Requesting Access to the Program Participation System (PPS)

Obtaining System Access

- Obtaining access to PPS **happens in two parts**:
  - Part 1: You must obtain a WAMS ID.
    - **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.**
  - Part 2: You must request access to PPS.
    - **Even if you have PPS access for another function, you must request PPS access for the new function.**

Part 1: Obtaining a WAMS ID

Wisconsin Web Access Management System (WAMS)

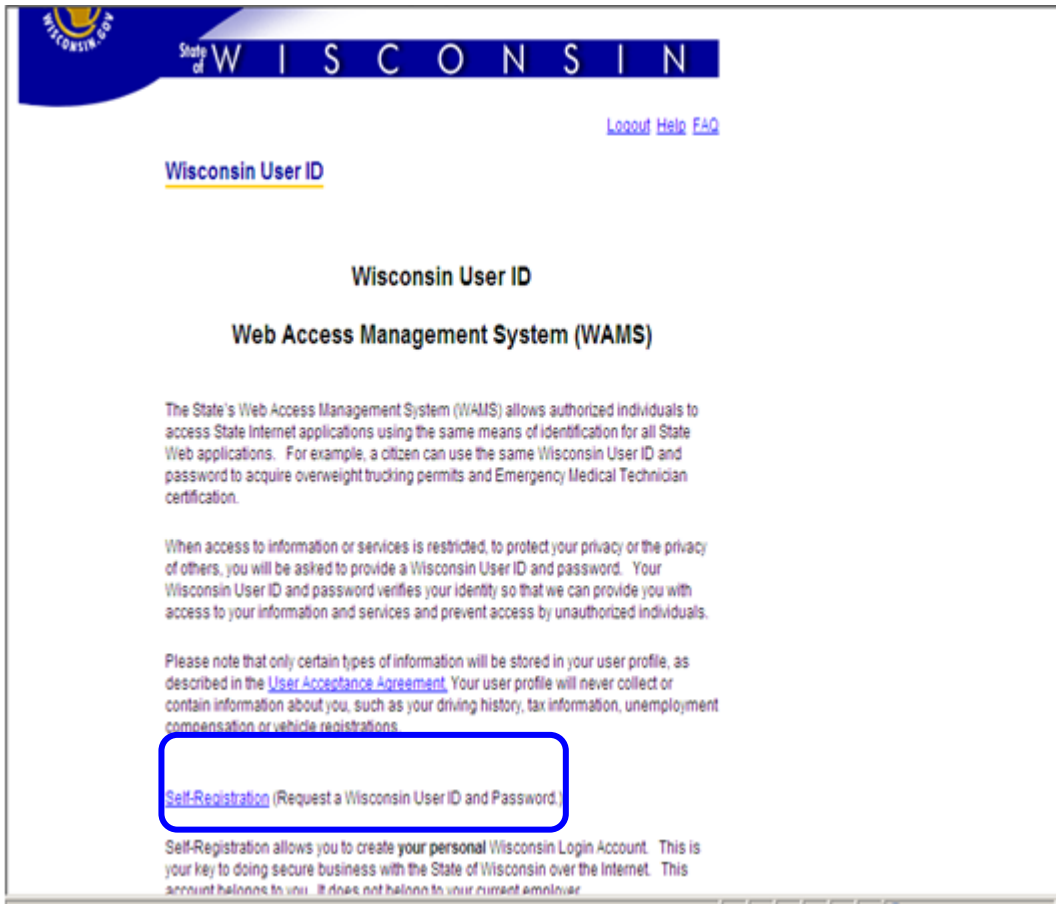
- Wisconsin's Web Access Management System (WAMS) allows authorized individuals to access State internet applications using one ID and password.
- You **MUST** have a WAMS ID to use PPS.
- A valid, unique e-mail address is required during self-registration.
- You may already have a WAMS account if you use other state systems.

Step 1: Access the Human Services Gateway Page

- Access the following URL to the Human Services Gateway Page https://pps.wisconsin.gov
- From the Gateway Page, click on the **WAMS** link

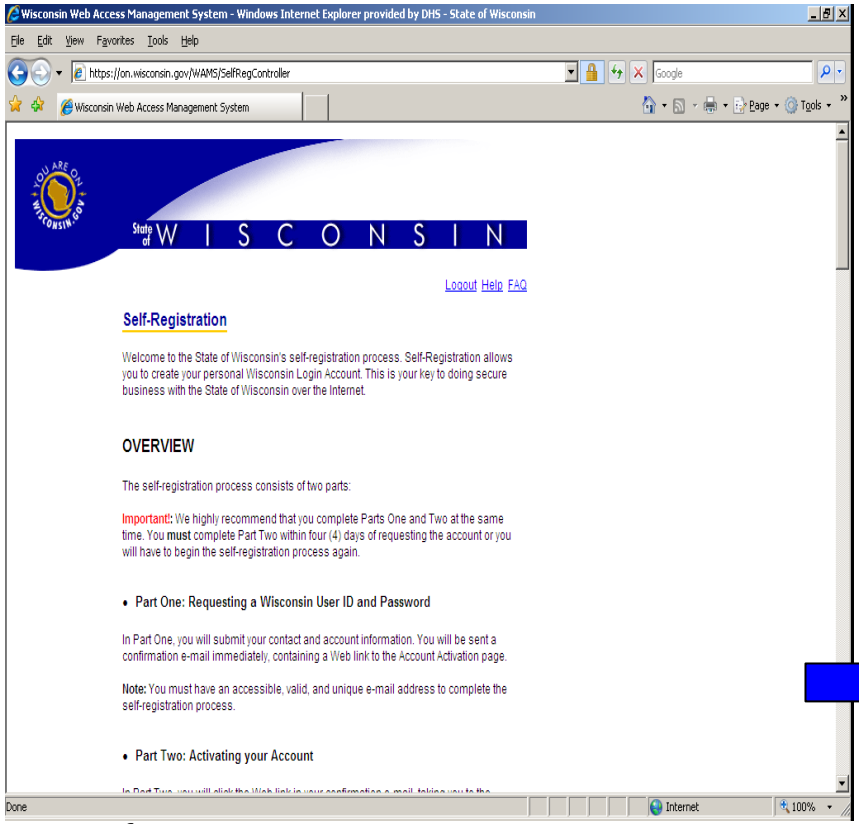
Step 2: Click the Self-Registration Link

- From the WAMS Home Page, click on the **Self-Registration** link



Step 3: Review and Accept the Terms of Service

- Read through the instructions.
- Click the **Accept** button if you accept the terms of use.



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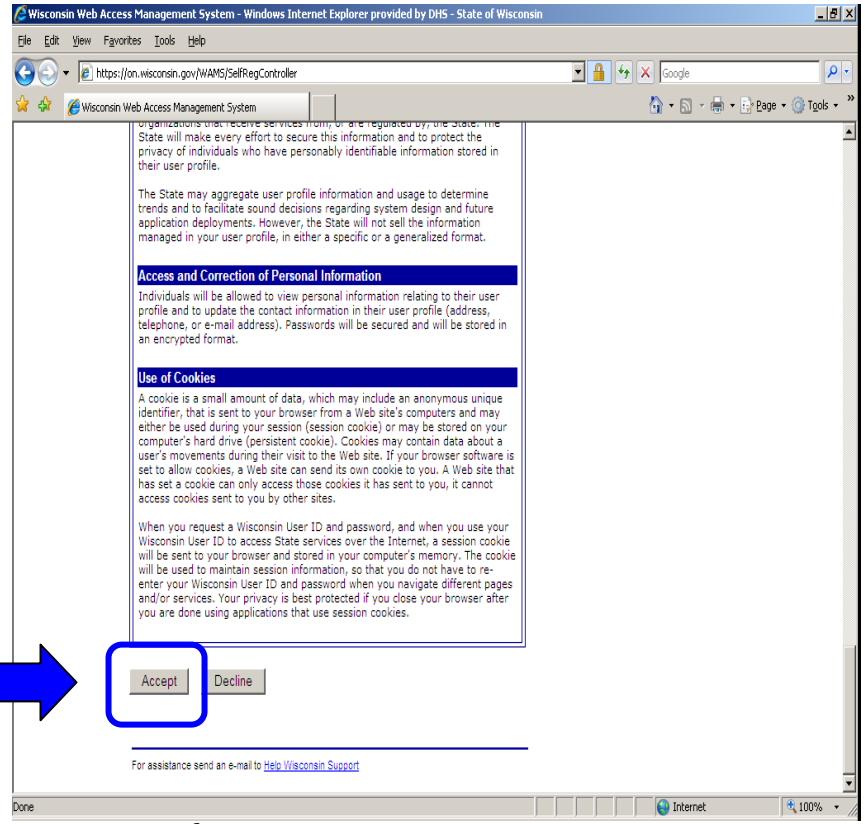

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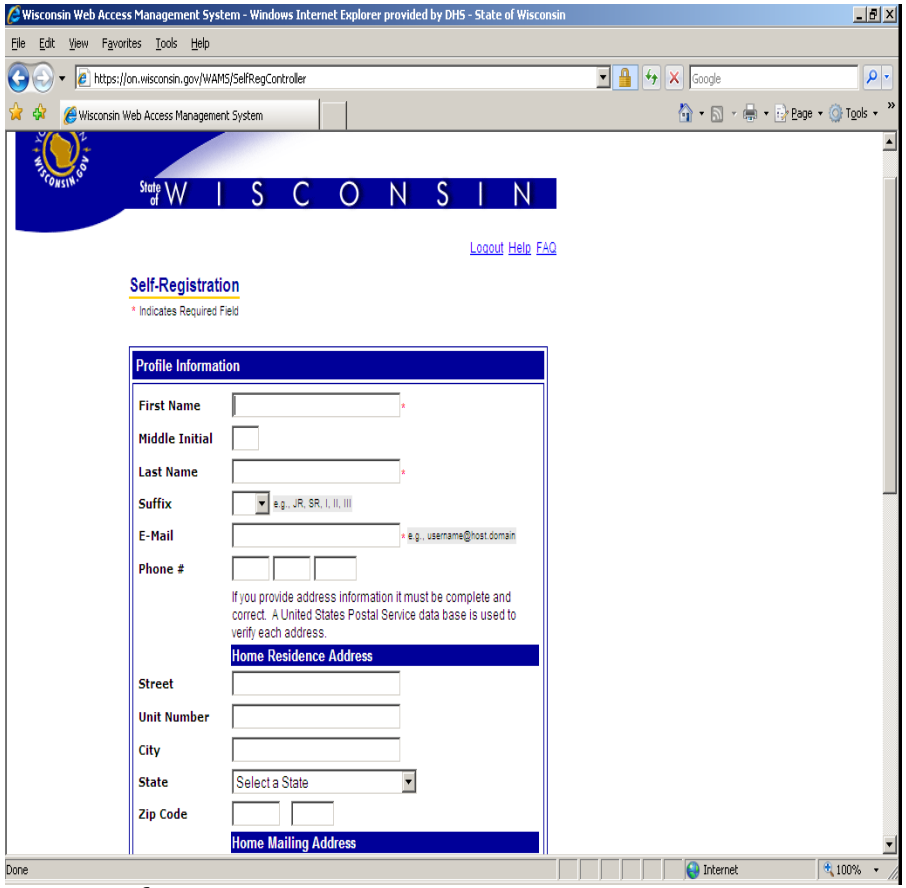
Step 4: Complete the Self-Registration Form

- **Complete the Self-Registration form** by filling out all required (*) fields
- Click **Submit**



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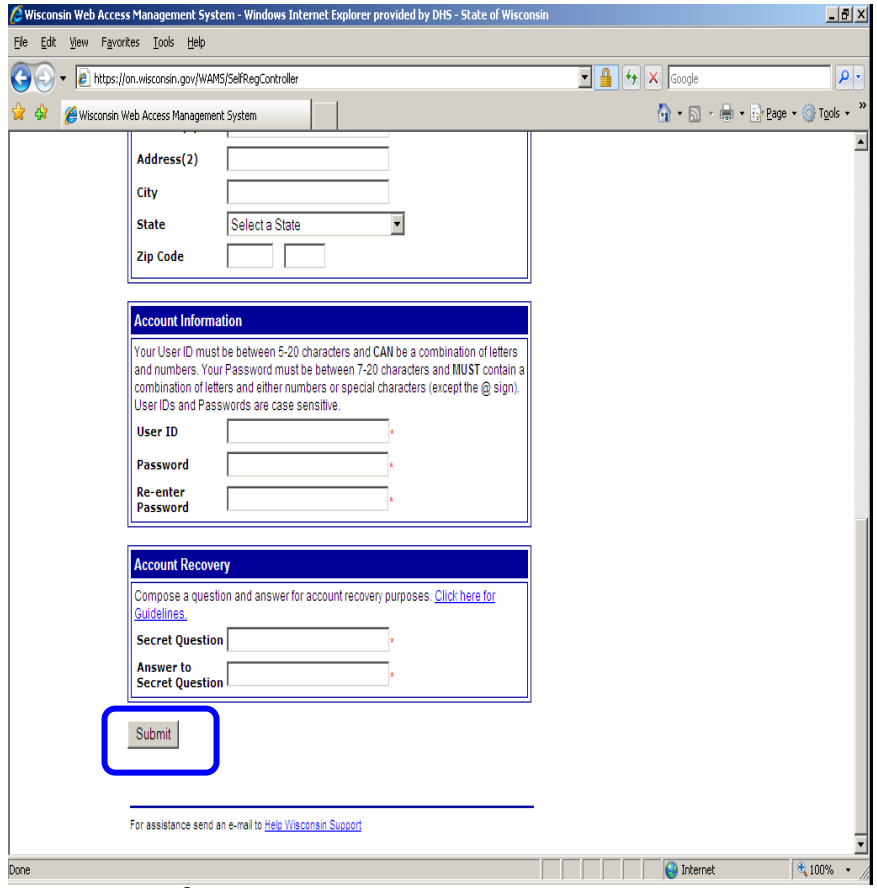

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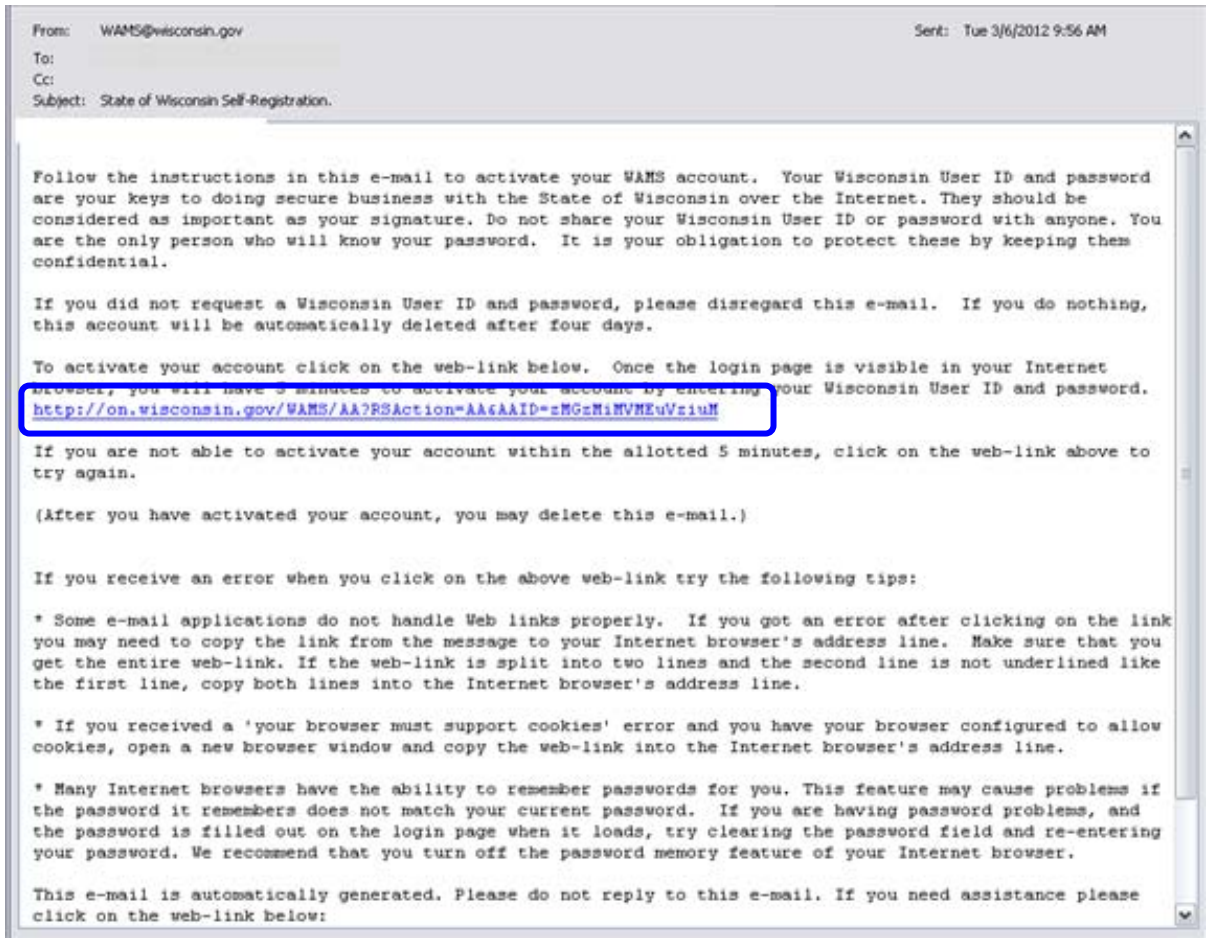
Step 5: Begin Account Activation

- After submitting your WAMS ID request, you will receive an email at the email address you provided during Self-Registration
- Follow the directions in the email
- To activate your account, **click the link** in the email.



From: WAMS@wisconsin.gov Sent: Tue 3/6/2012 9:56 AM
To:
Cc:
Subject: State of Wisconsin Self-Registration.

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 of Wisconsin 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 will know 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 by entering your Wisconsin User ID and password.
http://on.wisconsin.gov/WAMS/AA?RSAction=AA&AAID=zMGzMiMVMEuVziuM

If you are not able to activate your account within the allotted 5 minutes, click on the web-link above to try again.

(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 Internet 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 line, copy both lines into the Internet browser's address line.

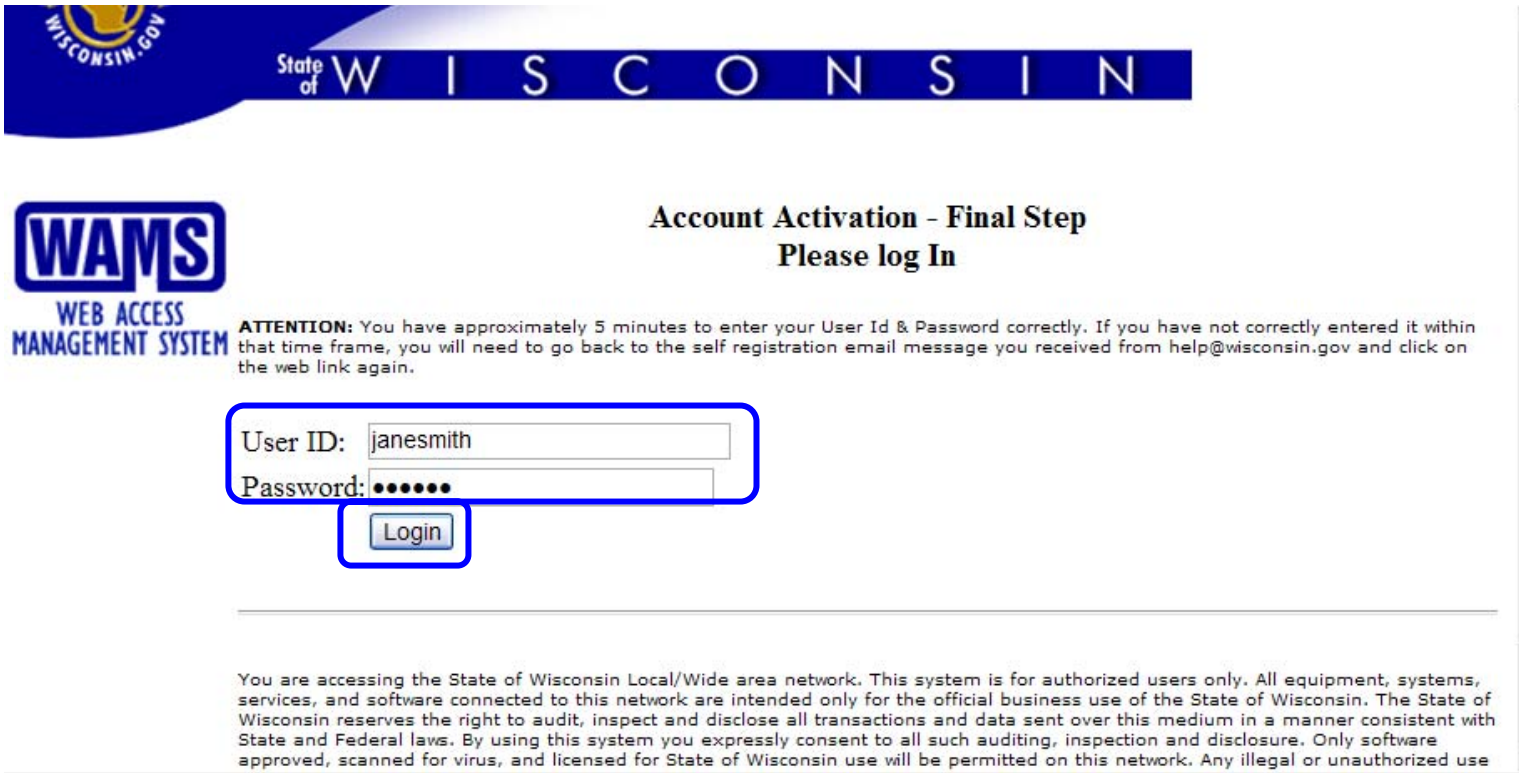
* If you received a 'your browser must support cookies' error and you have your browser configured to allow cookies, open a new browser window and copy the web-link into the Internet browser's address line.

* 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. We recommend that you turn off the password memory feature of your Internet browser.

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:

Step 6: Activate Your WAMS ID

- Activate your account by entering in your WAMS ID and password
- Click the **Login** button



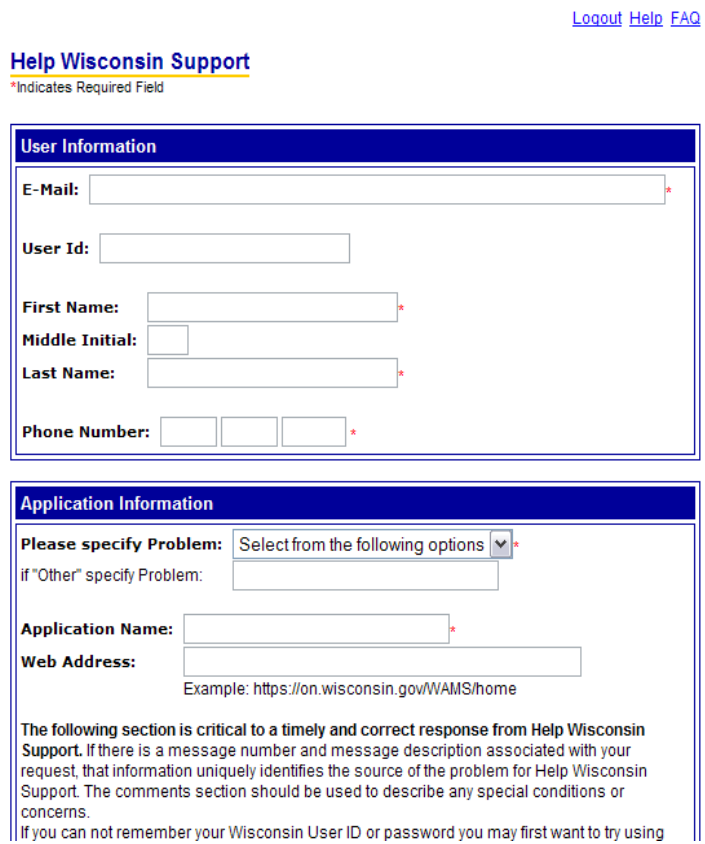
Your WAMS ID Has Been Activated

- If you were successful in activating your account, you will be directed to a web page indicating that your account has been enabled.

Problems Obtaining a WAMS ID

- If you have problems obtaining a WAMS ID, please contact WAMS Acceptance Support.
  - Click on the WAMS link from the Gateway Page
  - Scroll to the bottom of the page
  - Click the link at the bottom of the page

    For assistance send an e-mail to WAMS Acceptance Support
  - Fill out the support form and click submit



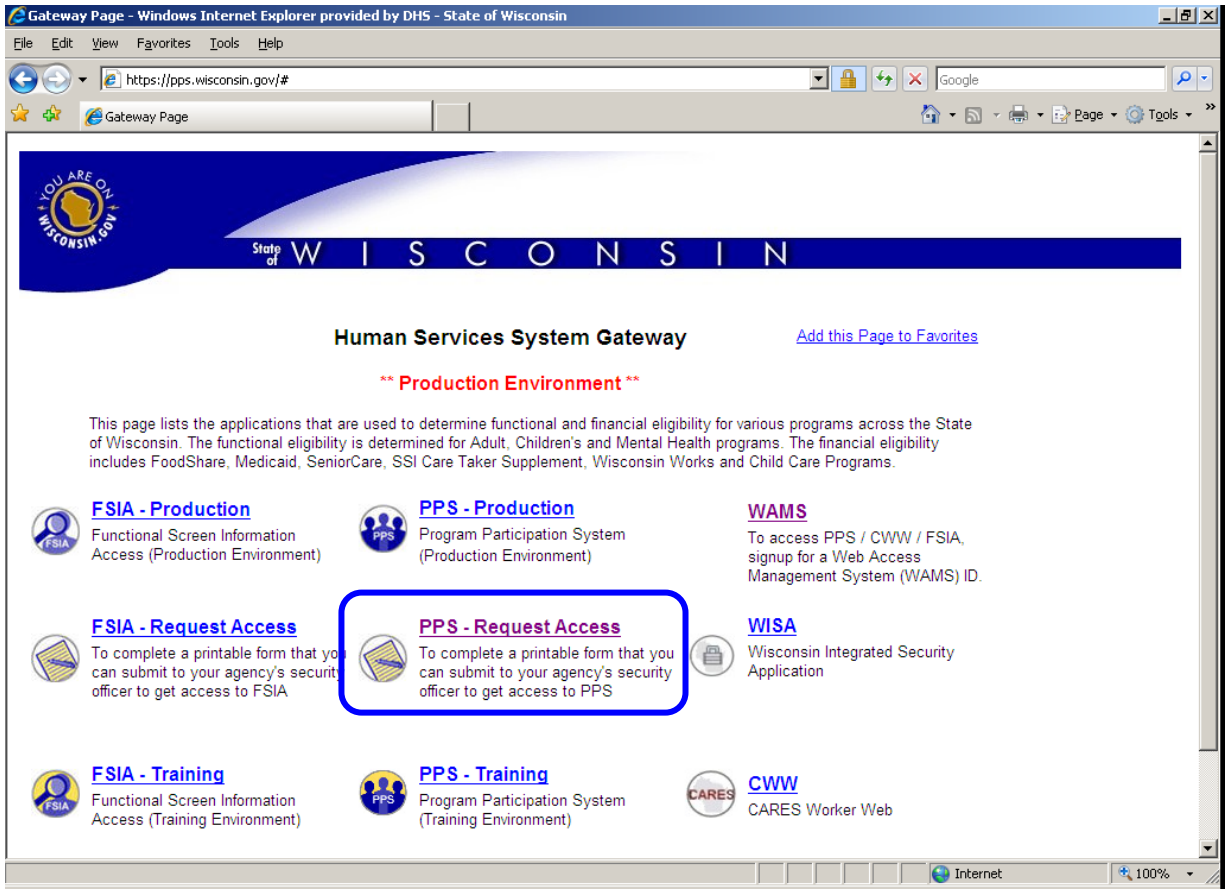
Part 2: Requesting Access to PPS

Program Participation System (PPS)

- Program Participation System (PPS) is a web-based IT system that was developed to help streamline various program functions and tasks.
- You **MUST** have a WAMS ID to use PPS.
- Even if you have access to PPS for another function or module, you must request PPS access for additional modules.

Step 1: Access the Human Services Gateway Page

- Access the following URL to the Human Services Gateway Page https://pps.wisconsin.gov
- From the Gateway Page, click on the **PPS – Request Access** link

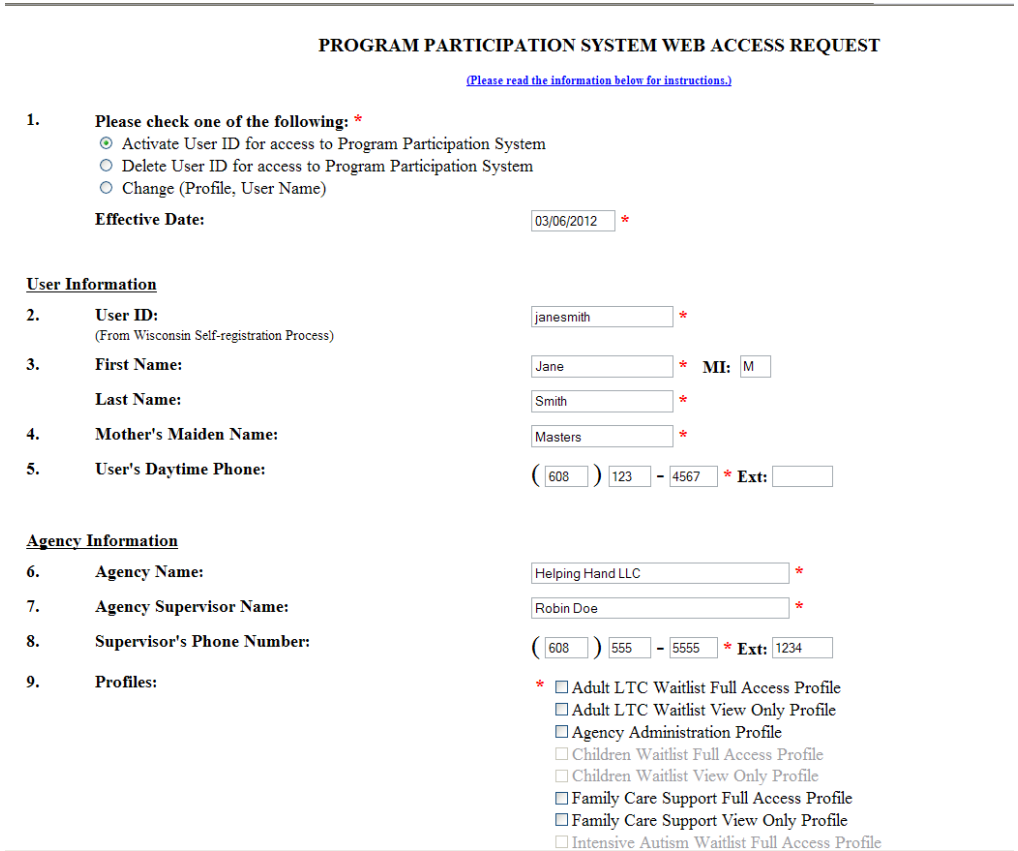


Step 2: Enter Your WAMS ID and Password

- Enter your existing WAMS ID and password or the one you obtained in Part 1
- Click Login

Step 3: Complete the PPS Web Access Request Form

- Complete the Web Access Request form - filling in all required fields.
- Required fields are denoted with a red asterisk (*)



PROGRAM PARTICIPATION SYSTEM WEB ACCESS REQUEST

(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: 03/06/2012 *

User Information

2. **User ID:** janesmith * (From Wisconsin Self-registration Process)
3. **First Name:** Jane * **MI:** M

   Last Name: Smith *
4. **Mother's Maiden Name:** Masters *
5. **User's Daytime Phone:** (608) 123 - 4567 * **Ext:**

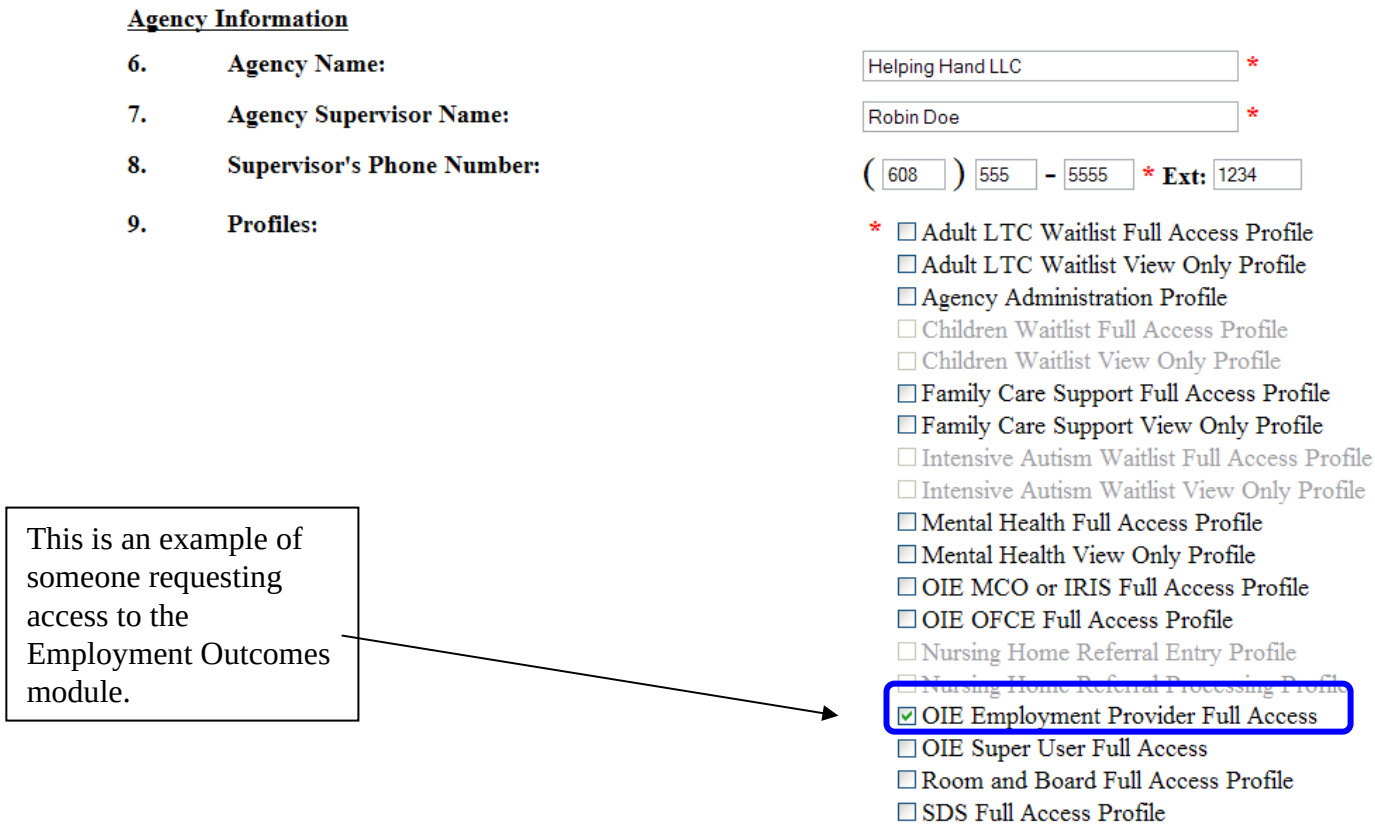
Agency Information

6. **Agency Name:** Helping Hand LLC *
7. **Agency Supervisor Name:** Robin Doe *
8. **Supervisor's Phone Number:** (608) 555 - 5555 * **Ext:** 1234
9. **Profiles:** *
   - [ ] Adult LTC Waitlist Full Access Profile
   - [ ] Adult LTC Waitlist View Only Profile
   - [ ] Agency Administration Profile
   - [ ] Children Waitlist Full Access Profile
   - [ ] Children Waitlist View Only Profile
   - [ ] Family Care Support Full Access Profile
   - [ ] Family Care Support View Only Profile
   - [ ] Intensive Autism Waitlist Full Access Profile

Select the Correct Profile

- For your profile, **be certain to choose the checkbox that fits the appropriate type of access for your role**.
  - INSERT HYPERLINK OF PDF HERE

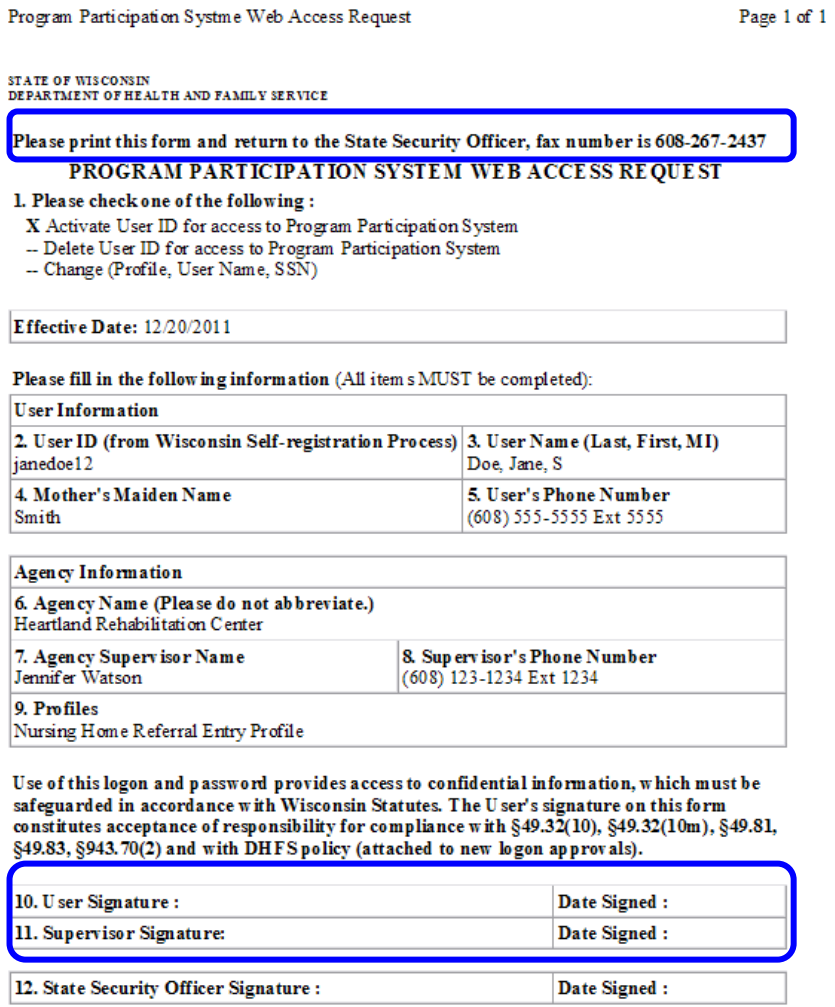
- Click the **submit** button when the form is complete.



This is an example of someone requesting access to the Employment Outcomes module.

Step 4: Print Form, Sign, and Fax

- Print off the form
- **You and your supervisor must both sign and date the form**
- Fax it to the State Security Officer



Program Participation Systme Web Access Request Page 1 of 1

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 :

X 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: 12/20/2011

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

User Information	
2. User ID (from Wisconsin Self-registration Process) janedoe12	**3. User Name (Last, First, MI)** Doe, Jane, S
4. Mother's Maiden Name Smith	**5. User's Phone Number** (608) 555-5555 Ext 5555

Agency Information	
6. Agency Name (Please do not abbreviate.) Heartland Rehabilitation Center	
7. Agency Supervisor Name Jennifer Watson	**8. Supervisor's Phone Number** (608) 123-1234 Ext 1234
9. Profiles Nursing Home Referral Entry Profile	

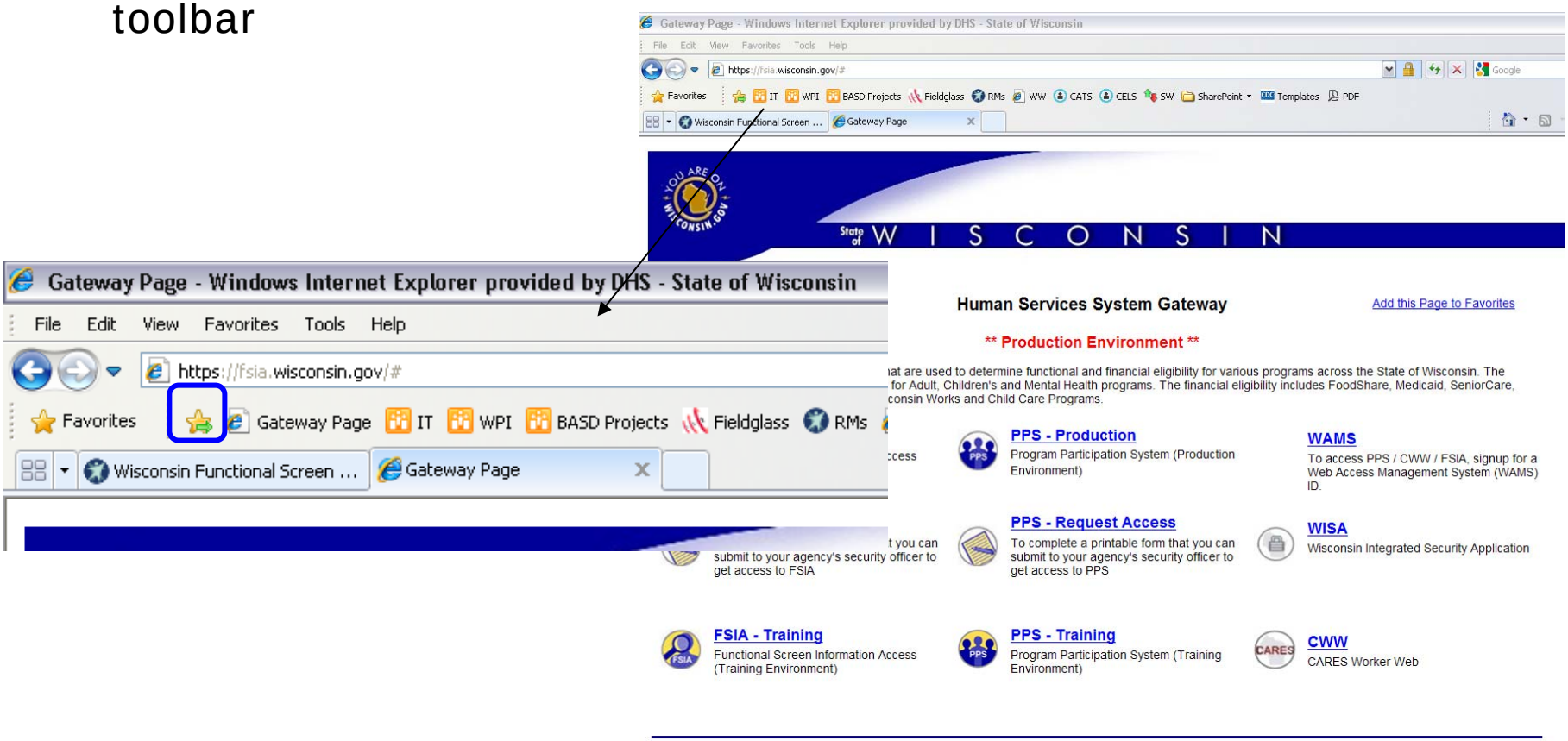
Use of this logon and password provides access to confidential information, which must be safeguarded in accordance with Wisconsin Statutes. The User's signature on this form constitutes acceptance of responsibility for compliance with §49.32(10), §49.32(10m), §49.81, §49.83, §943.70(2) and with DHFS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

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

Quick Tip – Adding a Website to Your Favorites

- Access the following URL to the Human Services Gateway Page https://fsia.wisconsin.gov or https://pps.wisconsin.gov

- Click the icon to add the Gateway Page as a favorite to your toolbar



Additional Help Contact Information

- The DHS SOS Help
  - E-mail: DHSSOSHelp@wisconsin.gov
  - Phone: (608) 266-9198
  - Fax: (608) 267-2437
  - Hours: Monday through Friday
    - 8:00 – 11:30 am
    - 12:30 – 4:00 pm