

Earn and Learn Participant Application Guide

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Step 1: Complete Earn and Learn Intake Application

Fill out the intake application [here](#).

Make sure to complete all fields with accurate and up to date information.

When complete, click the “submit” button in the lower right-hand corner.



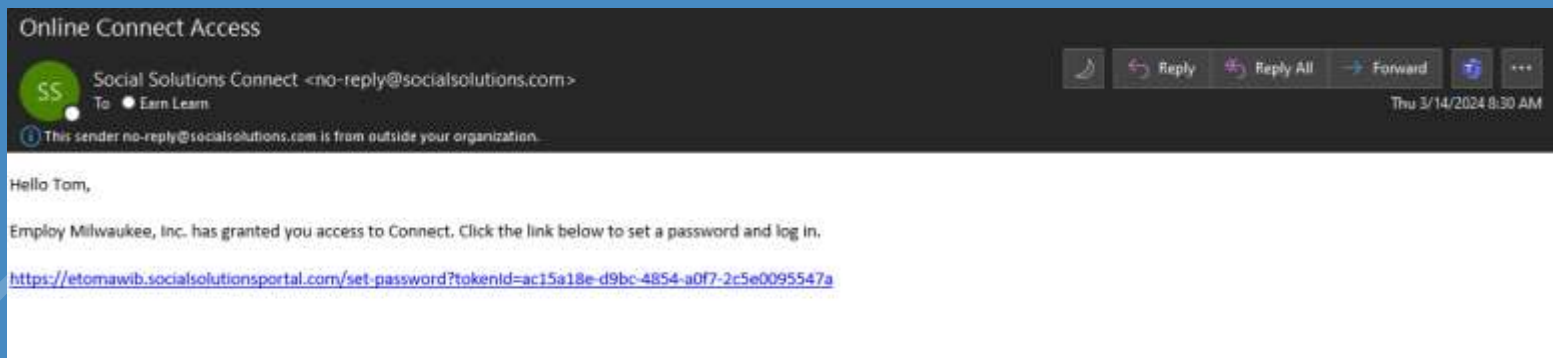
The image shows a screenshot of a web form titled "Earn and Learn Application". The form is white with a light blue border. At the top right, it says "Required". Below the title, there is a instruction: "Please fill out this form completely". The form contains several input fields: "First Name*" (text input), "Middle Initial" (text input), "Last Name*" (text input), "Suffix" (dropdown menu with "-- Select --"), "SSN" (text input with a placeholder "###-##-####"), and "Date of Birth" (text input). Each input field has a small green question mark icon to its right. The form is set against a blue background with a decorative graphic of concentric white circles and a solid green circle.

Step 2: Check your email!

Employ Milwaukee will perform an initial review of your application within 24 hours.

Once we complete the initial review, you will receive an email link to enroll in the Connect portal from no-reply@socialsolutions.com

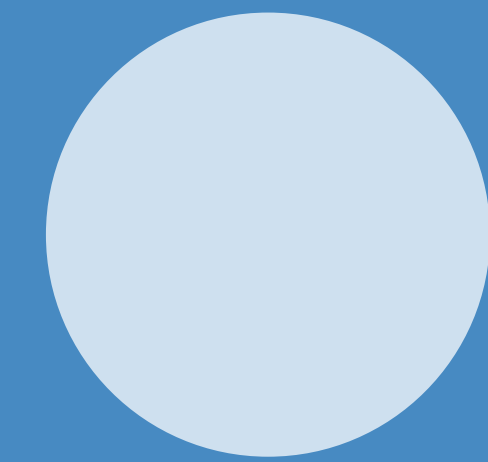
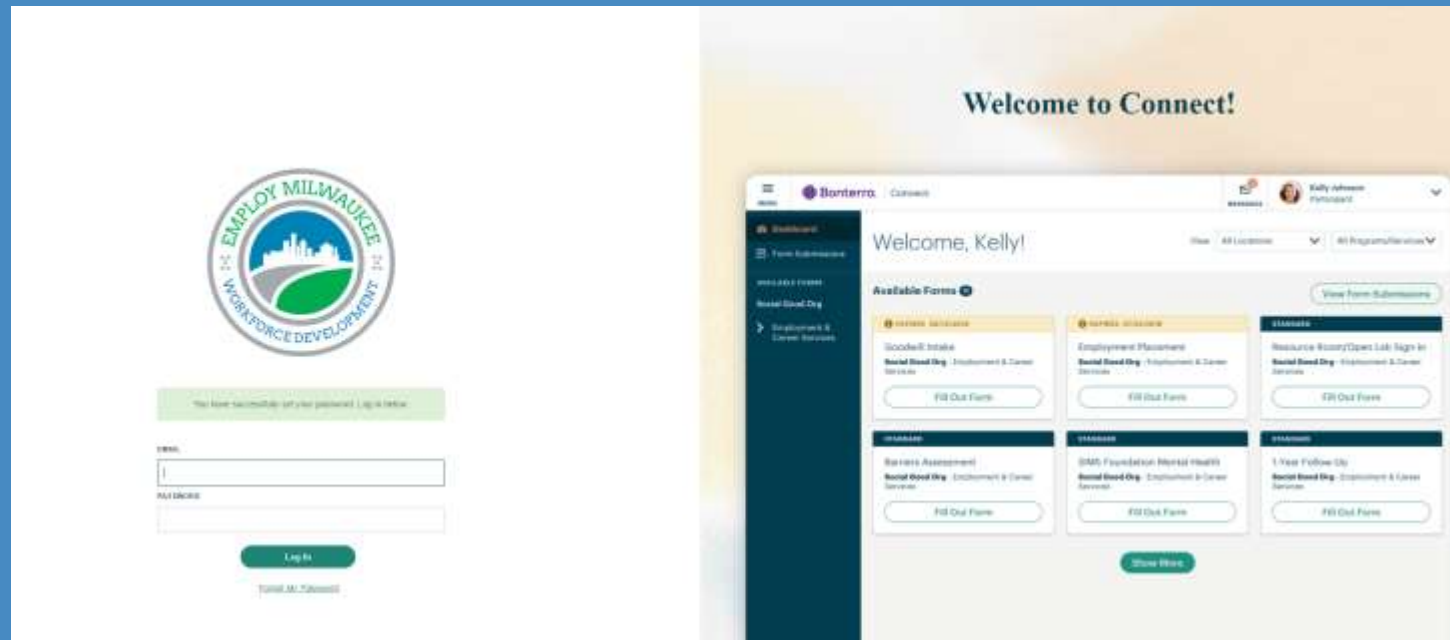
If you can't find your email within 24 hours, check your spam folder. If you still can't find it, go to the [Connect login page](#) and click "Forgot Password".



Step 3: Create a password and login to Connect

Following the email link will prompt you to create a password.

Once created, you will be forwarded to the [Connect login page](#) shown below.



Step 4: Complete Required Documents

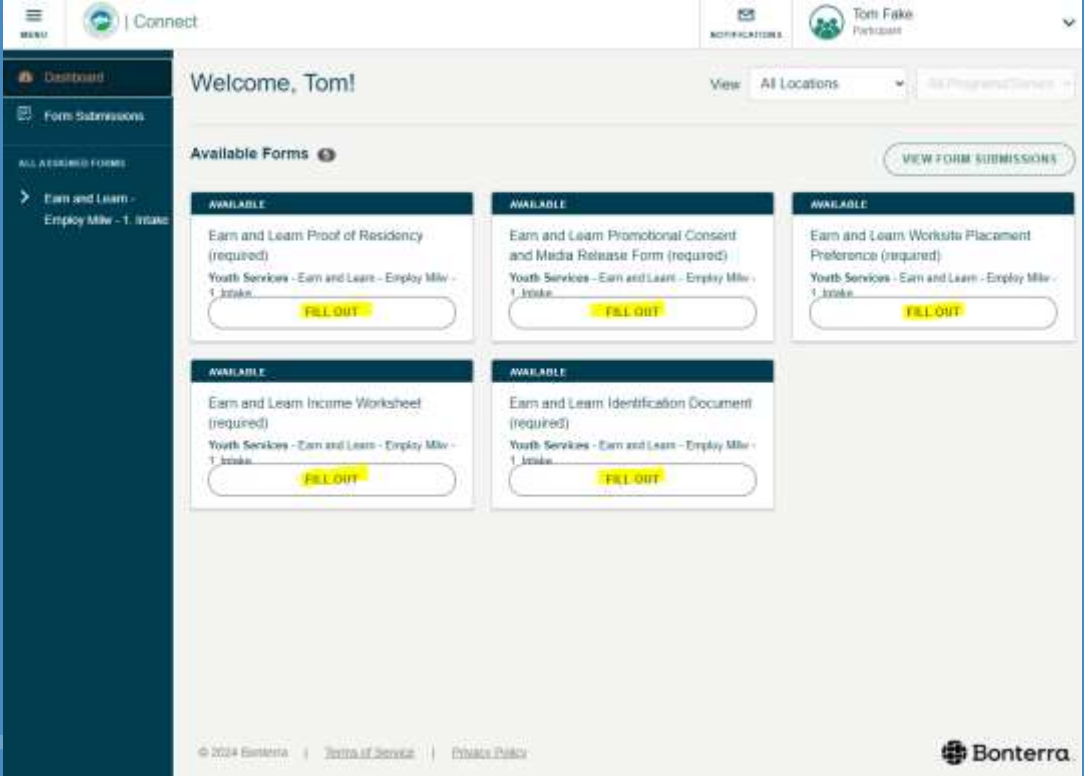
After logging in, you will see a list of documents. **Be sure to click “fill out” and complete each document fully.**

Your application will not be reviewed until each document is fully completed.

Employ Milwaukee will review applications with fully completed documents as they are received. **You will be contacted by email once your application is reviewed and complete.**

Please remember that acceptance is not guaranteed.

Contact earn.learn@employmilwaukee.org if you have any questions.



The screenshot displays the Bonterra Connect portal interface. At the top, there is a navigation bar with a menu icon, the 'Connect' logo, and user information for Tom Fike. Below the navigation bar, the main content area is titled 'Welcome, Tom!' and features a 'View: All Locations' dropdown. The central section is labeled 'Available Forms' and contains five cards, each representing a required document. Each card includes the document title, a 'required' status, the user's name and intake number, and a prominent yellow 'FILL OUT' button. The documents listed are: 'Earn and Learn Proof of Residency (required)', 'Earn and Learn Promotional Consent and Media Release Form (required)', 'Earn and Learn Worksite Placement Preference (required)', 'Earn and Learn Income Worksheet (required)', and 'Earn and Learn Identification Document (required)'. A 'VIEW FORM SUBMISSIONS' button is located in the top right corner of the forms section. At the bottom of the page, there is a footer with copyright information and the Bonterra logo.