

Consortia SharePoint Access Requests & CARES Automated Systems Access Request Form Update

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Income Maintenance Advisory Committee (IMAC) Meeting



Background

- Currently Income Maintenance SharePoint site access requests are sent by email to a shared email box managed by the Bureau of Enrollment, Policy and Systems Consortia SharePoint team.
- On April 29, 2019: requests for access to the Income Maintenance SharePoint site be added to the provisioning process as other DHS CARES applications provisioned by the DHS AIMS CARES Security team.

Benefits

- Consolidated Requests: requests for access, removing access and changes can be requested and provisioned along with other CARES applications requests.
- Auditing of users through the IM Annual Audit process.
- Support of DWD WIEXT account reset and password issues.

Impact to Agencies

Starting on April 29th:

- Use CARES Automated Systems Access Request Form (F-00476) to request access to the Income Maintenance SharePoint site
- Send to DHS CARES Security at dhscasesecurity@dhs.wisconsin.gov
- Password and account reset issues:
 - Account Recovery self-help process.
 - Wisconsin Help Desk will be available to further assist users
- Questions with SharePoint site and report content issues: email DHSConsortiaWiEXT@dhs.wisconsin.gov

Transition

- Revised CARES Automated Systems Access Request Form F-00476.
 - Revision published on April 29th
- Systems Gateway Help will be updated to add Consortia SharePoint information
- Cleanup of DOA WIEXT accounts used for access to SharePoint sites.

CARES Automated Systems Access Request Update

Form F-00476 and F-00476a

Questions?