Instructions for Internal Jobs Feature

**Step 1:** Visit the UWL Career Opportunities website at [https://employment.uwlax.edu/](https://employment.uwlax.edu/) and click “Log In” located on the left hand side menu.

**Step 2:** Click the “Current employees select this link to log in” link on the Log in to your account page.
Step 3: Click the yellow text at the top of the screen to log in using your UWL NetID and password. 

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

Step 4: After log in, you will be taken back to the UWL Career Opportunities website. You will now have the ability to click “Search Internal Jobs” located on the left hand side menu of your screen to view and apply to internal only opportunities.