

Accessing the Healthy Homes and Lead Poisoning Surveillance System (HHLPSS): External Users

External users (i.e., local health department staff) must have a **MyWisconsin ID** before they can log in to HHLPSS. Once an external user has a MyWisconsin ID, they can request to link it to a **pre-existing** HHLPSS account (for users who already have a HHLPSS account) or to a **new** HHLPSS account (for users accessing HHLPSS for the first time).

If you have questions about your MyWisconsin ID account, contact the MyWisconsin ID Account Service Desk at 608-471-6667 or visit the [Wisconsin Division of Enterprise Services MyWisconsin ID webpage](#).

If you have questions about HHLPSS, contact the HHLPSS coordinator at DHSLeadPoisoningPrevention@dhs.wisconsin.gov.

Step 1: Create a MyWisconsin ID account

1. Create a MyWisconsin ID using the [Department of Enterprise Technology guide](#).
2. Verify you can [log in](#) to your MyWisconsin ID account.

If you need help creating or accessing your MyWisconsin ID account, contact the MyWisconsin ID Account Service Desk at (608) 471-6667.

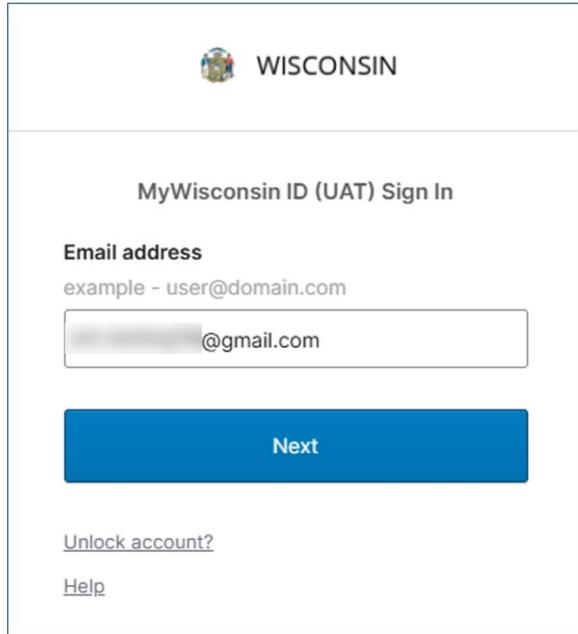
Step 2: Link your HHLPSS account

If you have a **pre-existing** HHLPSS account:

1. Request to link your HHLPSS account to your MyWisconsin ID.
 - a. Navigate to [HHLPSS](#).
 - b. Select the “MyWisconsin ID” button.

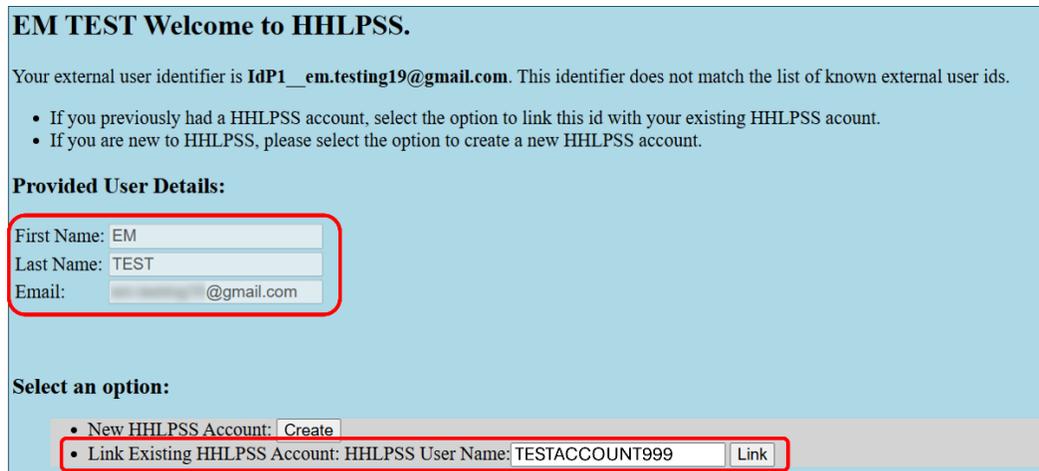


- c. Enter your MyWisconsin ID credentials.



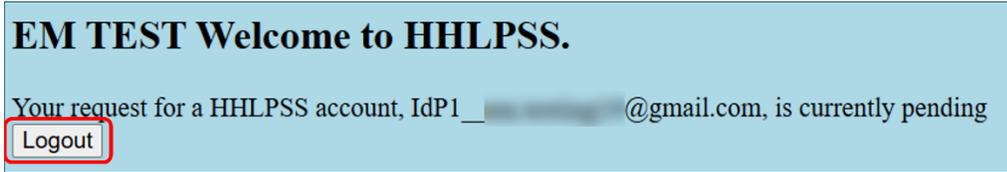
The screenshot shows the 'MyWisconsin ID (UAT) Sign In' page. At the top is the Wisconsin state logo and the word 'WISCONSIN'. Below that is the title 'MyWisconsin ID (UAT) Sign In'. There is a section for 'Email address' with a placeholder 'example - user@domain.com' and a text input field containing '@gmail.com'. A blue 'Next' button is positioned below the input field. At the bottom of the form, there are links for 'Unlock account?' and 'Help'.

- d. Verify your first name, last name, and email address populated correctly on the account linkage page. If they did not, update your personal information in your [MyWisconsin ID settings](#) and notify the HHLPSS coordinator at DHSLeadPoisoningPrevention@dhs.wisconsin.gov.
- e. Enter your **pre-existing HHLPSS username** in the “Link Existing HHLPSS Account: HHLPSS UserName” field.
- f. Select the “Link” button.



The screenshot shows the 'EM TEST Welcome to HHLPSS' page. The header reads 'EM TEST Welcome to HHLPSS.' Below this, a message states: 'Your external user identifier is **IdP1__em.testing19@gmail.com**. This identifier does not match the list of known external user ids.' There are two bullet points: 'If you previously had a HHLPSS account, select the option to link this id with your existing HHLPSS account.' and 'If you are new to HHLPSS, please select the option to create a new HHLPSS account.' A section titled 'Provided User Details:' contains three input fields: 'First Name: EM', 'Last Name: TEST', and 'Email: @gmail.com'. Below this is a section titled 'Select an option:' with two radio button options. The first is 'New HHLPSS Account: Create'. The second is 'Link Existing HHLPSS Account: HHLPSS User Name: TESTACCOUNT999' with a 'Link' button next to it. Red boxes highlight the user details fields and the second option.

- g. Select “Logout” on the request pending page. You will receive a notification email when the HHLPSS coordinator activates your account.

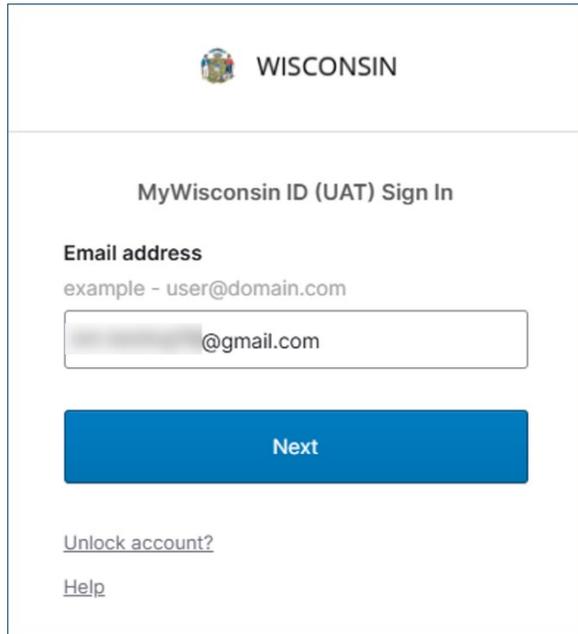


If you need a **new** HHLPSS account:

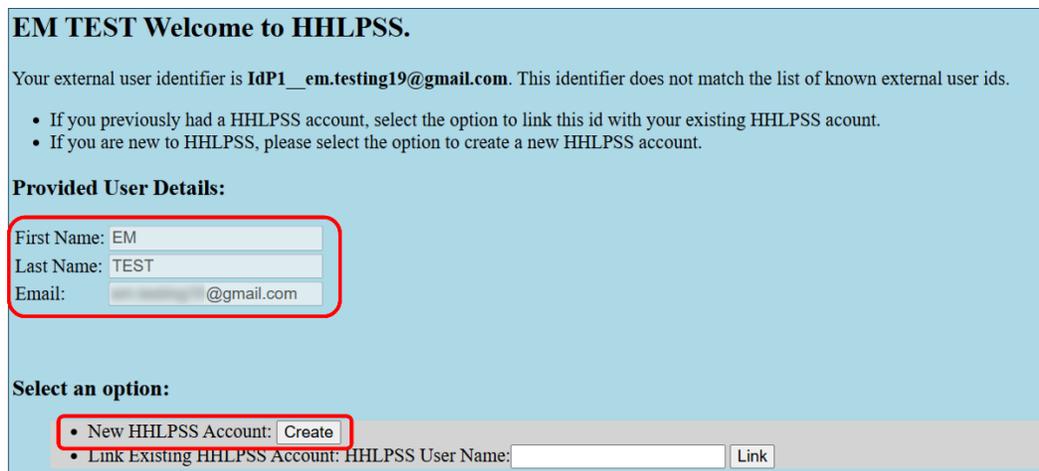
1. Email the HHLPSS coordinator at DHSLeadPoisoningPrevention@dhs.wisconsin.gov with the following information. (Ask your supervisor or the HHLPSS coordinator for help if you are unsure how to answer any of the questions.)
 - a. Name:
 - b. MyWisconsin ID:
 - c. Desired HHLPSS username:
 - d. Phone number:
 - e. Email address:
 - f. Will you need access to the patient module, environmental module, or both?
 - g. Would you like to receive clinical case alerts?
 - h. Would you like to receive environmental investigation alerts?
 - i. Please provide a security question and answer.
2. Wait for the HHLPSS coordinator to confirm HHLPSS access has been granted to your MyWisconsin ID account.
3. Request a HHLPSS account.
 - a. Navigate to [HHLPSS](#).
 - b. Select the “MyWisconsin ID” button.



- c. Enter your MyWisconsin ID credentials.



- d. Verify your first name, last name, and email address populated correctly on the account linkage page. If they did not, update your personal information in your [MyWisconsin ID settings](#) and notify the HHL PSS coordinator at DHSLeadPoisoningPrevention@dhs.wisconsin.gov.
- e. Select the “Create” button.



- f. Select “Logout” on the request pending page. You will receive a notification email when the HHL PSS coordinator activates your account.

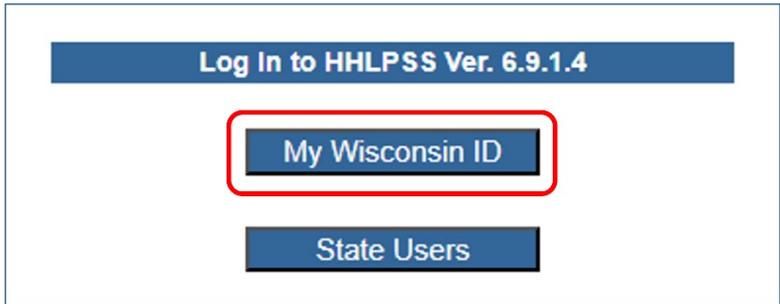
EM TEST Welcome to HHL PSS.

Your request for a HHL PSS account, IdP1_ _____ @gmail.com, is currently pending

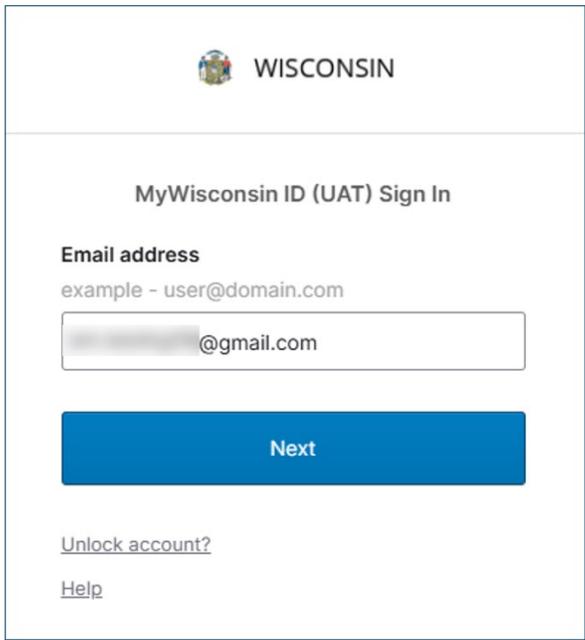
[Logout](#)

Step 3: Log in to HHL PSS

1. Navigate to [HHL PSS](#).
2. Select the “MyWisconsin ID” button.



3. Enter your MyWisconsin ID credentials.



After you enter your MyWisconsin ID credentials, you will be redirected to the HHL PSS homepage.