

How to Create a WOMIS Test Record

1. [Start from My WorkSource Beta \(Link Below\)](#)
2. **When creating test customer records in WOMIS, please set these minimum requirements:**
 - Last Name: WIOARegTest
 - First Name: Use something like Your FirstNameLastName# and then the number is something sequential for the number of test records you've made for this testing. (eg. Karibrenk1, Karibrenk2, etc)
 - SSN: Leave Blank
 - Security Questions 1-3 Answers: Test for all answers
 - Username: Use something basic like FirstNameLastName# and the # is the same as what you use at the end of your First Name
 - Password: Recommend setting the password the same for all your records and keep it generic like (Test1234). Do not use a personalized password you use for personal accounts.

Please do not alter another person's test record.

My WorkSource Beta Link

<https://beta.myworksourceportfolio.org/SignIn.aspx>

1. Create a new account. You will be redirected to WSO Customer Registration.
2. Complete the WSO Customer Registration questions.
3. After WSO Registration it redirects back to My WorkSource to finish that account set up. You can skip this step.

Go to I-Trac Beta

<https://beta.i-trac.org>

1. Look up your customer with name or Job Seeker ID.