

Program Participation System (PPS)

Birth to 3 Program Security Officer (SO) Directions



Version 1.0 (01/2025)

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Roles and responsibilities

Designating the PPS security officer

- Each Birth to 3 Program has at least one designated PPS security officer (SO)
- This person is authorized to grant and remove access to PPS for people in the county Birth to 3 (B-3) Program.
- County Birth to 3 Program administrators or program coordinators send requests to the Technical Assistance Center (TAC) inbox for a person to be designated as the PPS Birth to 3 Program SO for the county.

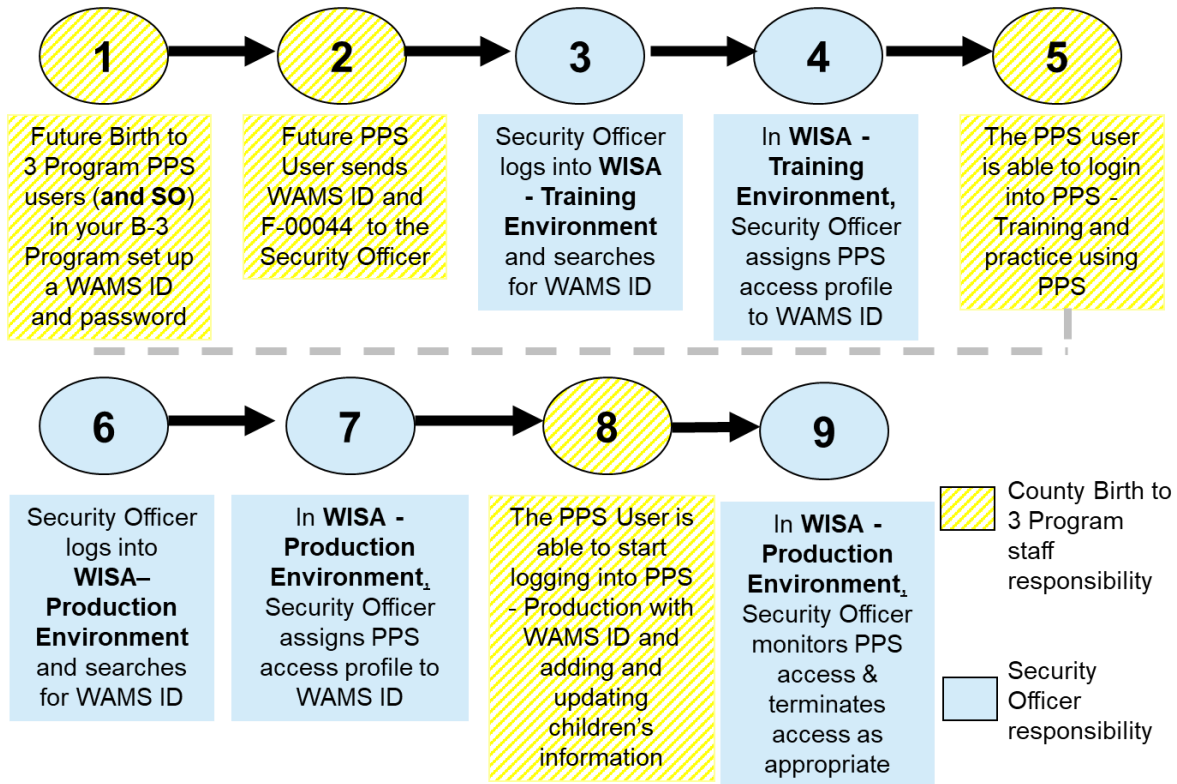
Role of the Wisconsin Department of Health Services (DHS) staff

- Assign PPS SOs to their corresponding county Birth to 3 Programs
- Monitor current status of all PPS Birth to 3 Program SOs statewide

Role of the PPS Birth to 3 Program SOs

- Set up their own WAMS ID
- Direct appropriate Birth to 3 Program staff to create a [Web Access Management System \(WAMS ID\)](#) if they need access to PPS
 - Note:** Users who have ever had access to Functional Screen Information Access (FSIA) or PPS in any capacity should keep the same WAMS IDs when changing employers or changing roles at the same employer. They should **not** create a new WAMS ID. Staff who do not remember their previous WAMS ID or password should contact the [SOS Help Desk](#).
- Grant and remove access for PPS users using the Wisconsin Integrated Security Application (WISA) system (in training and production environments)
- Develop understanding of PPS

SO process—overview



PPS SO checklist

Become a PPS Birth to 3 Program security officer:

- Create a WAMS ID for yourself from the [PPS gateway page](#).
- Send the WAMS ID to the [county Birth to 3 Program coordinator or administrator](#) who will request a new SO by emailing the [TAC inbox](#).

Grant access to PPS for Birth to 3 Program PPS users:

- Direct PPS users in the Birth to 3 Program to create WAMS IDs.
- Collect WAMS ID and form [F-00044](#) from PPS users; file for future reference.
- Log into the [WISA Training Environment](#) and set up access for the WAMS ID to PPS - Training.
- Log into the [WISA Production Environment](#) and set up access for the WAMS ID to PPS - Production.

Monitor PPS access for Birth to 3 Program PPS users

Keep track of who has access for your county and terminate access to PPS for Birth to 3 Program PPS users when they leave employment or no longer require access to PPS for their job.

PPS Birth to 3 Program SO steps

Create a WAMS ID and password

(Step 1 of Overview, page 4)

Human Services System Gateway [Add this Page to Favorites](#)

**** Production Environment ****

This page lists the applications that are used to determine functional and financial eligibility for various programs across the State of Wisconsin. The functional eligibility is determined for Adult, Children's and Mental Health programs. The financial eligibility includes FoodShare, Medicaid, SeniorCare, SSI Care Taker Supplement, Wisconsin Works and Child Care Programs.

- FSIA - Production**
Functional Screen Information Access (Production Environment)
- PPS - Production**
Program Participation System (Production Environment)
- FSIA - Request Access**
To complete a printable form that you can submit to your agency's security officer to get access to FSIA.
- PPS - Request Access**
To complete a printable form that you can submit to your agency's security officer to get access to PPS.
- PPS - Training**
Program Participation System (Training Environment)
- WAMS**
To access PPS / CWW / FSIA, signup for a Web Access Management System (WAMS) ID.
- WISA**
Wisconsin Integrated Security Application
- CARES CWW**
CARES Worker Web

Technical Information

- [Agency Workstation Requirements](#)

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From the PPS gateway page, click on the WAMS link.

WISCONSIN.GOV
Wisconsin User ID Home Logout Help FAQ

Web Access Management System (WAMS)

The States Web Access Management System (WAMS) allows authorized individuals to access State Internet applications using the same means of identification for all State Web applications. For example, a citizen can use the same Wisconsin User ID and password to acquire overweight trucking permits and Emergency Medical Technician certification.

When access to information or services is restricted, to protect your privacy or the privacy of others, you will be asked to provide a Wisconsin User ID and password. Your Wisconsin User ID and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never collect or contain information about you, such as your driving history, tax information, unemployment compensation or vehicle registrations.

Self-Registration (Request a Wisconsin User ID and Password.)

Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet. This account belongs to you. It does not belong to your current employer.

Note: You must provide a valid, unique e-mail address to self-register for a Wisconsin Login Account. Correspondence regarding your Wisconsin User ID, password or other information about your Wisconsin Login Account will be sent to this e-mail address.

Profile Management

Profile Management allows you to change your account information, e-mail address, password and other information.

Logout (Terminate your account session.)

WAMS application process

The PPS SO will be routed to the Wisconsin User ID page.

Click on the Self-Registration link.

On next screen, scroll down and click the button at the bottom of the Self Registration page.

Note: The Account Recovery option is also available on the bottom of this page for users who forget their ID or password.

Self-registration

The SO will then be prompted to fill out the Self-Registration profile information to create a WAMS ID.

Be sure to read all the requirements for acceptable user IDs and passwords.

When finished, click the Submit button at the bottom of the page. A WAMS confirmation email will be sent to the email address you provided.

```
Date: Tue, 29 Jul 2008 18:21:00 -0500 (CDT) [07:21:00 PM EDT]
From: WAMS@wisconsin.gov
To: vggurra@indiana.edu
Subject: State of Wisconsin Self-Registration
Headers: Show All Headers
Maggie Simpson

Follow the instructions in this e-mail to activate your WAMS account. Your Wisconsin User ID and password are your keys to doing secure business with the State over the Internet. They should be considered as important as your signature. Do not share your Wisconsin User ID or password with anyone. You are the only person who knows your password. It is your obligation to protect these by keeping them confidential.

If you did not request a Wisconsin User ID and password, please disregard this e-mail. If you do nothing, this account will be automatically deleted after four days.

To activate your account click on the web-link below. Once the login page is visible in your Internet browser, you will have 5 minutes to activate your account.

http://uacn.wisconsin.gov/WAMS/AA?Action=AA&AAID=s3067N2sEG3s300VJ

If you are not able to activate your account within the allotted 5 minutes, click on the link below. (After you have activated your account, you may delete this e-mail.)

If you receive an error when you click on the above web-link try the following tips:

* Some e-mail applications do not handle Web links properly. If you got an error after clicking on the link you may need to copy the link from the message to your browser's address line. Make sure that you get the entire web-link. If the web-link is split into two lines and the second line is not underlined like the first both lines into the Internet browser's address line.

* If you received a 'your browser must support cookies' error and you have your browser configured to allow cookies, open a new browser window and copy the web-link into the Internet browser's address line.

* Many Internet browsers have the ability to remember passwords for you. This feature may cause problems if the password it remembers does not match your current password. If you are having password problems, and the password is filled out on the login page when it loads, try clearing the password field and re-entering your password.

This e-mail is automatically generated. Please do not reply to this e-mail. If you need assistance please click on the web-link below:
http://uacn.wisconsin.gov/WAMS/FormattedEmail
```

Click this link to complete the WAMS application process.

After clicking on the link, the SO will be routed to a login screen and will enter the new WAMS ID and password to finish the WAMS registration process. Security officers must then send their WAMS ID to the [TAC inbox](#) to request access to WISA (access to WISA is required for Step 3).

Note: PPS users should send their WAMS ID to the SO after completing this step. (Step 2 of Overview, page 4)

Logging into WISA and searching for a WAMS ID

(Step 3 of Overview, page 4)

Setting up WISA specifications

WISA will not function correctly unless used with the Microsoft Edge web browser. Also, the county's IT staff must configure the computer according to page 4 of the [Functional Screen Information Access \(FSIA\) and Program Participation System \(PPS\) System Requirements \(P-01448\)](#). County IT staff need to add the following parameters to the GPO site list XML file mentioned in those instructions:

```
<site url="wisa.wisconsin.gov">
<compat-mode>IE8Enterprise</compat-mode>
<open-in>IE11</open-in>
</site>
```

To begin setting up users with PPS access

- Go to the [PPS--Training environment](#).
- Complete the steps on the following pages to search for a WAMS ID and add access.

Accessing WISA

The environment name will change based on which you are in: Training or Production

Human Services System Gateway [Add this Page to Favorites](#)

**** Production Environment ****

This page lists the applications that are used to determine functional and financial eligibility for various programs across the State of Wisconsin. The functional eligibility is determined for Adult, Children's and Mental Health programs. The financial eligibility includes FoodShare, Medicaid, SeniorCare, SSI Care Taker Supplement, Wisconsin Works and Child Care Programs.

FSIA - Production Functional Screen Information Access (Production Environment)	PPS - Production Program Participation System (Production Environment)	WAMS To access PPS / CWW / FSIA, signup for a Web Access Management System (WAMS) ID.
FSIA - Request Access To complete a printable form that you can submit to your agency's security officer to get access to FSIA	PPS - Request Access To complete a printable form that you can submit to your agency's security officer to get access to PPS	WISA Wisconsin Integrated Security Application
Technical Information • Agency Workstation Requirements	PPS - Training Program Participation System (Training Environment)	CWW CARES Worker Web

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Log in to WISA

Enter your WAMS ID as the User ID and enter the corresponding password. Then click the Login button to access WISA.



User ID:

Password:

Login

[Forgot your password? Is your account locked?](#)
[Request a Wisconsin User ID and Password.](#)

You are about to access a State of Wisconsin computer system. This is a restricted computer system for authorized users only. All equipment, systems, services, and software connected to this system are intended only for official business use of the State of Wisconsin, and may contain U.S. Government information. All data contained on this system is owned by the State of Wisconsin. The State of Wisconsin reserves the right to audit, monitor, record and/or disclose all transactions and data sent over this system in a manner consistent with State and federal law. Use of this system by any user, authorized or unauthorized, constitutes consent to monitoring, recording, reading, copying, or capturing and disclosure of data and transactions by authorized personnel. Only software and/or hardware approved, scanned, and licensed for State of Wisconsin use is permitted on this system. Any illegal, unauthorized use or modification of the State of Wisconsin data, equipment, systems, services, or software by any person(s) is prohibited and may be subject to civil or criminal prosecution under state and/or federal laws.

[WAMS Home](#) [Wisconsin Portal Home](#)
Please don't bookmark this page.

Rectangular Snip

WISA homepage

The menu on the left is the primary way to navigate WISA. Click on the PPS Administration link to add and remove users' access to PPS:

Navigation Menu

- WISA Home
- PPS Administration

SA Application Home Page

Welcome to WISA – Wisconsin's Integrated Security Application.

An authorized user can control a user's access to an application through the use of Profiles, Profile Functions, and Privileges of that application.

A Privilege is defined as the most granular level of an access that could be provided to a user. A Privilege is a combination of Resources and Attribute Restrictions on a resource. Privileges (Resource and Attribute Restrictions) are attached to a Profile Function.

A Profile Function is a logical grouping of privileges and is attached to a Profile.

A Profile is a record associated with a user of the system. A Profile defines a user's access limits to an application. A Profile is attached to a WAMS Account.

Following are the three major administrative components under each application:

User Administration
Use the User Administration to add a new User, update information for an existing User, or perform other administrative functions on a User under an application

Profile Administration
Use the Profile Administration to add a new Profile for an application, update existing Profiles, disable an existing Profile for an application, or assign Profile Functions to a Profile in an application.

Profile Function Administration
Use the Profile Function Administration to add a new Profile Function for an application, update an existing Profile Function for an application, or assign Resource and Resource Attribute Restrictions to a Profile Function in an application.

Note: Some applications may only have 1 or 2 of the above administrative components.

Searching for a WAMS ID

(Step 3 (or 6) of Overview, page 4)

The SO completes this step after receiving the WAMS ID and form from a future PPS user (step 2 of Overview, page 4).

Navigation Menu

- WISA Home
- PPS Administration
- User Administration

User Search

User Search

Search Option

Search: WAMS WISA

Search Criteria

WAMS User ID:

Last Name: First Name:

Email:

Agency Search

Agency Name: Profile List:

Results: Individuals Agencies

Search

Click on arrow next to "PPS Administration" link to expand options, then click on "User Administration."

Make sure the Search Option is selected as "WAMS." Under "Search Criteria" enter the WAMS User ID you were provided or last name and first name or email. Click the Search button in the lower right corner of the screen.

Search results

Once the Search button is clicked, results will appear on the same page under Search Results.

The screenshot shows the WISA User Search interface. The 'User Search' section has 'Last Name' set to 'Sim'. The 'Search Results' table lists users with 'Last Name' starting with 'Sim'. The 'Edit' icon for the first user is highlighted with a red box.

User Name	Last Name	First Name	MI	WAMS Email	Edit
simbs	Sim	Bruce		simbs@co.outagamie.wi.us	
access11012007	Sim	Mar			
simesan	sime	sandra			
Simmonds05	Simmonds	Amanda			
msimmons100	Simmons	Margaret			

Find the individual from the results list and click on the corresponding 'edit icon.'



Note: You can also search from this page using the concept of "starts with." For example, searching on "Sim" returns "Sim," "Sime," "Simmonds," and "Simmons."

Clicking on the edit icon will bring you to the User Details page, where you will make updates to grant access to PPS (covered in next section).

Adding a New Users Access to PPS

(Step 4 (or 7) of Overview, page 4)

User Details page:

There are three distinct parts of the User Details page that need to be updated when adding access to PPS for a user: User Information, PPS Application Access, and PPS Profile Assignment.

WISA Wisconsin Integrated Security Application Environment: SYSTEMS Application: PPS Username: briking Profile Name: WISA-PPS-AGENCY-UPD Logout

Navigation Menu
 WISA Home
 PPS Administration

User Details

User Information

Update Date: 07/02/2008 Updated By: gurrocl4
 User Name: briannaking
 *Last Name: King *First Name: Brianna MI:
 *Start Date: 12/13/2007 End Date: MM / DD / YYYY
 *Email: briannaking@wisconsin.gov
 Comments:
 Current Size = 0 characters (200 characters max.)

PPS Application Access

Application Start Date: 06/23/2008 Application End Date:

PPS Profile Assignment

Admin Unit Level:
 Admin Unit:
 Profile:
 Start Date: MM / DD / YYYY
 End Date: MM / DD / YYYY
 Delete

Reset Add

Admin Unit Level	Admin Unit	Profile	Start Date	End Date	Deleted
AGENCY	STATE OF WISCONSIN	AGENCY ADMINISTRATOR	06/23/2008		<input type="checkbox"/>

Save Cancel

User Information

Under User Information: Enter the start date for the user's PPS access (circled below).

User Details

User Information

Update Date: Updated By:
 User Name: cggurrol
 *Last Name: Gurrola *First Name: CG MI:
 *Start Date: MM / DD / YYYY End Date: MM / DD / YYYY
 *Email: RAZOV07@aim.com
 Comments:
 Current Size = 0 characters (200 characters max.)

Rules when adding PPS access for a new user:

1. All fields marked with an asterisk (*) must be filled in (last name, first name, email and start date).
2. Last and first name—already filled in when screen opens.
3. Start date—cannot be prior to current date.
4. End date—Specifies when an individual's access to the system will be terminated.

Never put an end date in the User Information section of the User Details page.

5. *Email*—Must be the email address that created the WAMS account. (This is already filled in when the screen opens)

PPS Application Access

Enter an Application Start Date—it will be the same date as entered for Start Date under User Information.

Note: **Never** put an Application End Date in the PPS Application Access section of the User Details page. This could affect the user’s access to PPS or other systems at a different position or employer.

Profile assignment

Complete the fields according to the table below for providing access to the Birth to 3 Program PPS module and click the Add button on the lower right side of the window. Note: An end date is not entered when adding access to PPS for a WAMS ID.

	Birth to 3 Program
Admin Unit Level	Select Agency.
Admin Unit	Select your agency’s name, which should display in the list.
Profile	Select Birth to 3 Full Access.
Start Date	Enter date access is being granted.

Final step for adding a PPS user

Once the Add button is clicked, the information will populate in the dynamic list and be displayed as a new record for that individual. Click the Save button to update the changes.

The screenshot shows the 'User Details' and 'PPS Profile Assignment' sections of a web application. The 'User Details' section includes fields for User Name (mBerk), Last Name (King), First Name (Luther), Start Date, End Date, Email, and Comments. The 'PPS Profile Assignment' section includes fields for Admin Unit Level (Agency), Admin Unit (Jefferson Birth to Three), Profile (Birth to Three Update Access), Start Date, and End Date. A table below the form displays the assigned profile:

Admin Unit Level	Admin Unit	Profile	Start Date	End Date	Deleted
AGENCY	JEFFERSON BIRTH TO THREE	Birth to Three Update Access	07/25/2008		<input type="checkbox"/>

Buttons for 'Save' and 'Cancel' are visible at the bottom right of the form.

You've successfully added a PPS User in the Training Environment! Log out of the Training Environment and into the [Production Environment](#) and begin with Steps 6 & 7 of Overview (page 4) beginning on page 10. Once completed, the PPS user can access PPS-Production and PPS-Training Environments, Steps 5 & 8 of Overview (page 4).

PPS Birth to 3 Program SO steps: Monitoring PPS access

(Step 9 of Overview, page 4)

Log into [WISA-Production Environment](#)

Click on PPS Administration and then User Administration in the left navigation bar:



Change the "Search Option" to WISA.

User Search

Search Option

Search: WAMS WISA

Search Criteria

WAMS User ID:

Last Name: First Name:

Email:

Agency Search

Agency Name:

Profile List:

Results: Individuals Agencies

Click on the arrow for the Agency Name field. Then choose the Birth to 3 Program from the dropdown list and click the Search button.

User Search

Search Option

Search: WAMS WISA

Search Criteria

WAMS User ID:

Last Name: First Name:

Email:

Agency Search

Agency Name:

Profile List:

Results: Individuals Agencies

Abbotsford Sch Dist
ABC County
Academy of Learning and Leadership
Adams Birthto3
Adams Friendship Area Sch Dist
Adams HSD
ADRC of Calumet Outagamie Waupaca
Albany Sch Dist
ALDEN AT FORT HEALTHCARE LLC
ALLEN STATES OF COLUMBIANA MO

A list of PPS Users for the selected agency will show up under “Search Results.”

Agency Search

Agency Name:

Profile List:

Results: Individuals Agencies

Search Results

Last Name	First Name	MI	WAMS User ID	Begin Date	End Date	WAMS Email	Edit
allen	katrina		nikki1016	09/26/2008	11/01/2008	rinaa_1@yahoo.com	<input type="button" value="edit"/>
Bergum	Sheri		nsbergum	09/26/2008	11/01/2008	nsbergum2003@centurytel.net	<input type="button" value="edit"/>
Carlton	Kristin		kacarlton	11/07/2024		kristina.carlton@dhs.wisconsin.gov	<input type="button" value="edit"/>
Chvojicek	Ruth		chvojicekr	09/29/2016	11/07/2024	chvojicekr@cesa5.org	<input type="button" value="edit"/>

From the list, the SO identifies which users should have PPS access terminated, whether an end date is present or not.

Follow the directions in the next section for terminating user access to PPS.

Terminating user access to PPS

Terminating user access to PPS is completed in both the Production and Training environments. Complete the steps below in one environment and then the other.

- [WISA Training Environment](#)
- [WISA Production Environment](#)

Search for the individual you want to remove using the previous steps. Click the edit icon for the individual you want to update. When the User Information window opens, go to the PPS Profile Assignment section (see below) and click the edit icon:

PPS Profile Assignment

Admin Unit Level:

Admin Unit:

Profile:

Start Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Delete

Admin Unit Level	Admin Unit	Profile	Start Date	End Date	Deleted
AGENCY	GENERIC BTO3 AGENCY	BIRTH TO 3 FULL ACCESS	11/11/2024		<input type="checkbox"/>

Reset Add

Save Cancel

Enter an end date for the PPS Profile Assignment and click on the Update button. The new end date will then show up in the dynamic list and populate as a new record with the end date you entered.

PPS Profile Assignment

Admin Unit Level:

Admin Unit:

Profile:

Start Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Delete

Reset Update

Admin Unit Level	Admin Unit	Profile	Start Date	End Date	Deleted
AGENCY	GENERIC BTO3 AGENCY	BIRTH TO 3 FULL ACCESS	11/11/2024		<input type="checkbox"/>

Save Cancel

PPS Profile Assignment

Admin Unit Level:

Admin Unit:

Profile:

Start Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Delete

Reset Add

Admin Unit Level	Admin Unit	Profile	Start Date	End Date	Deleted
AGENCY	DANE SDS	SDS FULL ACCESS	08/08/2008	11/30/2024	<input type="checkbox"/>

Save Cancel

Click on the Save button to update your changes.

Remember: **Never** put an end date in the User Information or PPS Application Access sections of the User Details page.

Once the steps are completed for both the training and Production PPS Environments, the PPS user will no longer have access to PPS for the Birth to 3 Program.