



PPS Training

revised 11/2011

Getting Access to Program Participation System (PPS)



Access to the Program Participation System (PPS)

- WAMS ID
- PPS New Access Request



Steps to get access to PPS

- Create a WAMS ID
using the following link: <https://PPS.wisconsin.gov/>
- Request Access

Note: If you have access to other systems that use WAMS, such as HSRS, FSIA or CARES you will not need to create a new ID. You will use the same WAMS ID for all systems.



Wisconsin Web Access Management System (WAMS)

- ❖ Wisconsin's Web Access Management System allows authorized individuals to access State internet applications using one ID and password.
- ❖ You **MUST** have a WAMS ID to use PPS. You must provide a valid, unique e-mail address to self-register for a WAMS account.
- ❖ You may already have a WAMS account if you use other state systems.
- ❖ Users must submit their own WAMS IDs to the State before they can be setup in the system.

To create a WAMS ID

- From the Gateway Page click on the WAMS link.

The screenshot shows a Windows Internet Explorer browser window titled "Gateway Page - Windows Internet Explorer provided by DHS - State of Wisconsin". The address bar displays "https://pps.wisconsin.gov/#". The page content includes a blue header with the Wisconsin state logo and the text "State of W I S C O N S I N". Below the header, the main heading is "Human Services System Gateway" with a link "Add this Page to Favorites". A red banner reads "** Production Environment **". A paragraph of text explains that the page lists applications for determining eligibility for various programs. Below this, there are nine links arranged in a 3x3 grid, each with a circular icon and a brief description. A large red arrow points to the "WAMS" link in the top right of the grid. The "WAMS" link description reads: "To access PPS, you must first sign up for a Web Access Management System (WAMS) ID." The other links include FSIA - Production, PPS - Production, FSIA - Request Access, PPS - Request Access, WISA, FSIA - Training, PPS - Training, and CWW (CARES Worker Web).

Link	Description
FSIA - Production	Functional Screen Information Access (Production Environment)
PPS - Production	Program Participation System (Production Environment)
WAMS	To access PPS, you must first sign up 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
FSIA - Training	Functional Screen Information Access (Training Environment)
PPS - Training	Program Participation System (Training Environment)
CWW	CARES Worker Web

At the WAMS Home Page click on the Self Registration Link.

Wisconsin Web Access Management System - Windows Internet Explorer provided by DHS - State of Wisconsin

File Edit View Favorites Tools Help

https://on.wisconsin.gov/WAMS/home

Wisconsin Web Access Management System

State of W I S C O N S I N

[Logout](#) [Help](#) [FAQ](#)

Wisconsin User ID

Wisconsin User ID

Web Access Management System (WAMS)

The State's 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.

Internet 100%

Self Registration Page

The image displays two side-by-side screenshots of a web browser showing the Wisconsin Web Access Management System self-registration page. The browser window title is "Wisconsin Web Access Management System - Windows Internet Explorer provided by DHS - State of Wisconsin". The address bar shows the URL "https://on.wisconsin.gov/WAMS/SelfRegController".

The left screenshot shows the main content area with the Wisconsin state logo and the text "State of W I S C O N S I N". Below this, there is a "Self-Registration" section with a "Logout Help FAQ" link. The text reads: "Welcome to the State of Wisconsin's self-registration process. 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." Under the heading "OVERVIEW", it states: "The self-registration process consists of two parts:" followed by an "Important:" note: "We highly recommend that you complete Parts One and Two at the same time. You must complete Part Two within four (4) days of requesting the account or you will have to begin the self-registration process again." Below this, there are two bullet points: "Part One: Requesting a Wisconsin User ID and Password" and "Part Two: Activating your Account".

The right screenshot shows the same page but with a large red arrow pointing to the bottom right corner. This area contains a "User Acceptance Agreement" section with the following text: "Organizations that receive services from, or are regulated by, the State. The State will make every effort to secure this information and to protect the privacy of individuals who have personally identifiable information stored in their user profile. The State may aggregate user profile information and usage to determine trends and to facilitate sound decisions regarding system design and future application deployments. However, the State will not sell the information managed in your user profile, in either a specific or a generalized format." Below this text are two sections: "Access and Correction of Personal Information" and "Use of Cookies". The "Use of Cookies" section explains that cookies are used for session management and that users can choose to accept or decline them. At the bottom of this section are two buttons: "Accept" and "Decline". Below the buttons, there is a link: "For assistance send an e-mail to [Help Wisconsin Support](#)".

At the bottom of this page you will need to **accept** the Wisconsin Web Access Management System User Acceptance Agreement by clicking on the accept button

After accepting the agreement, fill in the self-registration form and click the SUBMIT button at the bottom of the page.

Top of Page

Wisconsin Web Access Management System - Windows Internet Explorer provided by DHS - State of Wisconsin

File Edit View Favorites Tools Help

https://on.wisconsin.gov/WAMS/SelfRegController

Wisconsin Web Access Management System

State of WISCONSIN

[Logout](#) [Help](#) [FAQ](#)

Self-Registration

* Indicates Required Field

Profile Information

First Name

Middle Initial

Last Name

Suffix

E-Mail

Phone #

If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address.

Home Residence Address

Street

Unit Number

City

State

Zip Code

Home Mailing Address

Bottom of Page

Wisconsin Web Access Management System - Windows Internet Explorer provided by DHS - State of Wisconsin

File Edit View Favorites Tools Help

https://on.wisconsin.gov/WAMS/SelfRegController

Wisconsin Web Access Management System

Address(2)

City

State

Zip Code

Account Information

Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.

User ID

Password

Re-enter Password

Account Recovery

Compose a question and answer for account recovery purposes. [Click here for Guidelines.](#)

Secret Question

Answer to Secret Question

Submit

[For assistance send an e-mail to \[Help Wisconsin Support\]\(#\)](#)

Self-Registration



[Logout](#) [Help](#) [FAQ](#)

Self-Registration

* Indicates Required Field

Profile Information	
First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text" value="e.g., JR, SR, I, II, III"/>
E-Mail	<input type="text" value="e.g., username@host.do"/>
Phone #	<input type="text"/>

- ❖ You will then be prompted to fill out a Self Registration Form to create your WAMS ID

Account Information	
Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.	
User ID	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

****Be sure to read all the requirements for acceptable User IDs and Passwords****

Account Recovery	
Compose a question and answer for account recovery. See Guidelines .	
Secret Question	<input type="text"/>
Answer to Secret Question	<input type="text"/>

Account Recovery, if you forget your password

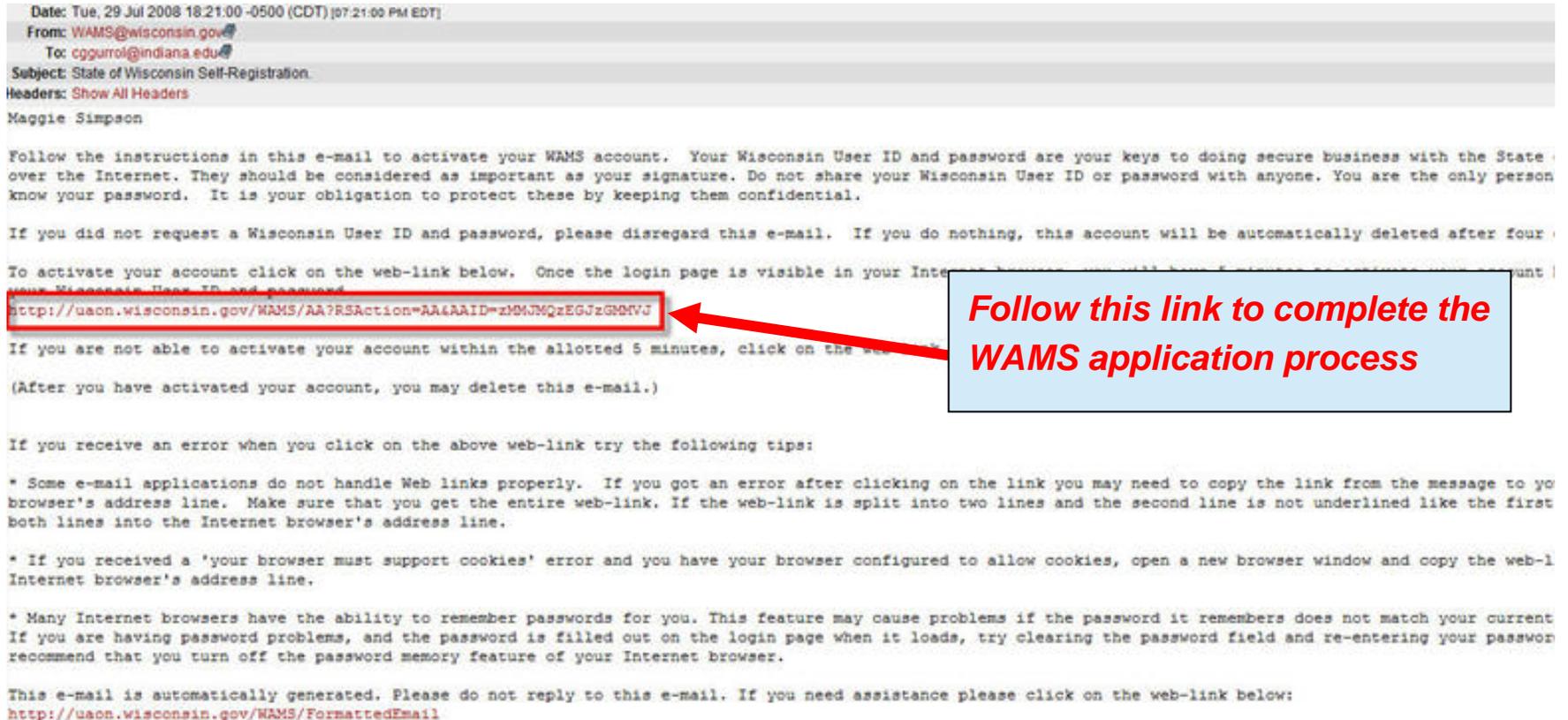
Submit



Active WAMS account

- After submitting your WAMS ID request you will receive an email to the email address you provided from WAMS@wisconsin.gov. Follow the directions in the email to activate your WAMS account.

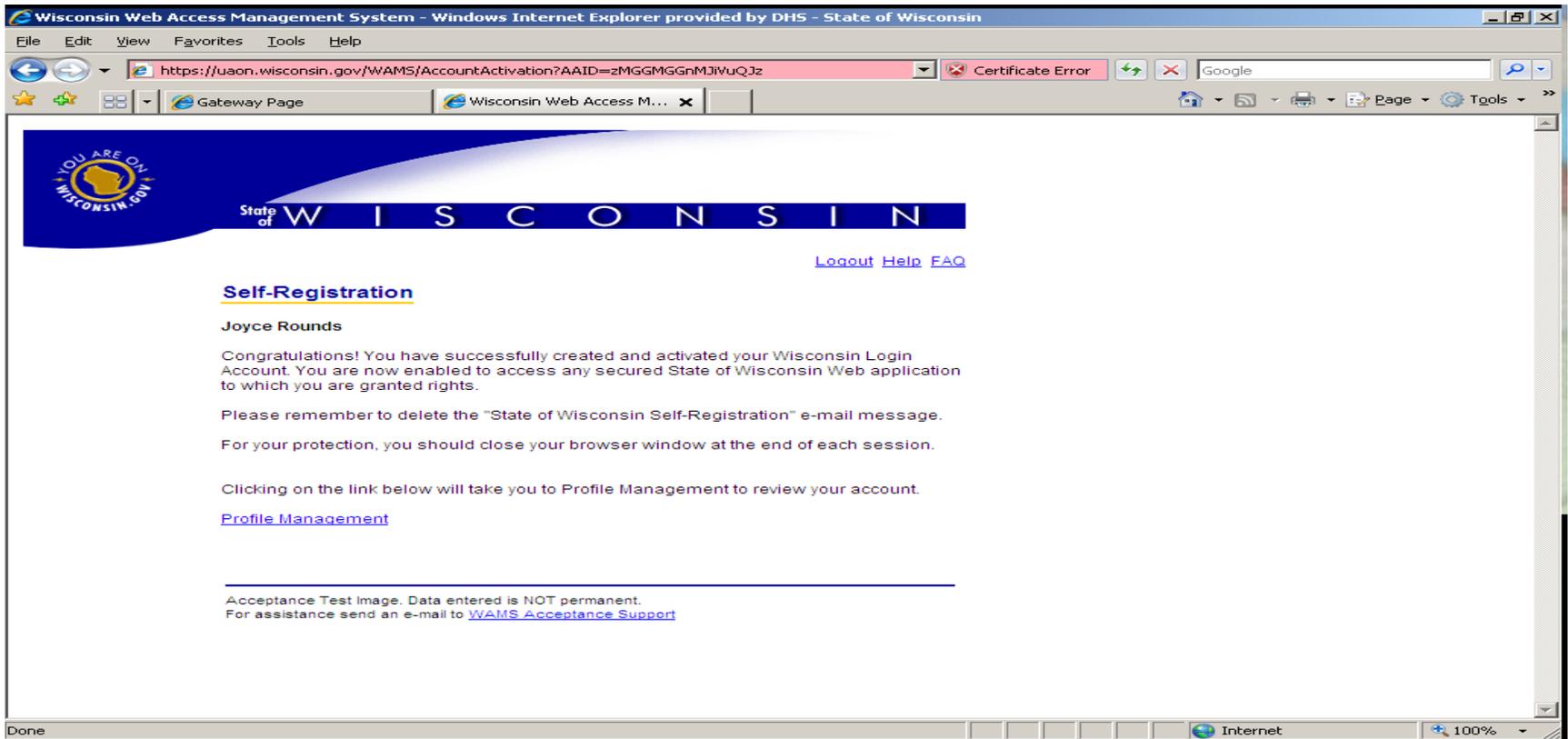
Go to WAMS Email



Follow this link to complete the WAMS application process

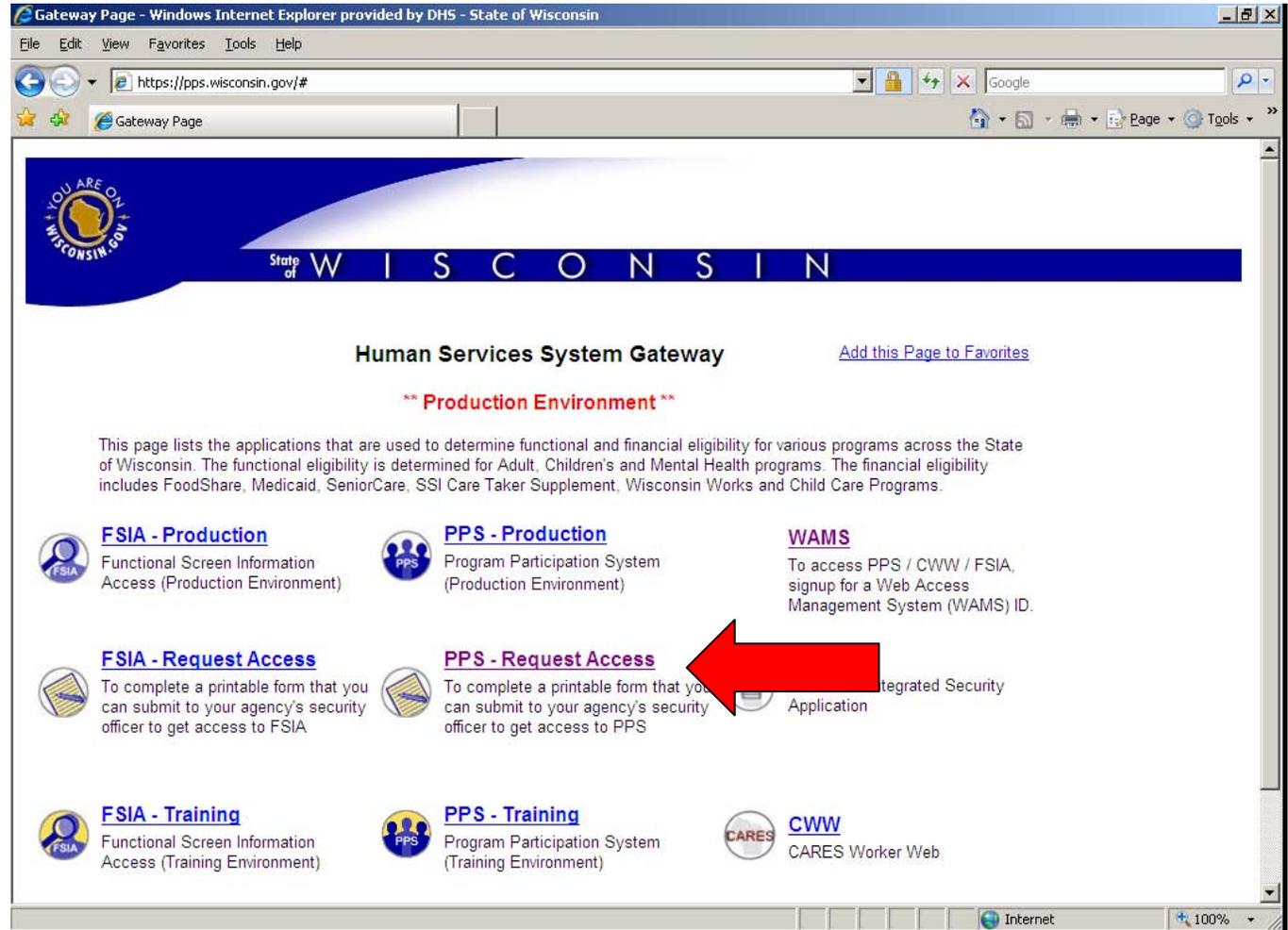
- ❖ After you click on this link, you will be routed to a login screen and be prompted to enter your new WAMS ID and password to finish the WAMS registration process and activate your account.

When you are successful in activating your account you will see the page below.



To request access to PPS

- From the Gateway Page click on the PPS-Request Access Link.



The screenshot shows a Windows Internet Explorer browser window displaying the "Gateway Page - Windows Internet Explorer provided by DHS - State of Wisconsin". The address bar shows "https://pps.wisconsin.gov/#". The page content includes the Wisconsin state logo and the text "State of W I S C O N S I N". Below this, it says "Human Services System Gateway" and "Add this Page to Favorites". A red arrow points to the "PPS - Request Access" link, which is described as "To complete a printable form that you can submit to your agency's security officer to get access to PPS". Other links include "FSIA - Production", "PPS - Production", "WAMS", "FSIA - Request Access", "PPS - Request Access", "FSIA - Training", "PPS - Training", and "CARES CWW".

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	 CARES Integrated Security Application
 FSIA - Training Functional Screen Information Access (Training Environment)	 PPS - Training Program Participation System (Training Environment)	 CARES CWW CARES Worker Web

Enter you WAMS ID and Password

https://wamsidp.ua.wisconsin.gov/?id=EntDefaultLogin&sid=0&option=credential&sid=0 - Wisconsin - Windows Internet Explorer pro

YOU ARE ON A WISCONSIN .GOV

State of W I S C O N S I N

WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID:

Password:

This is a ACCEPTANCE environment. Data and accounts are NOT permanent

Login

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

You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

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

Internet 100%

Following the directions at the bottom of the form, fill in the Access Request Form, submit the request, print the form, get appropriate signatures, and fax it to the State Security Officer.

The screenshot shows a web browser window with the URL <https://pps.wisconsin.gov/>. The page title is "PROGRAM PARTICIPATION SYSTEM Web Access Request - Windows Internet Explorer provided by DHS - Stat". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar shows the URL and navigation icons. The main content area displays the "PROGRAM PARTICIPATION SYSTEM WEB ACCESS REQUEST" form. Below the title is a link: "(Please read the information below for instructions.)".

1. Please check one of the following: *

- Activate User ID for access to Program Participation System
- Delete User ID for access to Program Participation System
- Change (Profile, User Name)

Effective Date: *

User Information

2. User ID: *
(From Wisconsin Self-registration Process)

3. First Name: * **MI:**

Last Name: *

4. Mother's Maiden Name: *

5. User's Daytime Phone: () - * **Ext:**

Agency Information

6. Agency Name: *

7. Agency Supervisor Name: *

8. Supervisor's Phone Number: () - * **Ext:**

9. Profiles: * Adult LTC Waitlist Full Access Profile

The browser's status bar at the bottom shows "Done", "Internet", and "100%" zoom level.

Follow directions at the bottom of the form.

https://pps.wisconsin.gov/ - PROGRAM PARTICIPATION SYSTEM Web Access Request - Windows Internet Explorer provided by DHS - Stat

File Edit View Favorites Tools Help

Mental Health Reporting Full Access
 AODA Reporting Full Access

Note: Disabled profiles are unavailable at this time.

* Denotes required field.

SUBMIT CLEAR

Instructions

If you are assigned to more than one agency, then you must fill out a separate form for each agency to which you are assigned

1. Check the appropriate box to activate, delete, or change a User ID. Only one box should be checked. For Effective Date, enter the date the User's ID is to be activated, deleted, or changed.
2. Fill in the same User ID entered on the Wisconsin Self-registration Process screen in which the User registered for network level access to the Program Participation System. This form is to request a system/application level User ID for the Program Participation System.
3. Enter the User's Name.
4. Enter the User's Mother's Maiden Name.
5. Enter the User's Daytime Phone Number.
6. Enter the User's Supervisor's Name.
7. Enter the User's Supervisor's Phone Number.
8. Enter the User's Profile.
9. The User should enter their Signature in this field.
10. The User's Supervisor should enter their Signature in this field.
11. The State Security Officer should enter their Signature in this field.

Done Internet 100%

Print Form

https://pps.wisconsin.gov/?action=ADD&effdate=11%2F07%2F2011&userid=redrobin&firstname=red&mid - Windows Internet Explorer pro

File Edit View Favorites Tools Help

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICE

Please print this form and return to the State Security Officer, fax number is 608-267-2437

PROGRAM PARTICIPATION SYSTEM WEB ACCESS REQUEST

1. Please check one of the following :

- Activate User ID for access to Program Participation System
- Delete User ID for access to Program Participation System
- Change (Profile, User Name, SSN)

Effective Date: 11/07/2011

Please fill in the following information (All items MUST be completed):

User Information

2. User ID (from Wisconsin Self-registration Process) redrobin	3. User Name (Last, First, MI) robin, red
4. Mother's Maiden Name smith	5. User's Phone Number (111) 111-1111 Ext

Agency Information

6. Agency Name (Please do not abbreviate.) DHS	
7. Agency Supervisor Name Mir Qader	8. Supervisor's Phone Number (111) 111-1111 Ext
9. Profiles State User Profile	

Done Internet 100%

Get signatures and send to State Security Officer

https://pps.wisconsin.gov/?action=ADD&effdate=11%2F07%2F2011&userid=redrobin&firstname=red&mid= - Windows Internet Explorer pro

File Edit View Favorites Tools Help

Effective Date: 11/07/2011  [Print](#)

Please fill in the following information (All items MUST be completed):

User Information	
2. User ID (from Wisconsin Self-registration Process) redrobin	3. User Name (Last, First, MI) robin, red
4. Mother's Maiden Name smith	5. User's Phone Number (111) 111-1111 Ext

Agency Information	
6. Agency Name (Please do not abbreviate.) DHS	
7. Agency Supervisor Name Mir Qader	8. Supervisor's Phone Number (111) 111-1111 Ext

9. Profiles
State User Profile

Use of this logon and password provides access to confidential information, which must be safeguarded in accordance with Wisconsin Statutes. The User's signature on this form constitutes acceptance of responsibility for compliance with §49.32(10), §49.32(10m), §49.81, §49.83, §943.70(2) and with DHFS policy (attached to new logon approvals).

10. User Signature :	Date Signed :
11. Supervisor Signature:	Date Signed :
12. State Security Officer Signature :	Date Signed :

Done  Internet 100%

Access to PPS

- Contacts

- SOS Desk

- Hours: Monday through Friday

- 8:00 – 11:30 AM

- 12:30 - 4:00 PM

- (you may leave voice mail at other times
and someone will return your call)

- E-mail: DHSSOSHelp@wisconsin.gov

- Phone: (608) 266-9198

- Fax: (608) 267-2437