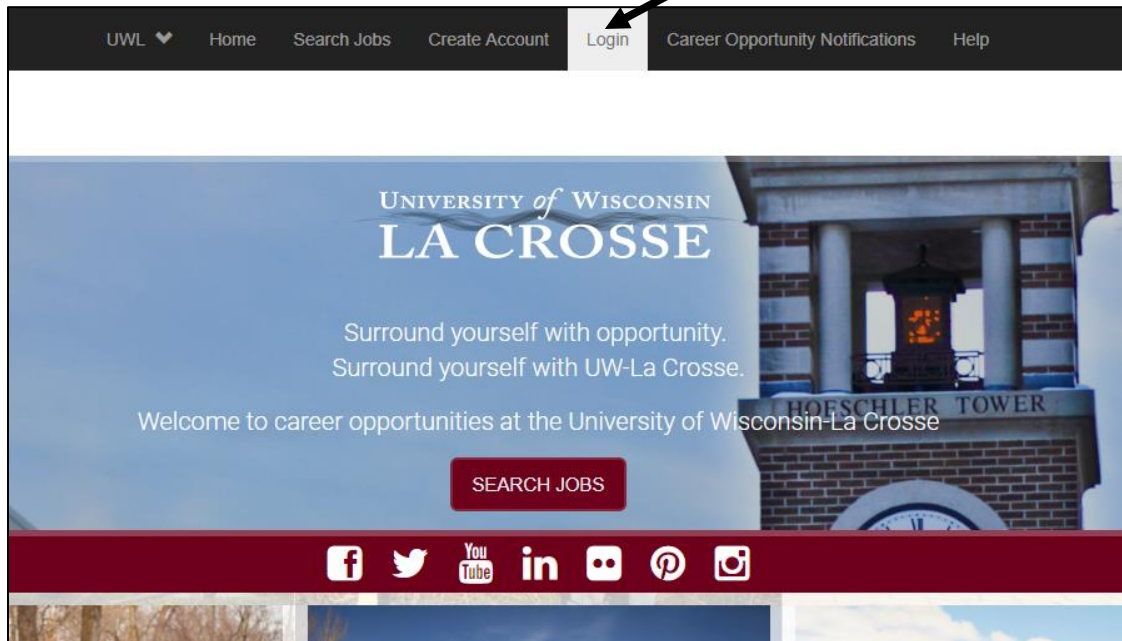


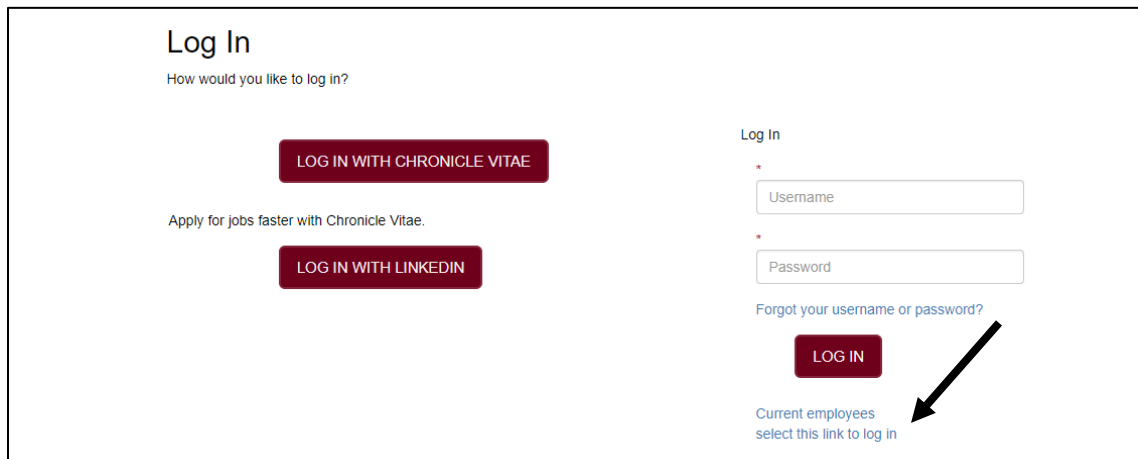
INTERNAL JOBS – HOW TO APPLY

Instructions for Internal Jobs Feature

Step 1: Visit the UWL Career Opportunities website at <https://employment.uwlax.edu/> and click Login at the top of the screen.

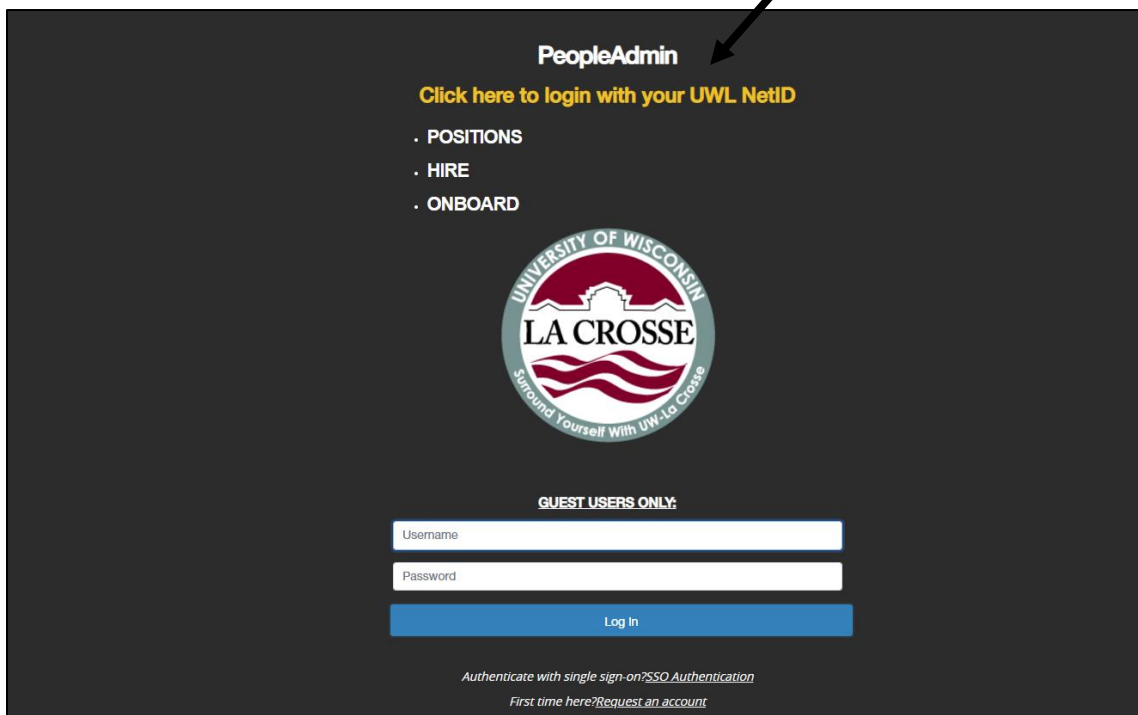


Step 2: Click the “Current employees” link on the Login page.



Step 3: Click the yellow text at the top of the screen to Login using your UWL NetID and password.

Note: You will be required to use your DUO 2-step authentication.



Step 4: After login, you will be taken back to the UWL Career Opportunities website. You will now have the ability to click the Search Internal Jobs menu item at the top of your screen to view and apply to internal only opportunities.

