To access HHLPSS you must first have a WILMS User ID and password and register for a separate HHLPSS User ID and password. **If you don't have either of these, stop now** and review <u>Job Aid 1.1: Getting Started (P-02299 -1.1</u> and <u>Job Aid 1.2: Getting a WILMS Account (P-02299-1.2)</u>.

You will know you have access to HHLPSS when you receive an email with the subject line "Welcome to HHLPSS!!!" as shown here:

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**Step 1:** To log in to HHLPSS, go to <u>https://sowapment.wi.gov/hhlpss.html</u> (do not use Internet Explorer), enter your WILMS login ID and password, then click the **Login** button. Make this URL address a favorite or place it on your desktop or taskbar as you will use it every time you log in to HHLPSS.



Step 2: On the next screen, enter your new HHLPSS User Name and temporary Password supplied to you in your welcome email, then click the Log In button.

| Log In to Production HHLPSS Ver. 6.2.1.0<br>User Name<br>Password<br>Remember Me<br>Log In<br>Errorol Passworu:<br>The Healthy Housing and Lead Poisoning Surveilance System<br>(HHLPSS) was developed by CC/NCEH/HHLPPB based on<br>the source code from California's RASSCLE II. HHLPSS uses a<br>third-party tool by Melissa Data to validate patient address<br>third-party tool by Melissa Data to validate patient address<br>written consent of the Center for Disease Control and<br>Prevention (CDC). This copy of HHLPSS is registered to the<br>Wisconsin WI Department of Health Services Biodol lead<br>survilence group. The assigned program Dis 55000. This<br>program can only be used by personnel authorized by the<br>Wisconsin WI Department of Health Services. Use by any<br>other personnel is strictly prohibited. (flyou are an authorized  |  | WISCONSIN DEPARTMENT  |
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| User Name<br>Password<br>Remember Me<br>Cogin<br>Forciol Passworoz<br>The Healthy Housing and Lead Poisoning Surveillance System<br>(HHLPSS) was developed by CDC/NCEH/HHLPPB based on<br>the source code from California's RASSCLE II. HHLPSS uses a<br>third-party tool by Melissa Data to validate patient address<br>information. Any use of the Melissa Data to validate patient address<br>information. Any use of the Melissa Data address validation<br>tool outside of HHLPSS is prohibited without the expressed<br>written consent of the Center for Disease Control and<br>Prevention (CDC). This copy of HHLPSS is registered to the<br>Wisconsin WI Department of Health Services Biod lead<br>survilence group. The assigned program D is 55000. This<br>program can only be used by personnel authorized by the<br>Wisconsin WI Department of Health Services. Use by any<br>other personnel is strictly prohibited. If you are an authorized | Log In to I  | Production HHLPSS Ver. 6.2.1.0  |
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| Remember Me<br>Log In<br>Foraol Passworu:<br>The Healthy Housing and Lead Poisoning Surveillance System<br>(HHLPSS) was developed by CDC/NCEH/HHLPPB based on<br>the source code from California's RASSCLE II. HHLPSS uses a<br>third-party tool by Melissa Data to validate patient address<br>information. Any use of the Melissa Data address validation<br>tool outside of HHLPSS is prohibited without the expressed<br>written consent of the Center for Disease Control and<br>Prevention (CDC). This copy of HHLPSS is registered to the<br>Wisconsin WD Department of Health Services Blool lead<br>survience group. The assigned program Dis 55000. This<br>program can only be used by personnel authorized by the<br>Wisconsin WD Department of Health Services. Use by any<br>other personnel is strictly prohibited. If you are an authorized   | Password   |   |
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| user you may log into HHLPSS.   | The Healthy H<br>(HHLPSS) was<br>the source co-<br>third-party too<br>information. A<br>tool outside of<br>written consee<br>Prevention (CI<br>Wisconsin WI<br>survilence gro<br>program can o<br>Wisconsin WI<br>survilence gro<br>program can o<br>other personn<br>user you may | busing and Lead Poisoning Surveillance System<br>is developed by CDC/NCEH/HHLPPB based on<br>le from California's RASSCLE II. HHLPSS uses a<br>by Melissa Data to validate patient address<br>y use of the Melissa Data address validation<br>HHLPSS is prohibited without the expressed<br>to of the Center for Disease Control and<br>VC). This copy of HHLPSS is registered to the<br>Department of Health Services Blood lead<br>up. The assigned program ID is 55000. This<br>nly be used by personnel authorized by the<br>Department of Health Services. Use by any<br>le is strictly prohibited. If you are an authorized<br>log into HHLPSS. |

**Step 3:** After you log in for the first time the **Account Activation** screen will appear. Change your temporary password to a permanent password of your choosing. Follow these steps to change your password:

| Account Activation                               |
|--|
| Welcome cheman III Please activate your account. |
| Defa <u>u</u> lt Password                        |
| New Password                                     |
| Confirm Password                                 |
| Security Question                                |
| Security Answer                                  |
| Activate   |

- 1. Enter your temporary **Default** password.
- 2. Enter a **New** password that you create. Your password must be at least six characters long and must include at least one uppercase letter, one lowercase letter, one number and one special character.
- 3. Re-enter your new password to confirm it.
- Create a security question for which only you know the answer. Type it into the Security Question box.
- 5. Type the answer to your security question in the **Security Answer** box.
- 6. Click the **Activate** button.

**Step 4:** Once you have changed your password, you will be redirected to the **HHLPSS Log In** screen (see Step 2 above). Type in your **HHLPSS User Name** and new **Password** and click the **Log In** button.

## Congratulations! You are now in HHLPSS.

## Questions

Please contact the HHLPSS coordinator at 608-266-5817 or email DHS Lead Poisoning Prevention.



Division of Public Health Bureau of Environmental and Occupational Health P-02299-1.3 (11/2022)