WISCONSIN DEPARTMENT
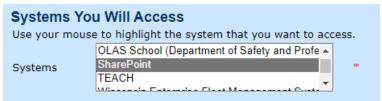*of* **HEALTH SERVICES**
Division of Public Health

SharePoint Access for Aging Staff

This document details the process for aging staff to gain access to the ADRC/Aging SharePoint site and other BADR SharePoint sites.

Important: Before beginning this process, please double-check your access to the ADRC/Aging SharePoint and whether you already have a WILMS ID. Creating a duplicate WILMS ID could create further barriers to access.

Step 1: self-register for a WILMS ID

- Navigate to the Wisconsin Logon Management System (WILMS) website.
- Go to the **Sign Up for your DOA/Wisconsin Logon** section and click **Self Registration**.
- Fill in all required fields (marked with an asterisk).
  In the **Systems You Will Access** section, choose **SharePoint**.

- Upon submitting, a pop-up sometimes displays. This pop-up does not prevent the registration from completing.

Step 2: submit form F-02000

- Fill out and submit form F-02000 to DHSBADRtech@dhs.wisconsin.gov.
  Instructions to complete F-02000 are in the companion F-02000A attachment (second row).
- Enter your new WILMS username in **Section 4** of the form

- After submitting F-02000, you will receive an email within a few days confirming access has been granted along with a link to the SharePoint site.

How to deactivate or remove access

WILMS does not require deactivation, but removal from SharePoint sites can be done by submitting a second F-02000 requesting a user to be deactivated.

Questions or help with access

- WILMS account information, including password recovery, can be managed on the main page.
- For additional assistance with WILMS login information, contact WILMSHelp@wisconsin.gov.
- SharePoint access questions should be sent to Megan Takahashi in the Office on Aging at meganm.takahashi@dhs.wisconsin.gov.