



## How to Update Employer Registration Information

### Step 1:

Gather your employer number, the format is EMP followed by nine digits, ex. EMPXXXXXXXXX. This was sent to you via email in June 2022 or upon registration, whatever is most recent.

\*Note: please contact [WisCaregiverCareers@uwosh.edu](mailto:WisCaregiverCareers@uwosh.edu) if you need to look up your employer ID number.

### Step 2:

Click the link below:

[https://oshkosh.co1.qualtrics.com/jfe/form/SV\\_e8W5gSrtbDN5XRs](https://oshkosh.co1.qualtrics.com/jfe/form/SV_e8W5gSrtbDN5XRs)

### Step 3:

Enter your employer ID number.

The screenshot shows a web form with the WisCaregiver Careers logo at the top. Below the logo, there is a message: "Thank you for your interest in WisCaregiver Careers! Please complete the following registration form which consists of three sections and click the submit button when you are finished." Underneath this message, it says "Please log in." and "Employer ID" followed by a text input field. At the bottom right of the form, there is a blue "Submit" button.

### Step 4:

After entering your employer ID number, you will be redirected to your original registration and have the option to update any of the fields on the registration form.

When you have updated your information, click the submit button. After approximately 7 business days any updated information you submitted will appear on the WisCaregiver Careers Employer Map and in all confirmation emails sent to newly enrolled students.

If you have any questions, or we can assist you further, please do not hesitate to reach out to our Service Team at [info@wiscaregivercna.com](mailto:info@wiscaregivercna.com).