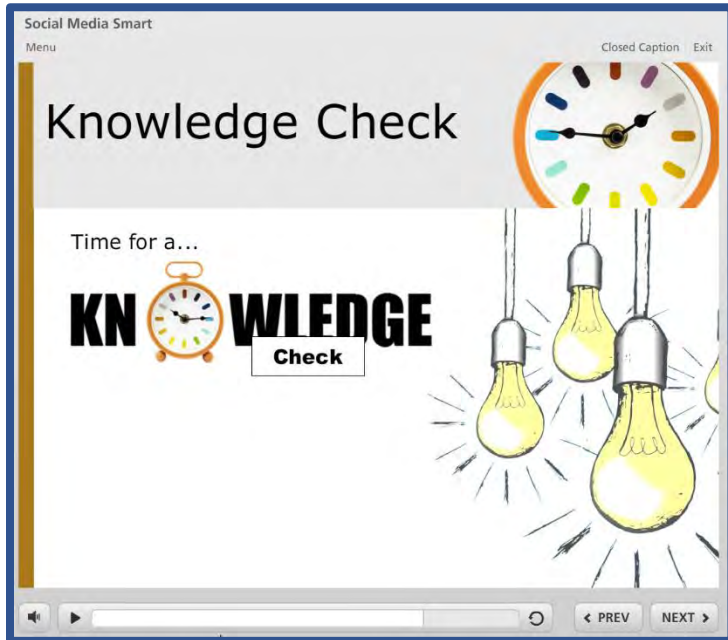
Closed Caption- To read the audio click closed caption in the top right.

To Exit- Click Exit in the top right.

Click Next to advance the slide.

To adjust the sound, click on 

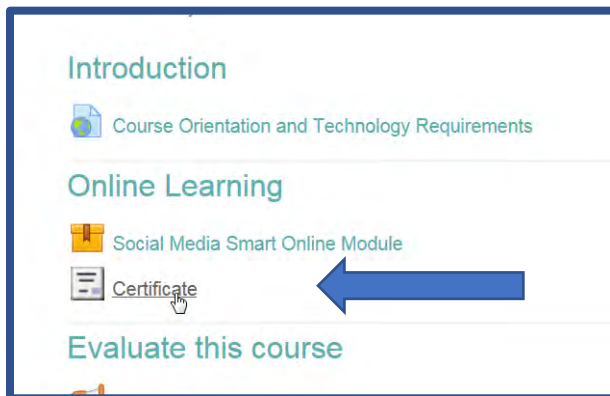
To view the menu, click Menu in the top left.

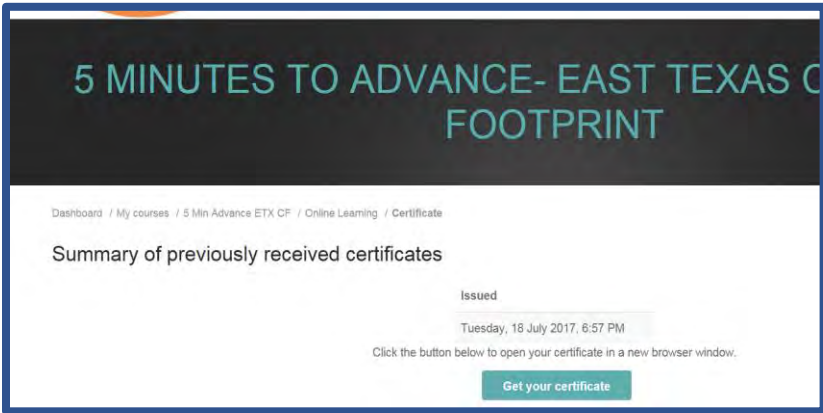


Periodically through the course there are knowledge checks. Complete these by answering the questions by clicking on the correct answer.



Once you have completed the criteria for the certificate, the link will be active. Click on the Certificate link:





Then click on Get Your Certificate.

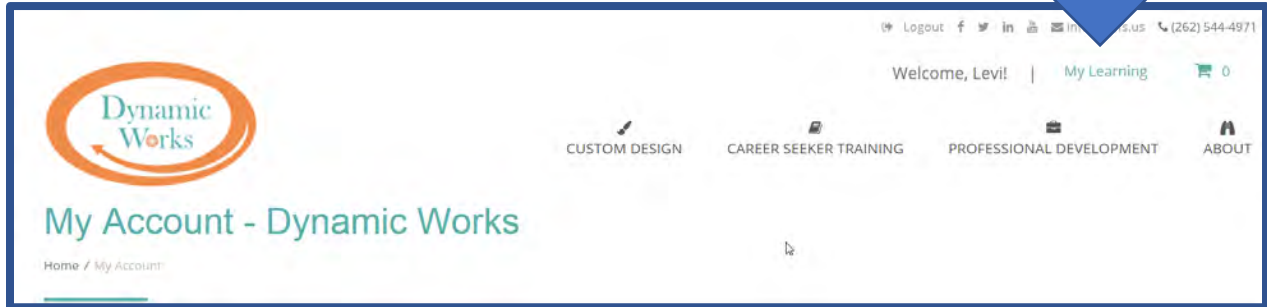


Your certificate will open in a new window. From the menu at the bottom of the screen you may print or save the certificate.

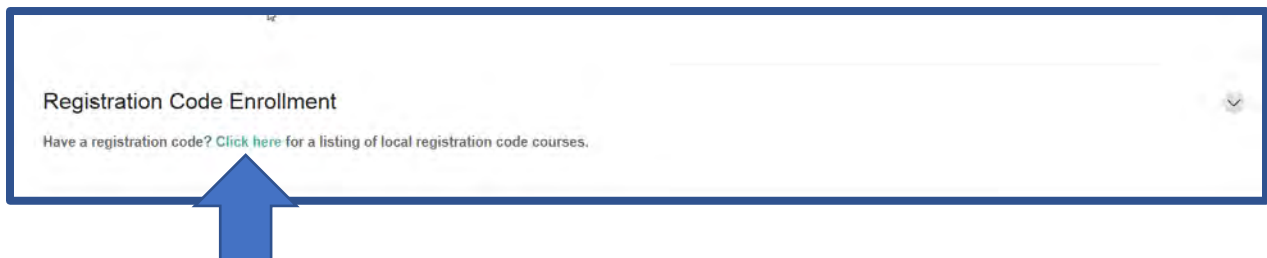


**ALREADY A DYNAMIC WORKS INSTITUTE MEMBER?
SIGN IN TO ACCESS YOUR REGISTRATION CODE COURSES.**

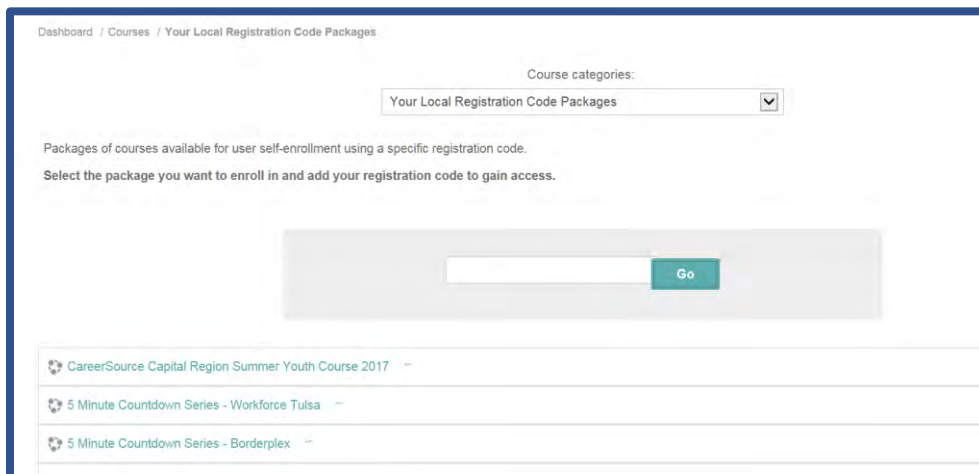
Navigate to “My Learning”

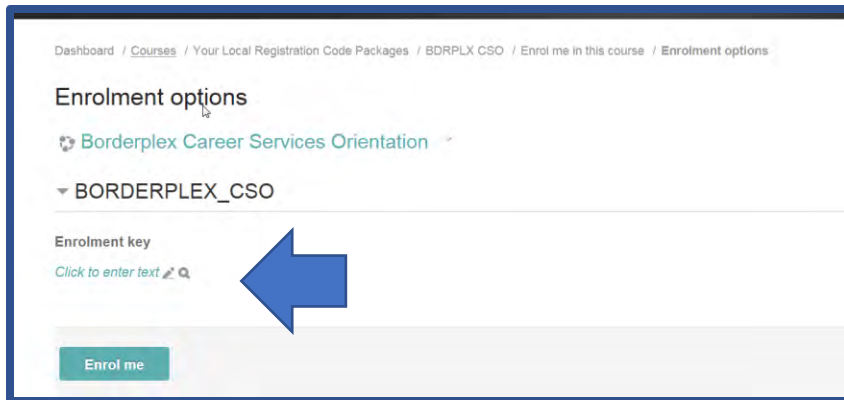


Scroll to “Registration Code Enrollment” and click the link.



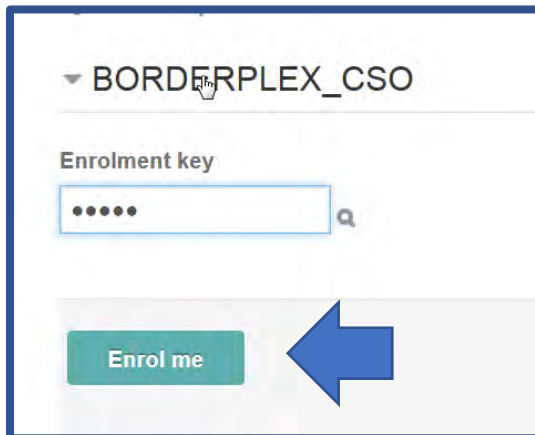
A listing of registration code courses will open. Choose the course you want to register in (You may use the search box. Search for 5 Minute Countdown – Wisconsin Job Center):





Click the link to enter the correct Registration Code.

***REMEMBER: ENTER THESE IN ALL CAPITAL LETTERS**



Click "Enroll me"



The course will open as before. Access as instructed above.

If you need additional assistance please see your Career Navigator or contact us info@dwfs.us

